

REGULATIONS FOR THE CORPS OF CADETS (BLUE BOOK)

UNIVERSITY OF NORTH GEORGIA
DAHLONEGA, GEORGIA



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CHAPTER 1: INTRODUCTION

1.1 HISTORY

Following the Civil War, the abandoned U. S. Mint property was given to the State of Georgia for educational purposes, thus the birth of what is now the University of North Georgia. Originally named North Georgia Agricultural College, the institution was established in 1873 as a land-grant school of agriculture and mechanical arts, particularly mining engineering. As area gold mining resources were depleted and agricultural education was assumed by the University of Georgia, the mission of North Georgia College evolved into one emphasizing arts and sciences. The school was renamed North Georgia College in the summer of 1929. North Georgia College's first class of students requested that military training be a part of the curriculum. The college gained university status in 1996 and was renamed North Georgia College and State University. Effective 1 January 2013, the school name was changed again to the University of North Georgia. UNG is the senior military college of Georgia and is one of only six senior military colleges in the nation, along with VMI, the Citadel, Norwich University, Texas A&M, and Virginia Tech. The University of North Georgia is unique in that it serves as a military college for the Corps of Cadets and as a liberal arts academic institution for all its students.

1.2 INTRODUCTION

The University of North Georgia ("UNG" or the "University") has been designated by Congress as a Senior Military College.¹ Military colleges are eligible to host a Senior Reserve Officers' Training Program ("SROTC") as designated by the Secretary of the Army.² Army Regulation 145-1 ("AR 145-1") is the regulation that prescribes policies and general procedures for administering an SROTC, which includes the University's Corps of Cadets Program ("Corps of Cadets").

The Army has detailed several active service members to the University, including the Professor of Military Science, who is required by AR 145-1 to:

- Structure and manage the Military Science Program ("MS") to blend the philosophy of the host academic institution with the needs of the Army.
- Command the military personnel assigned to the Department of Military Science.
- Ensure that the Corps of Cadets are properly administered as prescribed by applicable statutes, DOD Directives, Army regulations, programs, objectives, and policies.

Historically and operationally, the SROTC Program is critical to the mission and culture of the University. As required by AR 145-1, the University has entered into a formal agreement with the Secretary of the Army with respect to the establishment of an SROTC unit at UNG, which has been amended over time (the "SA Letter"). As part of providing the SROTC Program, the University is required, among other things to (i) organize the Cadets under military discipline and meet military standards similar to those maintained at the federal service academies.

The objectives of the SROTC Program include:

- Developing a student's character through military training and the regulation of conduct according to military discipline.
- Attract, motivate, and prepare selected students to serve as commissioned officers in the regular Army, Army National Guard, and the U.S. Army Reserve.
- Provide Cadets with basic concepts and principles of military art and science. Attainment of these objectives established a sound basis for future professional development and effective performance as commissioned officers in the United States Army.

The Corps of Cadets is a voluntary student organization whose mission is to produce educated and honorable men and women, graduating from the SROTC Program, which stresses academic achievement, leadership, physical training, recruiting and safety. Professional Army officers and non-commissioned officers, both active and retired, coach the senior Cadet leaders in the art and science of military leadership. Cadets then use the student-led chain of command to disseminate information and to accomplish all assigned missions.

The Blue Book and Policy Letters issued by the Commandant of Cadets in coordination with the Vice President for student affairs after the approval by the President of the University, contain the regulations, policies and procedures that are essential for the effective and efficient command and administration of the Corps of Cadets.

1 10 U.S.C. §2111 (f.)

2 10 U.S.C. §2102.

1.3 MISSION

The mission of the Corps of Cadets is to produce educated and honorable men and women who graduate from the SROTC Program, which stresses academic achievement, character development, leadership, physical training, recruiting and safety. The military system of organization and training has long been recognized for its effectiveness in developing leadership, self-discipline, and efficiency. The capabilities that it develops in and individual have equal application in military and civilian life. The Corps of Cadets utilizes this system to supplement and complement academic study programs in developing the "whole" person to his or her maximum potential.

1.4 PURPOSE

These regulations prescribe those policies and procedures essential for the effective and efficient command and administration of the Corps of Cadets and enunciate those standards of conduct, deportment, and personal appearance expected of each member of the Corps.

1.5 SCOPE

These regulations include organization and precepts that are concerned with the Corps of Cadets: their environment, clothing, and equipment; the facilities that serve them; their academic, military, physical, and social training; and the privileges that they may be granted.

1.6 INTERPRETATION

The interpretation of these regulations is a function of the Commandant of Cadets. When doubt arises as to the meaning of a regulation, a Cadet will seek the advice of his/her Cadet Chain of Command, the Tactical Officer, the Assistant Commandant, and the Commandant of Cadets respectively.

1.7 COMPLIANCE

Cadets will maintain thorough familiarization with these regulations and all changes or additions herein, all annual supplements, and all policy letters. Cadets will comply with the obvious intent as well as the letter of all regulations and orders. Ignorance is not an acceptable excuse. These regulations are applicable to all military students except when otherwise specified.

1.8 ACTIONS IN CASES NOT COVERED

In cases not specifically covered by regulations, Cadets will conduct themselves as good judgment and common sense dictate. Cadets will at all times conduct themselves with the propriety and decorum characterized by a society of ladies and gentlemen. Whenever circumstances beyond a Cadet's control cause him/her to violate regulations or orders, he/she will report the facts and circumstances as soon as possible to the appropriate authority.

1.9 ADMINISTRATIVE ORGANIZATION

THE PRESIDENT: The President of the University has control of the government of the institution, its administration, discipline, and instruction. He/she has the authority to suspend or modify any paragraph of these regulations, or to publish special regulations when he considers it necessary. He/she has the ultimate authority in matters pertaining to the government of the Corps of Cadets.

SENIOR VICE PRESIDENT FOR LEADERSHIP AND GLOBAL ENGAGEMENT: The Senior Vice President for Leadership and Global Engagement oversees the university's strategic planning process and implementation. Also coordinates the initiatives of the Office of the President and is the university's primary liaison for civic engagement and government relations.

VICE PRESIDENT FOR STUDENT AFFAIRS: The Vice President for Student Affairs has overall responsibility for student affairs and is responsible for disciplinary action for infractions of conduct of an extremely serious nature and which are cause to examine the advisability of continuing an individual as a member of the Corps of Cadets, and/or as a student at the University.

COMMANDANT OF CADETS: The Commandant of Cadets (University official) is responsible to the President of the University for the total military program at the institution, its administration, discipline, and welfare. He is the Commander of his staff and all Cadets.

ASSISTANT COMMANDANT: The Assistant Commandant (University official) is responsible to the Commandant of Cadets for the daily administration and discipline of the Corps of Cadets. He shall prescribe the duties of the Tactical and Administrative Officers and supervise the discharge of those duties.

TACTICAL OFFICERS: The Tactical Officers are University officials directly responsible to the Assistant Commandant. Their primary functions are to serve as counselors to Cadets concerning general unit operations and management, morale and welfare, minor disciplinary matters, and dormitory activities and conditions.

Cadet OFFICERS AND Cadet NON-COMMISSIONED OFFICERS: Each year members of the Corps of Cadets are appointed to leadership positions within the Brigade. Cadets shall be appointed on orders issued by the Commandant of Cadets. Cadet officers and Cadet non-commissioned officers are normally expected to exercise the authority and responsibilities assigned to them by virtue of their rank and grade with mature judgment, common sense, and constant respect for the individual.

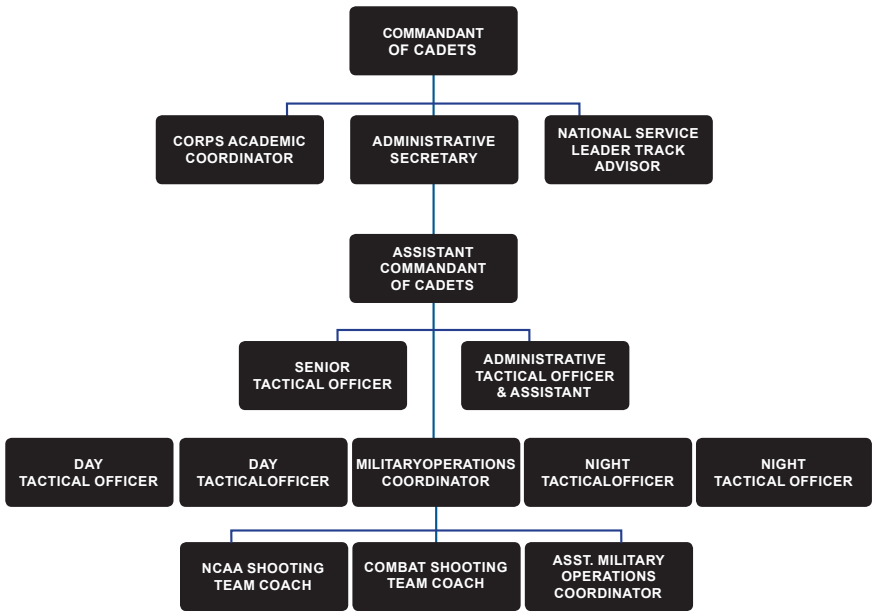
PROFESSOR OF MILITARY SCIENCE (PMS): The Professor of Military Science is the senior active duty Army officer assigned to the University by the Department of the Army. He is the Chief of Instruction and the Commander of all military and civilian personnel assigned to the Military Science Department.

ASSISTANT PROFESSORS OF MILITARY SCIENCE: Assistant Professors of Military Science are active duty officers assigned to the University by the Department of the Army under the command of the PMS. They primarily serve as instructors but shall perform other duties as the PMS dictates.

NON-COMMISSIONED OFFICERS: Non-commissioned officers (NCO's) are active duty soldiers assigned by the Department of the Army. They present classroom and practical instruction, advise units and organizations, and serve as a principal link in establishing officer-NCO relationships. Retired NCO's are also assigned to the PMS staff and Office of the Commandant.

1.10 OFFICE OF THE COMMANDANT

a. COMMANDANT OF CADETS ORGANIZATIONAL CHART:



1.11 ROLE OF THE COMMANDANT

The Commandant has been designated by the President of the University as the official responsible for ensuring the University complies with its obligations related to the SROTC program under: (i) United States law; (ii) Army regulations, including 145-1; (iii) The SA Letter.

He is responsible for the following:

- In collaboration with the Professor of Military Science, Attracting, motivating, and preparing selected students to serve as commissioned officers in the regular Army, Army National Guard, and the U.S. Army Reserve. (AR 145-1(1-6)(a)(1).)
- Providing Cadets with the basic concepts and principles of military art and science.
- (AR 145- 1(1-6)(a)(2).)
- Developing the following attributes in Cadets: leadership, a strong sense of personal integrity, honor and responsibility, and an appreciation for national security. (AR 145-1(1-6)(a)(3a-c).)

- Requiring a course in military training during the undergraduate course for all Cadets. (AR 145-1(2-1)(b)(2).)
- Organizing Cadets into a Corps of Cadets under military discipline. (AR 145-1(2-1)(b)(3).)
- Requiring all Cadets to be in uniform when on campus. (AR 145-1(2-1)(b)(4).)
- Developing Cadet's character through military training and the regulation of conduct according to principles of military discipline. (AR 145-1(2-1)(b)(5).)
- Meeting military standards similar to those maintained by the federal service academies.
- (AR 145-1(2-1)(b)(6).)
- Reviewing and making recommendations for all programs of instruction to be adopted as part of the school's curriculum, including field training exercises. (AR 145-1(2-4)(a)(4)(b), and AR 145-1(5-2).)
- Ensuring Cadets devote the number of hours to military instruction that is prescribed by the program of instruction. (AR 145-1(2-4)(a)(4)(c).)
- Ensuring the University is providing adequate facilities for the SROTC program. (AR 145-1(2-4)(a)(4)(d).)
- Ensuring the University is providing adequate secretarial and administrative support for the SROTC program. (AR 145-1(2-4)(a)(4)(e).)
- Ensuring the University is granting academic credit for the successful completion of courses offered by the Department of Military Science. (AR 145-1(2-4)(a)(4)(f).)
- Scheduling military classes so that they will be as convenient for the students to attend as other classes at the same education level. (AR 145-1(2-4)(a)(4)(g).)
- Ensuring the University is providing adequate storage to US government property as required by (AR 145-1(2-4)(a)(4)(i).)
- Coordinating and complying with all Army regulations regarding the use of Government property by the SROTC Program as provided for in the SA Letter.

1.12 ROTC SHOULDER SLEEVE INSIGNIA SYMBOLISM

The shield symbolizes the Army mission of national defense and is divided into quarters representing the four traditional military science courses comprising ROTC curriculum. The sword signifies courage, gallantry, and self-sacrifice intrinsic to the profession of arms. The lamp denotes the pursuit of knowledge, higher learning, and the partnership of Army ROTC with American colleges and universities. The Greek helmet is symbolic of the ancient civilization concept of the warrior scholar. The motto "LEADERSHIP EXCELLENCE" expresses the ultimate responsibility of Army ROTC in the discharge of its moral responsibility to the nation.

1.13 WEAPONS DISPLAYED ON CAMPUS

- MILITARY LEADERSHIP CENTER: 3 inch breech gun (1902)
- KILLED IN THE LINE OF DUTY MEMORIAL: 16 spokes per wheel
- RETREAT CANNON: 75mm pack howitzer
- COL BEN PURCELL PLAZA (2): 57mm anti-tank guns
- PRICE MEMORIAL: 155mm howitzer

1.14 DEDICATED AREAS ON CAMPUS

- GEN WILLIAM "LIPP" LIVSEY DRILL FIELD
- LOBBY BARNES HALL
- BARNES HALL
- DONOVAN HALL
- DUNLAP HALL
- NEWTON OAKES CENTER
- GAILLARD HALL
- LEWIS HALL
- MEMORIAL HALL
- PRICE MEMORIAL
- ROGERS HALL
- YOUNG HALL
- HOAG STUDENT CENTER
- NIX CULTURAL CENTER
- OWEN HALL
- MILITARY LEADERSHIP CENTER
- HANSFORD HALL
- PURCELL PLAZA
- GEN WILLIAM "LIPP" LIVSEY (NGC '52)
- PVT HERBERT FENSTER (WWII HERO)
- J. C. "DADDY" BARNES (PROFESSOR)
- DEAN ALICE G. DONOVAN
- EDGAR BROWN DUNLAP
- NEWTON & ELLA RAE OAKES
- B. PALMER GAILLARD (PROFESSOR)
- WILLIE LEWIS (1ST WOMAN GRADUATE)
- STUDENTS OF NGC/NGCSU
- COLONEL WILLIAM PIERCE PRICE (FOUNDER)
- DR. JONOTHAN C. ROGERS (FORMER PRESIDENT)
- DEAN WILL D. YOUNG
- DR. MERRITT E. HOAG (FORMER PRESIDENT)
- JOHN L. NIX MOUNTAIN & SARAH HIGH SMITH NIX (FRIENDS OF NGCSU)
- DR. JOHN H. OWEN (FORMER PRESIDENT)
- BROOKS L. PENNINGTON, JR.
- DR. NATHANIEL HANSFORD, (FORMER PRESIDENT)
- COL. BEN PURCELL (DISTINGUISHED ALUMNUS AND FRIEND OF NGCSU)

1.15 REVEILLE AND RETREAT

When the flag is being raised in the morning, you should stand at attention on the first note of “Reveille” and salute. In the evening “Retreat” is played prior to “To the Colors.” (“Colors” refer to the flag of the United States and can also include the unit flag). When you hear the first note of “Retreat” come to the position of attention and face the flag (or the direction the music is coming from if the flag is not visible). Render the hand salute at the first note of “To the Colors.” You normally face the flag when saluting, unless duty requires you to face in some other direction. At the conclusion of the music, resume your regular duties. If you are involved in some duty that would be hampered by saluting, you do not need to salute.

When in a formation or a group, the senior Cadet present will call the group to “Attention” and then “Parade, Rest” at the first note of “Retreat.” That Cadet will then call the group to “Attention” and “Present, Arms” at the first note of “To the Colors” and then “Order, Arms” at the conclusion.

When in civilian clothing, you will remove any cover you have on and place your right hand over your heart, with cover in hand, instead of saluting. Vehicles in motion should stop. If you are in a car or on a motorcycle, dismount and salute. If you are with a group in a military vehicle or bus, remain in the vehicle. The individual in charge will dismount and salute. These honors also apply to the national anthems of foreign countries during ceremonies or parades. When you are passing or being passed by colors that are being presented, paraded, or displayed, salute when the colors are six paces from you. Hold the salute until the colors are six paces beyond you. To not render the proper respect to the colors is dishonorable and cowardly and should be punished severely.

1.16 TAPS

In 1862 during the Civil War, Union Army Captain Robert Ellicombe was with his men near Harrison’s Landing in Virginia. The Confederate Army was on the other side of the narrow strip of land. During the night, Captain Ellicombe heard the moan of a soldier who lay mortally wounded on the field. Not knowing if it was a Union or Confederate soldier, the captain decided to risk his life and bring the stricken man back for medical attention. Crawling on his stomach through the gunfire, the captain reached the stricken soldier and began pulling him toward his encampment. When the captain finally reached his own lines, he discovered it was actually a Confederate soldier, but the soldier was dead.

The Captain lit a lantern. Suddenly he caught his breath and went numb with shock. In the dim light, he saw the face of the soldier. It was his own son. The boy had been studying music in the South when the war broke out. Without telling his father, he enlisted in the Confederate Army. The following morning, heartbroken, the father asked permission of his superiors to give his son a full military burial despite his enemy status.

His request was partially granted. The Captain had asked if he could have a group of Army band members play a funeral dirge for the son at the funeral. That request was turned down since the soldier was a Confederate. Out of respect for the father, they did say they could give him only one musician.

The Captain chose a bugler. He asked the bugler to play a series of musical notes he found on a piece of paper in the pocket of the dead youth's uniform. This wish was granted. This music was the haunting melody we now know as "Taps" used at military funerals.

TAPS

Day is done
Gone the sun
From the lakes
From the hills
From the sky
All is well
Safely rest
God is nigh

1.17 OATH OF OFFICE (TAKEN BY CADETS UPON RECEIVING A COMMISSION IN THE UNITED STATES ARMY):

I _____ (full name), having been appointed an officer in the Army of the United States in the grade of Second Lieutenant, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of the office upon which I am about to enter. So help me, God.

1.18 GENERAL ORDERS

I will guard everything within the limits of my post and quit my post only when properly relieved. I will obey my special orders and perform all my duties in a military manner. I will report violations of my special orders, emergencies, and anything not covered in my instructions to the commander of the relief.

1.19 WARRIOR ETHOS

I will always place the mission first.
I will never accept defeat.
I will never quit.
I will never leave a fallen comrade.

1.20 INFORMATION ON THE M-16A2

The U.S. rifle, caliber 5.56mm, M-16A2, is a shoulder-fired, gas-operated, magazine-fed, air-cooled, semi-automatic and automatic weapon. It was adopted for use by the U.S. Armed Forces in 1958. For more information refer to Appendix.

1.21 INFORMATION ON ARMY ROTC

The tradition of military training in civilian colleges was born in 1819 at what is now Norwich University, Vermont. ROTC as we now know it began with the National Defense Act of 1916. UNG has been a military college since its founding in 1873. Army ROTC commissions the majority of officers in the Army.

1.22 TRADITIONS IN THE CORPS

- UNG Arch and Walk - Dedicated by the Class of 1951 to the Class of 1950. Freshmen will not walk under the arch on front campus.
- No one will cross the Drill Field as a short cut.
- No one will use the Memorial Area as a short cut.
- The Corps of Cadets will conduct the Legacy of Gold Presentation on the Drill Field, during the hours of darkness.
- All personnel will observe reveille at 0700 and retreat at 1700 hours daily.

CHAPTER 2: THE CORPS OF CADETS

2.1 GENERAL

The students who participate in the SROTC Program offered by the University will be called the “Corps of Cadets”. The organization may also informally be referred to as the “Boar’s Head Brigade” or the “Corps”. Individual members of the Corps will be called “Cadets”.

The Corps of Cadets is a fully functional organization that operates primarily through a Cadet chain of command. Principle functions of training, discipline, and administration are conducted in a highly competitive manner on a unit and individual basis. These functions and standards of competition are further delineated throughout these regulations and by separate publications.

2.2 THE UNG HONOR CODE

The Honor Code of the University of North Georgia is based on the principle that a Cadet will not lie, cheat, steal, plagiarize, evade the truth, conspire to deceive, nor will he/she tolerate those who do. Refer to Chapter 8.

2.3 THE UNIVERSITY OF NORTH GEORGIA CORPS OF CADETS CREST

The UNG Crest was designed by COL Raymond C. Hamilton, a former Professor of Military Science and Tactics, and approved by the Department of the Army. The design consists of a boar’s head taken from General James Edward Oglethorpe’s coat of arms, and represents hospitality. The design above the shield consists of a blue and white bar, the school colors; a Cherokee Rose, the Georgia State Flower; and crossed muskets, the insignia of the Infantry. The Corps’ motto, which is “Truth and Wisdom,” lies within a scroll beneath the boar’s head. Encircling the design is a yellow scroll which designates the name and location of the University.

2.4 CADET CREED

“I am a University of North Georgia Cadet. I am one of the few that have volunteered to become a member of the elite Boar’s Head Brigade. I will always endeavor to uphold the honor, prestige, and high moral values of the Corps of Cadets. As a Cadet, I will bear true faith and allegiance to the Corps of Cadets Participation Policy and all applicable regulations. I will support and obey the orders of the leaders appointed over me, and I will strive for success in every situation. I am disciplined, physically strong, and mentally tough. I set the example for all other students to follow. I will strive to maintain academic excellence in and out of the classroom. I am a member of a team and will shoulder more than my share of the task, whatever it may be. Never shall I fail my fellow comrades. I will not lie, cheat, steal, plagiarize, evade the truth, conspire to deceive, nor will I tolerate those who do. No matter the situation, I will never bring discredit to the Corps of Cadets. I am proud to be a University of North Georgia Cadet. TRUTH AND WISDOM.”

2.5 AFFILIATION

All students enrolled in the University are eligible for affiliation in the Corps of Cadets. A student becomes a member of the Corps of Cadets or a “Cadet” upon successful completion of a military orientation and training program called FROG week. The minimum standard for successful completion is attending all training with passing scores on all required exams. Upon successful completion of FROG week, new Cadets will be presented with the UNG Corps of Cadets Crest to recognize this achievement. Continued membership and participation in the Corps of Cadets requires compliance with all of the regulations contained in the Blue Book and any other regulations, policies or procedures issued by the Commandant of the Corps of Cadets and the Cadet Chain of Command.

2.6 PURPOSE

The Corps of Cadets is designed to teach and develop certain personal characteristics, traits, techniques, and performance capabilities. This is accomplished through practical application in a series of varied positions of responsibility in the Corps of Cadets.

2.7 DISTRIBUTION

Each Cadet will obtain a copy of these regulations for his/her own use and will maintain this copy in good condition. Possession of this Blue Book will be subject to inspection at all times. Selected portions of the Blue book will be posted on the UNG home page and may be accessed by clicking on “Military Program.”

2.8 CADET EXPECTATIONS

a. Self-Discipline: Individuals must learn to follow before they can effectively lead. Cadets are initially disciple by the system with progressive reliance upon individual establishment and achievement of conduct and performance standards. Leaders cannot expect higher standards of subordinates than they maintain for themselves.

b. Organization and Use of Time: Leadership positions in the Corps place more demands on the leader’s time. To achieve success, an individual must learn to establish priorities and plan the effective use of time. The routine of the Corps is based on a rigid schedule. The Cadet learns to accomplish certain required tasked through timely daily repetition. Individual priorities must be established and schedules developed for other functions such as study and social activities. Increasing latitude in individual scheduling is permitted as a Cadet successfully.

c. Personal Affairs: Personal affairs include financial and social obligations and the formation of personal relationships. Individuals who do not conduct their personal business in a satisfactory manner reflect unfavorably on the Corps, family and friends.

d. Personal Behavior: Cadets are expected to conduct themselves to the same standards of behavior normally expected of commissioned officers 24 hours a day whether on or off campus.

e. Team Work: Few professions or jobs permit any reasonable measure of success solely based on individual effort; individuals must learn to perform as members of a group or team.

f. Leadership. The effectiveness of leaders is based on their ability to obtain the willing compliance and cooperation of subordinates. Cadet leaders are afforded the opportunity to identify those techniques that serve them best and develop a personal style of leadership.

All Cadets should recognize that the Cadet leader is in a learning process and is not expected to be perfect. Leaders are, however, expected to learn from their mistakes and those of their colleagues.

g. Academics: Academic achievement is the cornerstone that will enable a Cadet to be successful while at UNG. It plays a role in Quarters, rank selection, and participation in most co-curricular activities. Senior leaders must ensure that subordinates are given ample study time and should foster an environment conducive to study.

2.9 VALUES

Loyalty. Bearing witness and allegiance to the United States Constitution and its ideals, to the Army, to your unit, to your fellow soldiers and subordinates, and to yourself as an Army professional.

Duty. Fulfilling all your professional, legal, and moral obligations and accomplishing all tasks to the fullest of your ability. It means accepting responsibility for your actions and your subordinates.

Respect. Treating people as they should be treated and as you expect to be treated. It requires regard for other's well-being and needs.

Selfless Service. Means placing the Army's priorities before your own. Consider the welfare of the nation, your mission, and your fellow soldiers and subordinates before your personal safety.

Honor. Compels you to adhere to the Army Values and gives you the ability to make moral decisions based on your deep personal values and your conscience.

Integrity. Leads you to unity and consistency in your principles, values, and behavior. Integrity calls on you to be honest and honorable in word and deed at all times.

Personal Courage. Enables you to face fear and adversity in any situation. Personal Courage allows you to act with honor, to respect others, and to take responsibility for your actions.

2.10 MILITARY ORGANIZATION

PURPOSE

The military system of organization and training has long been recognized for its effectiveness in developing leadership, self-discipline, and efficiency. The capabilities that it develops in an individual have equal application in military and civilian life. The University of North Georgia Corps of Cadets utilizes this system to supplement and complement academic study programs in developing the “whole” person to his or her maximum potential.

CADET CHAIN OF COMMAND

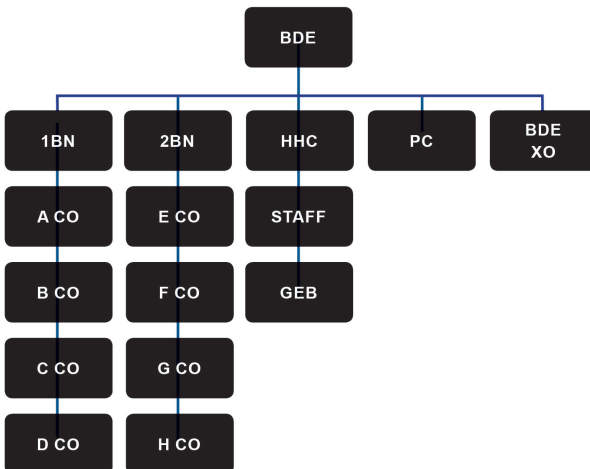
President of the University
Vice President of Student Affairs
Commandant of Cadets
Assistant Commandant of Cadets
Cadet Brigade Commander
Cadet Battalion Commander
Cadet Company Commander
Cadet Platoon Leader
Cadet Squad Leader

MILITARY CHAIN OF COMMAND

Commander in Chief
Secretary of Defense
Chairman of the Joint Chiefs
Secretary of the Army
Chief of Staff - Army TRADOC Commander
Commander, Cadet Command Commander, First Brigade (ROTC)
Professor of Military Science.

2.11 BOAR'S HEAD BRIGADE ORGANIZATION

The organization of the Corps of Cadets will be adjusted periodically dependent on size, facilities available, and requirements for leadership positions at various levels. The basic organization will parallel that of an active Army brigade.



a. The squad is the basic military organization. It will normally be led by a sophomore or junior. Three or more numbered squads will be assigned to each platoon.

b. In addition to assigned squads, the platoon has a platoon headquarters with a senior platoon leader and a junior platoon sergeant. Two or more numbered platoons will be assigned to each company.

c. The company is the focal point of Cadet life and the basis for most unit competition and is commanded by a senior. Two or more lettered companies are assigned to each battalion.

d. The battalion is the lowest level authorized a fully functional staff. It is commanded by a senior. Two or more numbered battalions will be assigned to the brigade.

2.12 CRITERIA FOR RANK SELECTION

Official military activities are programmed to achieve a realistic balance of military training, academic development, and physical fitness. Military and non-military extracurricular activities are available to supplement these programs. Cadets who are progressing satisfactorily academically have opportunities to further develop military knowledge and skills, personal interests, and social relationships. Academic progress will, however, be assigned the highest priority.

Cadets are eligible for rank and/or privileges based on the following academic classifications:

Academic Freshman	0-29 earned semester hours
Academic Sophomore	30-59 earned semester hours
Academic Junior	60-89 earned semester hours
Academic Senior	90 or more earned semester hours



5/8"

Cadet Colonel



5/8"

Cadet Lieutenant Colonel



5/8"

Cadet Major



5/8"

Cadet Captain



5/8"

Cadet First Lieutenant



5/8"

Cadet Second Lieutenant



5/8"

**Cadet Command
Sergeant Major**



5/8"

**Cadet
Sergeant Major**



5/8"

**Cadet
First Sergeant**



5/8"

**Cadet
Master Sergeant**



5/8"

**Cadet
Sergeant First Class**



5/8"

**Cadet
Staff Sergeant**



5/8"

**Cadet
Sergeant**



5/8"

**Cadet
Corporal**



5/8"

**Cadet
Specialist**



5/8"

**Cadet
Private
First Class**



5/8"

**Cadet
Private**



**Centered
Cadet
Recruit**

2.13 COMMAND AND STAFF

a. CHAIN OF COMMAND: The Cadet Chain of Command consists of the brigade, battalion, and company commanders and platoon and squad leaders. This is the channel through which directives and information pass from the point of origin to the individual Cadet and through which the Cadet's problems are identified and resolved. It must function equally well in both directions.

(1) Individuals perform better when they know what they are doing and why. It is the responsibility of the Cadet Chain of Command to ensure that every Cadet receives and understands all information disseminated in a timely manner. Cadets are not relieved of their responsibility to comply when time does not permit such an explanation.

(2) Issuing instructions through the chain of command alone is not sufficient. Commanders and leaders at all levels must follow through to ensure compliance. Random checks and inspections must be made to ensure that required actions are satisfactorily completed and that information is passing freely in both directions.

(3) Cadet Noncommissioned Officers (NCO's) are assigned as principle assistants to the officers in the Cadet Chain of Command from brigade through platoon level. These NCO's provide invaluable assistance in supervising the execution of the officers' directives.

(4) Individuals will normally attempt to resolve problems with the immediate Cadet Chain of Command. When problems are not resolved to the individual's satisfaction, or if the problem is extremely personal, Cadets may schedule an appointment directly with their Company Advisor, Tactical Officer, Assistant Commandant, or Commandant of Cadets. Individuals filing complaints must ensure that all information is factual.

(5) No first names will be used between subordinates and seniors. Personnel will be referred to by Cadet rank.

b. APPOINTMENTS: Cadet officers and noncommissioned officers are appointed by the Commandant of Cadets. Selection of Cadets for appointment is based on academic standing, military knowledge, participation in general campus activities, spirit of cooperation, loyalty, dependability, qualities of leadership and physical fitness, and personal character. Cadets must meet certain GPA requirements to advance through the rank of SFC or higher, including all officer positions (see appropriate policy letter). This includes personnel receiving commander's pay. The Commandant may grant waivers.

c. AUTHORITY TO COMMAND: Authority to exercise command within the Corps of Cadets is vested in Cadet officers under the supervision and guidance of members of the Commandant's Office.

d. DUTIES AND RESPONSIBILITIES: In general, the duties of officers and noncommissioned officers conform to those of corresponding positions in the United States Army. It is the duty of every Cadet to support the authority of his superiors and to assert his own authority whenever necessary to uphold the high standards and traditions of the Corps of Cadets.

- (1) Commanders (to include platoon and squad leaders) are responsible for everything their units do or fail to do. This responsibility includes the training, discipline, and welfare of all personnel assigned to their unit.
- (2) Cadet officers and noncommissioned officers are assigned to assist commanders in fulfilling these responsibilities. The number of assistants and the degree of specialty of each increases with the level of command. These assistants have no assigned command authority. They collect information, make recommendations, issue orders, and supervise in the name of their respective commanders.
- (3) Required functions which are not assigned as principle duties may be delegated to an assistant as additional duties on a permanent or temporary basis. Permanent assignments should be made in writing.
- (4) Individuals assigned to represent the commander during non-duty hours will be selected from a duty roster as prescribed in Chapter 10. These assignments will be made only with the approval of the Commandant of Cadets and written duty instructions will be provided to the individual performing these duties.
- (5) Commanders will ensure that a responsible individual is always present to supervise and maintain good order.

e. ACTING CADET OFFICERS AND NONCOMMISSIONED OFFICERS: Cadets detailed to act as officers and noncommissioned officers have the same authority and responsibility as those permanently appointed during the period of their detail. THE SENIOR Cadet: In any situation, the responsibility to command and maintain order rests with the highest ranking Cadet present.

2.14 TRAINING

a. FRESHMAN RECRUIT ORIENTATION GROUP (FROG) WEEK:

The Corps of Cadets recruits disciplined and motivated individuals, not those who need discipline. Each student who desires to become a member of the Corps of Cadets must successfully complete FROG Week at the beginning of the first semester of membership; the Commandant may make exceptions. This program teaches the new Cadet the rules, regulations, and standards of the Corps of Cadets; how to adapt to life as a Cadet; and basic drill movements. A student will not be allowed to enter the Corps of Cadets without completing this essential training. Students who fail this training will have the opportunity to reattempt at a later date, if approved by the Commandant.

b. NON-COMMISSIONED OFFICERS ACADEMY (NCOA):

Each Cadet who desires to advance beyond the rank of Specialist in positions of direct supervision must successfully complete NCOA.

NCOA provides basic training in leadership and techniques of instruction which are essential to become a successful leader at any level. NCOA dates will be announced through the chain of command. Any Cadet who desires to compete for a higher rank should refer to the policy letter pertaining to NCOA. Requests to waive the attendance requirements may be submitted in memorandum format. Successful completion of NCOA is a demonstration of the Cadet's potential for leadership positions and desire to succeed in the Corps of Cadets.

Cadets who have successfully completed Warriors Leader Course (WLC) may be exempted from this requirement by the Commandant of Cadets. Cadets who complete an alternative course of instruction will be evaluated on a case by case basis to hold positions in grades higher than Cadet Specialist. Each NCOA graduate must serve 2 full semesters as an NCO with at least one in a direct supervisory role before becoming a Cadet officer. Exceptions may be granted by the Commandant of Cadets. Also Cadets desiring to earn the military leadership minor must serve two semesters as an NCO and one as a Cadet officer to earn the minor.

c. CADRE (PRE-COMMAND COURSE) TRAINING: Prior to the beginning of each semester and FROG Week, selected leadership in the Corps of Cadets will attend a training program designed to give them the necessary skills to operate in their assigned positions. These selected leaders will be certified by the Commandant prior to leading in their positions.

d. NONCOMMISSIONED OFFICERS ACADEMY (NCOA): NCOA will be conducted a week prior to FROG Week each semester. Minimum requirements to attend NCOA is for a Cadet to have a positive Cadet record, minimum cumulative GPA of 2.50, and have earned 30 semester hours. Cadets who have successfully completed Warriors Leader Course (WLC) may be exempted from this requirement by the Commandant of Cadets. Cadets who complete an alternative course of instruction will be evaluated on a case by case basis to hold positions in grades higher than Cadet Specialist. Each NCOA graduate must serve 2 full semesters as an NCO with at least one in a direct supervisory role before becoming a Cadet officer. Exceptions may be granted by the Commandant of Cadets. Also Cadets desiring to earn the military leadership minor must serve two semesters as an NCO and one as a Cadet officer to earn the minor. See UNG Undergraduate Bulletin.

CHAPTER 3: FORMATIONS

3.1 GENERAL

- a. A formation is defined as any mandatory official assembly of Cadets. It may or may not be in-ranks. The senior member of each unit or activity will assume control unless otherwise directed. Accountability will be taken at all formations, and reports will be submitted to the Assistant Commandant or as directed by the Cadet Chain of Command.
- b. Formations and other daily events are scheduled as directed in the Weekly Training Schedule.

3.2 TYPES OF FORMATIONS

The following is a list of recurring formations. Others will be held as scheduled or needed.

- a. **FIRST CALL:** The bugle is sounded to wake all Cadets. Only key leaders may rise earlier.
- b. **REVEILLE:** The bugle is sounded while the flag is raised to signal the official start of in areas in close proximity to military Residence Halls. Designated units will be released from formation to remove trash from assigned areas. Police call may be delayed until sufficient light is available. Cadets must be out of bed and prepared to conduct necessary business unless permitted to "sleep in." All absences will be reported immediately, through the chain of command, to the Cadet Staff Duty Officer. Units will present arms during Reveille.
- c. **CLASSES:** Cadets are expected to attend all scheduled classes on a regular basis. The class attendance policy is explained in the Student Handbook and Catalog.
- d. **LEADERSHIP LABORATORY:** The Weekly Training Schedule will prescribe drill, ceremonies, and other practical exercises to supplement military classroom instruction. Attendance is mandatory and reports will be submitted to the Assistant Commandant as directed by chain of command.
- e. **RETREAT:** The official end of the duty day. All personnel outdoors on campus will halt all activity and face the flag, or the direction of the bugle if the flag is not visible. Individuals in uniform will stand at Attention during Retreat and Present Arms during "To the Colors." In formation, the senior individual will command Parade Rest for "Retreat"; Attention and Present Arms for "To The Colors."
- f. **INSPECTIONS:** Individuals will stand by for room and personal appearance inspection. Rooms will remain neat and orderly at all times and are subject to further inspection. Merits and demerits will be awarded as appropriate.
- g. **MORNING FORMATION:** Units will assemble outdoors in-ranks. Official announcements will be made and additional personal appearance inspections may be conducted. Morning formations will be held at the battalion level, during which safety and upcoming military operations/events will be discussed. The COL Ben Purcell Formation Plaza and surrounding areas may be used for battalion formations.
- h. **POLICE CALL:** Battalion Commanders and the HHC Commander are responsible for daily Police Call.

i. QUARTERS:

(1) The purpose of Quarters is to provide an atmosphere which allows and promotes academic achievement and encourages individuals to develop specific study habits. All Cadets are authorized to study in an environment that is reasonably free of distractions, including unnecessary meetings. See Policy Letter #3. All Cadets are required to observe Quarters unless specifically excused in Chapter 4, Authorizations and Privileges. Individuals excused will not disrupt the study atmosphere.

(2) Quarters will be observed from 2000 hours until 2400 hours Sunday through Thursday. The hour immediately before the beginning of Quarters from 1900 to 2000 will be designated as Commander's Time. Absence reports will be submitted to the Cadet Staff Duty Officer not later than 2400 hours.

(3) Cadets observing Quarters will be in their rooms (or approved location) and will use that time specifically for study. (Exceptions are identified in Chapter 4.) Cadets observing Quarters are required to be in the Uniform of the Day (UOD) or the Army Physical Fitness Uniform during Quarters. Cadets on Quarters may remove the uniform for personal hygiene during the break periods. Cadets will be properly attired at all times.

(4) From 2130-2230, Cadets on Quarters are authorized to sign out of the residence halls for personal PT in the Recreational Center. Cadets are not authorized to leave campus between 2130 and 2230. Quiet time will be maintained during breaks so as not to disturb those who continue to study. Individuals will retire for the night at 2400 hours.

(5) Quiet Hours will be maintained in the residence hall 24 hours each day during Final Examination Period.

(6) Commanders may request an alternate Quarters program on a case-by-case basis for specified upperclassmen. Such a request will be in memorandum format to the Assistant Commandant, and implementation will take place only after a signed approval is posted to the CQ book. Approval will be granted based on a continuous showing that quantitative results can be better achieved for the specified individual through a different program.

(7) Commanders will ensure that a CQ is posted in the Uniform of the Day with CQ book and accurate accountability during all periods of Quarters. Each battalion will have a SDO in the grade of SFC or higher physically present in the Battalion SDO desk in Liberty and Patriot Halls, respectively, during Quarters.

j. TAPS:

Taps is the beginning of a period of time in which only mission essential traffic moves on the campus and an accounting of all personnel is made. All Cadets, except for those on approved leave, will be in their rooms at Taps. An accounting of all Cadets will be made and absences reported to the Cadet Staff Duty Officer.

Guidance for Taps/Late Lights:

(1) Cadets will be in their beds with lights out.

(2) Cadets, unless specifically authorized by the unit commander, will not leave their rooms after Taps.

(3) Cadets not on Quarters may request late light privileges only for the purpose of individual study until 0200 hours. Approval for late lights will be granted by the Tactical Officer in writing for those on Quarters. Those who are not on Quarters will request late lights from the CQ; the Tactical Officer will verify. Commanders are authorized to inspect their subordinates as they see fit in order to control late lights procedures.

(4) There will be no late lights authorized between the hours of 0200 and First Call. On an exception basis, with the approval of the Commandant of Cadets, individuals and units may rise prior to First Call.

k. CADET PROFESSIONAL DEVELOPMENT

All Commanders will conduct Cadet Professional Development (CPD) training weekly using the lesson plan provided by the Assistant Commandant. When properly annotated on the brigade training schedule, attendance at CPD training is mandatory, except for Cadets who are attending academic classes or laboratories. Varsity athletes may attend scheduled practice or actual athletic games in lieu of CPD training. Military commuters and any other Cadets with scheduling conflicts are required to gain excused absences from the appropriate commander. Commanders will ensure that a summary of the information discussed is provided to all Cadets who were unable to attend CPD training. TAC officers, ROTC advisors, and other members of the Commandant's staff may inspect CPD training as required.

3.3 ADDITIONAL EVENTS

Various schedules and announcements will be published to identify other activities. Attendance is not required unless so stated.

3.4 TIMELINESS

Cadets are required to allow sufficient time to arrive at formations and duty locations prior to the scheduled time. Individuals not present at the prescribed time are considered absent.

CHAPTER 4: AUTHORIZATIONS AND PRIVILEGES

4.1 GENERAL

Cadets are required to comply with all rules, attend all formations, and perform all duties specified in these regulations, Duty Rosters, Weekly Training Schedules, and Tour Rosters unless specifically excused. Cadets may request exceptions to rules or to be excused from formations and duties on an individual or group basis. Requests for special leave will be submitted to the Office of the Assistant Commandant on the Special Leave Form 72 hours in advance. Tardiness is grounds for disapproval. All requests will be submitted in writing and will specify all such formations, events, and duties for which absence is requested.

a. The Office of the Assistant Commandant will normally exercise authority for excuse from required activities or make exception to policies. Individuals in the Cadet Chain of Command may recommend approval or disapproval. All leave requests, with commander recommendations, will be forwarded to the Assistant Commandant for final determination. The decision of the Assistant Commandant may be appealed to the Commandant of Cadets.

b. Cadets may be excused from specified physical activities by the PMS based on written instructions from Student Health Services (Infirmary). Student Health Services will provide a copy of the profile for the Assistant Commandant's Office for record. Cadets are required to maintain one copy of the signed profile with them at all times and post one copy in the Residence Hall per unit policy. Any modifications to the uniform of the day (UOD) must be approved by the Assistant Commandant. These Cadets will attend alternate physical readiness training (PRT) unless otherwise directed.

4.2 SPECIFIC PRIVILEGES

If recommended by the Cadet Chain of Command, privileges may be granted to recognize outstanding performance. Specific privileges must be submitted by the Cadet Chain of Command and approved or disapproved by the Assistant Commandant. Privileges may be revoked by the Commandant or Assistant Commandant. Additionally, punishment may be assigned for abuse of privileges.

4.3 LEAVE

Cadets may be granted permission to be absent from required locations or activities. Approved leave provides necessary accountability for these Cadets. Leave in any form is neither an authorization or excuse for class absence, which is governed entirely by the University class attendance policy. All leave requests must be signed and approved 72 hours prior to the effective start time of leave.

a. WEEKDAY LEAVE:

(1.) Generally, leave is the authority for all eligible Cadets to be absent from the area of the University campus for relatively short periods of time. The intent of weekday leave is to provide a standing privilege to permit freedom of activity within a reasonable distance of the University while maintaining the ability of the University to contact individuals at known times in case of emergencies. Eligible Cadets do not have to request permission for general leave.

(2.) Cadets are authorized weekday leave daily from Reveille until Quarters (Taps for those excused from Quarters) except for the following:

- When scheduled for classes, formations, or other duties.
- When on room arrest or restriction to limits.

(3.) Cadets on weekday leave are not required to sign out on the absence card if they remain within a ten-mile radius of Dahlonga campus.

(4.) Cadets on weekday leave will not travel outside a 45 mile radius of Dahlonga campus without an approved leave form.

(5.) Cadets on restriction forfeit the privilege of obtaining leave except in extreme emergency situations.

b. WEEKEND AND HOLIDAY LEAVE:

Weekend and holiday leave is the authority to be absent from the University for a continuous period including one or more nights. The intent of this type of leave is to allow eligible Cadets the privilege of leave (without administrative restrictions) when classes are not in session or mandatory formations are not scheduled.

(1.) **ELIGIBILITY:** Cadets are granted weekend leave privileges subject to the following conditions:

(2.) The Cadet does not have scheduled duties, room arrest, tours, or restriction to limits.

(3.) Approval is granted by the Company Commander, or his designated representative.

(4.) First semester Cadets will wear the campus casual uniform on all open weekends.

c. PROCEDURES:

(1.) All Cadets must sign out on their door card when leaving to a location beyond 10 miles of the Dahlonga Campus.

(2.) Weekend and holiday leave will be terminated at 2400 (Taps) hours the night before classes resume unless the Cadet is on quarters, at which time his leave ends at quarters formation.

(3.) Recall formations may be called on any open weekend at the Commander's discretion, at any level of the chain of command.

d. GROUP LEAVE:

(1.) Group leave is the authority for organized student groups to be absent from campus.

(2.) Requests will be submitted by the Cadet group leader on the Group Leave form and endorsed by the faculty advisor, prior to submitting to the Assistant Commandant for approval.

(3.) Requests will be submitted to the Assistant Commandant for approval no later than 72 hours before departure.

(4.) Responsibility for completing the actions required for group leave rests with the Cadet group leader (team captain, organization president, Cadet commander), who will retain the final copy of the leave request.

(5.) Individual Cadets not desiring to return with the group from group leave must be eligible and apply for leave individually. Approval for individual return must be noted on the reverse side of the leave request by the faculty sponsor.

(6.) Upon return of the group, the senior ranking Cadet will notify the Office of the Assistant Commandant, specifying individuals not returning and their reasons for not returning.

(7.) Cadets will sign out on the absence card when the group leave will extend beyond any mandatory formation.

e. SPECIAL LEAVE: Individuals may request individual leave to be excused from mandatory functions. Special Leave forms will be submitted through distribution 72 hours in advance with full explanation and justification. Unit commanders and advisors will recommend approval or disapproval, and final action will be taken in the Office of the Assistant Commandant. Denied leave requests may be appealed to the Commandant. Major weekend training activities are announced well in advance, and Cadets are expected to plan personal affairs accordingly. Special Leave will not normally be approved during these periods except for validated medical appointments that cannot be scheduled otherwise and similar circumstances.

f. EMERGENCY LEAVE: Cadets may request leave through their chain of command or TAC Officer for valid emergencies. Approval is normally limited to death or serious illness in the immediate family. Cadets should sign out on absence cards if circumstance permit and the Battalion S1 and SDO will be notified by the Cadet's chain of command.

g. GENERAL PROVISIONS:

(1.) Any Cadet who is unable due to emergency reasons to return on time from leave (general, weekend, or special) will report the circumstances immediately by fastest means available (cell phone, text, or email) to the Cadet Chain of Command, Brigade Staff Duty Officer (SDO) or the Office of the Assistant Commandant prior to the time due to return. At the earliest opportunity after return, the Cadet will report to the Assistant Commandant or Tactical Officer and provide a full and complete explanation. Determination of a bona fide emergency will be made by the Assistant Commandant, based on the circumstances stated. Failure to allow time for unexpected delays will not be accepted as valid excuse for late return.

(2.) A Cadet is officially on leave when he signs out (when required) and departs campus. The intent of this regulation is to allow Cadets to depart on leave and return to campus without undue restrictions. It is no permissible for the Cadet to take advantage of the leave either by loitering on campus in civilian clothes; considering himself not subject to campus rules because of his leave status; or using the campus as a place to visit without complying with Cadet regulations due to his leave status. A Cadet on approved leave will not loiter in the Dahlonga area. Approved leave will only be used for its intended purposes. Consequently, abuse of the intent underlying the leave policy is sufficient grounds for disciplinary action.

(3.) All entry doors to the residence halls will remained locked 24 hours a day. Entry/ Access to the residences halls is granted by the Cadet using his/her Student ID Card with the Automated Access Control Monitoring System. Doors will not be propped open and residents will not be disturbed.

h.) SAFETY: Cadets should allow sufficient time for travel and rest during all leave periods. The effects of alcohol and/or fatigue have devastating personal and professional consequences.

(i.) UNIT STRENGTH: Commanders will permit no more than 10% of his/her unit's assigned personnel to be on leave during any closed weekend. Request for exceptions will be referred to the Assistant Commandant.

(j). SLEEP-IN'S: This privilege excuses individuals or organizations from First Call, Reveille, and morning formations. Unit sleep-ins will be authorized only by the Commandant of Cadets. Requests should be submitted in writing through the Office of the Assistant Commandant 72 hours prior to the date requested for sleep-in. When granted on a unit basis, the commander will ensure that all rooms are inspection ready NLT 1000. Last minute study preparation is not a valid request for a sleep-in. Failure to maintain rooms properly during sleep-ins will result in withdrawal of the privilege.

(k). QUARTERS:

(1.) A roster of Cadets assigned to Quarters will be published by the Office of the Assistant Commandant at the beginning of each semester. Cadets are assigned to Quarters based on data recorded in the Office of the Assistant Commandant, and all questions about Quarters status should be directed to that office. Cadets will not be added to or removed from the published Quarters List by any member of the chain of command without written approval from the Assistant Commandant. For the latest criteria specifying quarters personnel, refer to the appropriate Policy Letter.

(2.) All first semester Cadets (regardless of transfer credits) and Cadets who have less than a 2.5 cumulative GPA will be assigned to Quarters.

(3.) Cadets who earned 15 hours or more and a cumulative GPA of 2.5 will be released from Quarters.

(4.) Generally, Cadets who earn their way off of Quarters will remain off Quarters. Exceptions include Georgia Military Scholarship recipients, Army ROTC Scholarship recipients, and Cadets who are specifically directed by PMS or Commandant to remain on Quarters. IAW a signed Academic Improvement Plan (AIP).

(5.) Cadets may request an exception or alternate Quarters program on a case-by-case basis. Such a request will be in memorandum format to the Assistant Commandant, and implementation will take place only after signed approval is posted to the CQ book. Approval will be granted by the Assistant Commandant based on a continuous showing that quantitative results can be better achieved for the specified individual through a different Quarters program with a recommendation from the unit commander.

(6.) Any request for exception to policy, including consideration for Learning Support (0099 courses) credit or transfer credit, must be submitted on a case-by-case basis through the company commander to the Assistant Commandant.

(7.) Cadets on Quarters cannot sign out before the first quarters formation, unless the Cadet has a class that does not end until after the first formation. Upon returning from the class, the Cadet will immediately report to the CQ to sign in.

(8.) Quarters will take place in each Cadet's respective room in the Residence Halls from the hours of 2000-2400. The Company CQ will take accountability at the beginning of Quarters (See Policy Letter #3.) All Cadets assigned to Quarters must remain in their rooms studying except for announced breaks. Additionally, Cadets may request permission from their immediate supervisor to sign out to the following locations and activities:

(a) To study in the library. Sign in at the location in the lobby is required.

(b) For group study at a designated location on campus.*

(c) To use an on-campus academic research facility.

(d) To attend a scheduled religious service in Dahlenega area.

(e) To perform Corps duties.

(f) The UNG Recreational Center from 2130-2230

To attend scheduled on-campus academic, sports, or entertainment events as a spectator or participant.**

* Civilian Residence Halls are off limits during Quarters and are not considered a designated location for group study on campus.

** Practices or rehearsals are not considered scheduled on-campus academic, sports, or entertainment events.

*** Cadets who are on Quarters may not sign out to attend events hosted by Greek Life or other co- curricular organizations. No exceptions will be made.

(9.) Cadets granted such permission will sign out to one of the authorized locations and activities will be at the location indicated or directly en-route to or from. They will wear the appropriate uniform of the day.

L. BRIGADE/ BATTALION SDO DUTY:

(1.) There must be one Brigade and Battalion SDO during Quarters and morning formations. Those eligible for Brigade SDO duty will be appointed via duty roster.

(2.) SDOs will be responsible for the enforcement of Quarters and the maintenance of good order and discipline within the Residence Halls.

(3.) Brigade/Battalion SDOs will visit each CQ upon the start of duty and provide each with his/her contact information.(Cell Phone Number)

(4.) Duty Company 1SGs will appoint one messenger who will be physically present with the Brigade SDO.

(5.) Cadets are not to purchase or sell duty obligations. Such activities are subject to disciplinary action.

M. COMPANY CQ DUTY:

(1.) CQs will know the exact location of all Cadets assigned to Quarters. Sign-outs may be verified by a member of the Cadet Chain of Command.

(2.) CQs may check all sign out locations as needed.

(3.) CQs will inform the SDO that they are leaving to check sign out locations.

(4.) Unit 1SGs will appoint one ACQ every night who will physically be present with the CQ.

(5.) No more than one CQ from each battalion may be off the hall at any given time.

(6.) CQs may only leave the hall for the purpose of inspecting sign out locations. Any other activity performed will be grounds for disciplinary action.

(7.) Assigned duties take precedence over all other personal or social obligations. The CQ is expected to perform duty for 4 consecutive hours.

(8.) Cadets may request early taps no earlier than 2200. If early taps is approved the Cadet will go to bed.

(9.) Cadets are not to purchase or sell duty obligations. Such activities are grounds for disciplinary action.

Timelines: (See Policy Letter #3)

(a) Quarters Timeline

1900-2000	CDR Time: Residence Halls
1950-2000	Quarters Formation: Residence Halls
2000-2130	Quarters
2130-2200	Quarters Break
2200-2330	Quarters
2330	Quarters Break
2400	Taps and lights out for all personnel.

(b) CQ Timeline

1900	CQ reports for duty at the CQ desk
1950-2000	CQ takes accountability
2000-2005	CQ puts out the "Poop" and other command information.
2000-2130	Quarters
2130-2230	Quarters Break
2230-2330	Quarters
2330	Taps Check
2400-until	CQ turns in Quarters sheet and leaves CQ desk

4.4 CIVILIAN CLOTHING

Appropriate civilian clothing may be worn as indicated below:

- a. Daily from 1700 until TAPS for personnel not on Quarters, duty personnel, individuals on room arrest or restriction, individuals assigned punishment tours, and first semester Cadets.
- b. Open weekends except for duty personnel and individuals assigned punishment tours, room arrest or restriction, and first semester Cadets.
- c. Special social events when requested by the organization sponsoring the event and approved by the Assistant Commandant. Request for such privileges will be made to the Assistant Commandant not later than 72 hours in advance and will be typed or printed in memorandum format.
- d. Appropriate civilian clothing requires good taste and judgment. Neat personal appearance will be maintained. Civilian clothing will not be mixed with current issue military clothing items. This includes "cut off" Army Combat Uniform pants.
- e. No Greek clothing or paraphernalia will be worn/carried or displayed in the Residence Halls.
- f. PRT Uniform may be worn into the Dining Facility immediately after or preceding group or unit physical training and until 1000 hours. After 1000 hours, the Cadet may not enter the Dining Facility in PRTs. This does not apply to those Cadets on profile with a medical reason for being in PRTs. PRT uniforms must be clean and serviceable and not have an offensive odor or unkempt appearance.
- g. All new Cadets are authorized to wear civilian clothes on order of the Brigade Commander. This privilege is generally awarded at the end of the first semester.
- h. Beginning Fall 2013, Cadets, including freshmen, whose cumulative GPA is less than 2.0 are not permitted to wear civilian clothes. When BANNER reflects a cumulative GPA of 2.0 or greater, the privilege of wearing civilian clothes will be reinstated.

4.5 MOTOR VEHICLE

The use of a motor vehicle on campus is a privilege that may be restricted or withdrawn for failure to comply with State Laws or University Traffic Regulations. The Brigade S2 Officer is responsible for assigning parking and monitoring violations in the barracks area. The speed limit on campus is 15 miles per hour.

4.6 MOTORCYCLES

Cadets who operate motorcycles will abide by Georgia State law. Further, Cadet Motorcyclists are subject to all materials found in the Army Motorcycle Safety Handbook.

- a. DODI 6055.4, Department of Defense Traffic Safety Program, 20 July 1999.
- b. AR 190-5, Motor Vehicle Traffic Supervision, 8 July 1988.
- c. AR 385-55, Prevention of Motor Vehicle Accidents, 12 March 1987.

4.7 WEAPONS ON CAMPUS

Recent legislation permits anyone who is properly licensed in the State of Georgia to carry a handgun in a concealed manner on property owned or leased by the University, with some exceptions. Otherwise, other types of guns or weapons are not permitted on property owned or leased by the University.

There are a number of exceptions to the new law that limit the places on campus where handguns may be carried. Because of this recent timing of this change, a full description of this policy, including the areas of exception should be reviewed at www.ung.edu/campuscarry. It is the responsibility of those license-holders who choose to carry handguns on campus to know the law and to understand where they can go while carrying a concealed handgun. By federal law, no firearms, ammunition, or other dangerous instruments will be permitted in the residence halls at any time. Violations of the Weapons on Campus policy may be subject to criminal prosecution, Student Conduct proceedings, and/or personnel action.

4.8 FIREARMS

Unless in accordance with IAW, the Campus Carry House Bill 280, no firearms are allowed on campus except those issued by the Military Department for training purposes only. Items such as pellet guns, paintball guns and bows are considered firearms, and are not allowed on campus in accordance with State and Federal law.

4.9 KNIVES

Only utilitarian knives are permitted on campus. This is generally restricted to pocket knives with blade length under 2.0 inches.

4.10 TASERS

Effective Fall 2016 tasers are allowed on campus but should only be used in emergency situations.

4.11 NON-RESIDENT CADET (MILITARY COMMUTER) PRIVILEGES

Commuting members of the Corps of Cadets are subject to all requirements with the following exceptions.

- (a) Military commuters are excused from Quarters and Taps.
- (b) Military commuters are excused from wear of the uniform of the day while they are off campus.

4.12 NON-RESIDENT CADET (MILITARY COMMUTER) RESPONSIBILITIES

All Cadets who are granted permission by the Commandant of Cadets to live off campus for a given term are subject to the appropriate Corps Participation Policy. In addition, non-resident Cadets are subject to the following:

- (a) Military commuters are required to perform all assigned duties, and attend all required formations (i.e. lab, inspections, PRT, rehearsals, reviews, briefings, flag detail, duty company taskings, etc.)

(b) Military commuters are required to contact their Cadet Chain of Command daily.

(c) Military commuters are responsible for all information posted on the official bulletin board in the MLC and all information posted on their company's bulletin boards.

(d) Military commuters must have a phone number and email address by which they can be contacted in case of emergencies or any other reasons by the Cadet Chain of Command. They should also have in their possession the telephone numbers of members of their Cadet Chain of Command. Commuters will update and verify locator cards each semester with current address, telephone number, and other data

(d) Military commuters are required to check their campus e-mail daily and comply with posted military instructions.

(f) Students who request non-resident Cadet status must meet the qualifications in accordance with the appropriate Corps Participation Policy.

(g) Military commuters are expected to carry a full-time academic load (12 semester hours or more) for the duration of their commuter status. Cadets who fall below 12 hours during the semester are subject to disciplinary and/or administrative sanctions.

4.13 VARSITY SPORTS ATHLETES

Cadets who participate in intercollegiate sporting events as representatives of the University, will obey the Rules and Regulations for the Corps of Cadets. There will be certain exceptions made to enable the athletes to concentrate on their sport. These exceptions are:

(1) Prior to beginning the season, Cadet athletes will take the Army Physical Fitness Test (APFT). If the Cadet passes the APFT with a score of 210 or better, he or she will be exempt from unit physical training until after the season is completed. The season is defined as the period of time from the first day of practice until the final game. If the athlete does not achieve a score of 210 or better, he/she will attend their assigned unit's physical training program the entire semester, or until they are re-tested and achieve a score of 210 or better. Cadet athletes who are pursuing a commission will adhere to the Pre-Camp physical training policy. It is the responsibility of the Cadet athlete to notify his/her chain of command and the Commandant's Office of the dates of the athletic season.

(2) On the morning of games, Cadet athletes will be given permission to sleep-in until their first class, as long as the room is inspection ready.

(3) Cadet athletes who are exempt from physical training will not sleep-in, but may use the time to train with their respective team. If there is no training during company PT time, then the athlete is permitted to study or prepare for the day's activities. This only applies while the sport is in season. After the season has ended, the Cadet will resume training with their company.

(4) Cadet athletes will be authorized a sleep-in whenever a game requires them to return to campus after 2400 hours. The sleep-in will only be authorized until their first class. Individual rooms must be prepared for inspection. Varsity sports athletes that do not follow the Rules and Regulations for the Corps of Cadets will have the privileges mentioned above revoked. Coaches will be notified of the non-compliance and appropriate disciplinary action will be taken.

4.14 HONOR COMPANY

Privileges awarded for Honor Company competition will be announced after the award is given. Honor Company is determined by the overall performance of each company in Military Events, Unit Administration, Academics, and Intramural Athletics. All Cadets are encouraged to participate and perform to the best of their ability. Incentives for Honor Company include, but are not limited to:

- (1) Exemption from Duty Company for entire semester.
- (2) One unit sleep-in per month.
- (3) First to turn in their weapons after Lab.
- (4) First to be released for chow after Lab.
- (5) Everyone in the company is authorized to wear the Honor Company ribbon and Honor Company cord.

These privileges may be taken away if the company does not uphold the high standards of the Corps of Cadets.

CHAPTER 5: MILITARY COURTESY AND SOCIAL CUSTOMS

5.1 GENERAL

a. The purpose of this chapter is to provide the basic information and instruction on military courtesy and social customs. All Cadets are expected to familiarize themselves with this chapter. It should be noted that, while this chapter is entitled “Military Courtesy and Social Customs,” the good manners, common sense rules of behavior, and conduct of an officer are applicable in a military or civilian environment. Current guidance on customs and courtesies may be found in Memorandum entitled “Customs, Courtesy, and Traditions for the Corps of Cadets” updated each academic year.

b. In all official and social contacts, a Cadet as a military officer aspirant is expected, on his own initiative, to observe the highest standards of gentlemanly conduct. This should stem from the individual’s innate feeling of consideration for others, refined and reinforced by knowledge of customs of the service and of accepted social behavior.

c. Courtesy is an expression of consideration for others. In military life, courtesy is of vital importance in promoting teamwork and developing esprit de corps. Courtesy is shown to superiors as well as subordinates. The courtesy shown to a superior is a recognition of the responsibility and authority of the position; that shown to a subordinate acknowledges the essential part he/she plays as a member of the military unit or organizational team. A Cadet is expected to demonstrate the same respect and courtesy to the civilian faculty and staff as he/she does to military instructors.

d. The formal methods of expressing military courtesy, such as rendering the salute, coming to the position of attention, and reporting procedures are distinct and precise. Careless, grudging, or sarcastic compliance with these requirements is discourteous.

e. The courtesy that marks military ceremonies has a profound meaning. A salute to the flag is a declaration of loyalty and an expression of dedication to the United States of America and the principles for which it stands.

5.2 SALUTES

The salute is an important military courtesy and the most commonly used. The manner of executing the salute is an indication of the individual’s attitude, training, morale, and motivation. Executed willingly, smartly, and promptly, it indicates a Cadet’s pride in oneself and his unit. The subordinate renders the salute first and maintains the salute until returned by the superior.

a. SALUTING ON CAMPUS:

(1) OUTDOORS:

(a) Cadets will salute all officers and warrant officers assigned to the Commandant’s Office, the Military Department and all Armed Forces officers visiting on the campus. The dress of the person saluted or Cadet saluting is immaterial; recognition is all that is necessary. The salute is normally rendered when the person to be saluted is about six paces distant. The salute is accompanied by an appropriate oral greeting. **NOTE:** Regulations do not require the driver of a vehicle to salute or return a salute when his vehicle is in motion if saluting interferes with the safe operation of the vehicle.

b) Cadet enlisted personnel will salute Cadet officers at all times. The salute and appropriate greeting of the day will be rendered on and off campus.

(c) Cadets will not exchange salutes when in ranks; the senior Cadet in charge will render the salute and greeting. Cadets will not salute during prescribed drill or field training exercises, unless directed otherwise.

(d) Cadets will comply with the provisions of Army regulations regarding courtesies rendered during the various ceremonies such as Reveille and Retreat.

(2) INDOORS:

(a) Cadets do not salute indoors except when reporting (see reporting instructions below).

(b) Individuals will, however, stand at ATTENTION when the Colors are presented or honors played indoors.

b. SALUTING OFF CAMPUS:

(a) Cadets in uniform will salute all officers assigned to the Commandant's Office, the Military Department and other officers of the Armed Forces when recognized.

(b) Cadet enlisted personnel will salute all Cadet officers.

(c) Cadets, while off campus, are not required to salute when "To The Colors" or the National Anthem is played over the public address system on campus.

c. SALUTING IN GROUPS:

(1) IN FORMATION:

(a) Only the Cadet in command or in charge of a unit or group salutes and acknowledges salutes for the formation. Individual Cadets in a formation do not salute or return salutes, except at the command PRESENT ARMS.

d. NOT IN FORMATION:

(a) On the approach of an officer superior in rank, a group of individuals not in formation is called to attention by the first person observing him; and all come smartly to attention and salute if outdoors.

(b) Individuals participating in activities and members of details at work do not salute. The Cadet in charge of the detail or group, if not actively engaged, salutes or acknowledges the salute for the entire detail. However, if an officer approaches and addresses an individual Cadet, the lower ranking Cadet will come to attention and remain at attention (unless otherwise directed) until termination of the conversation, at which time he will salute and carry on.

5.3 REPORTING PROCEDURES

(1) GENERAL:

The salute is always rendered by the subordinate when reporting to a superior individual of rank. The salute will also be rendered at the termination of the interview upon leaving.

(2) THE COMMANDANT OR ASSISTANT COMMANDANT OF CADETS:

(a) A Cadet who wishes to see the Commandant or Assistant Commandant will first address the secretary of their respective offices. The secretary will then arrange the meeting for the Cadet whether at that time or at a later date. Upon entering the office, the Cadet will await further instructions as to stand at attention or take a seat. The Cadet will then take all instructions from the Commandant/ Assistant Commandant.

(3) OFFICER CADRE MEMBERS:

(a) Cadets entering the office of an officer cadre member will follow the same procedure as above.

(4) NON-COMMISSIONED OFFICER CADRE MEMBERS:

(a) When reporting to an NCO, the Cadet will knock and politely request permission to enter the room while standing at the position of parade rest. If the NCO permits, the Cadet will step into the room and go to the position of parade rest until told otherwise. The Cadet will state his business and converse accordingly.

(5) PROMOTION AND HONOR BOARDS:

(a) A Cadet will report to a promotion or honor board as such: the Cadet will enter the room, advance within two steps of the table at which the president of the board is sitting. The Cadet will come to present arms and report in with "Cadet" reports to the president of the board as directed (state their rank)." The Cadet will wait for the president of the board to return the salute and follow the directions from the president of the board. Upon being released, the Cadet will stand up, come to present arms and render the appropriate motto.

5.4 COURTESY WITHIN THE RESIDENCE HALL (BARRACKS) ROOMS

(1) DAYROOMS:

(a) When an officer assigned to the Commandant's Office, Military Department or other Armed Forces visits the dayroom of a dormitory, all Cadets will come quietly to attention if addressed. Cadets addressed will remain at attention until directed otherwise.

(b) When the President or Vice-President of the University enters the dayroom, all Cadets will continue with their business and politely greet him or her if addressed.

(2) ROOMS:

(a) **OFFICERS:** When an officer (Cadet or military) enters a Cadet's room, the individual Cadet will stand at attention until the officer directs otherwise or leaves the room. When more than one Cadet is present, the first to observe the officer will command "ROOM, ATTENTION" followed by the greeting of the day in a loud and clear voice.

(b) NON-COMMISSIONED OFFICERS (NCOs): When an NCO (Cadet or military) enters a Cadet's room, the individual Cadet will stand at parade rest until the NCO directs otherwise or leaves the room. When more than one Cadet is present, the first to observe the NCO will command "AT EASE" followed by the greeting of the day in a loud and clear voice.

(3) MEETINGS: When an officer (Cadet or military) enters a room for a meeting, specifically the Military Leadership Center, Cadets present will stand at attention until the officer directs otherwise. At the conclusion of the meeting, the senior Cadet present will bring the personnel to attention, and all members in attendance will respond with the Brigade motto.

5.5 PERSONAL HONORS

When general officer honors are rendered, military personnel present in uniform will execute the salute at the first note of the music and hold the salute until the completion of the ruffles, flourishes, and march.

5.6 INTRODUCTION TO SOCIAL CUSTOMS

(1) The purpose of social customs is to promote ease and refinement in living while eliminating the coarse and offensive. These customs are also practical. They make life more pleasant and do away with friction in our daily contact with one another.

(2) A few of the more important social customs are explained in the following sections. This discussion must be regarded as elementary. The Cadet should not consider himself fully qualified until he has had recourse to other and more comprehensive works on the subject.

5.7 THE TRADITION OF BEING A LADY OR A GENTLEMAN

(Adapted in part from the Army Officer's Guide):

(1) It is an implied expectation of and a tradition for Cadets to be ladies and gentlemen. This must be manifest in their moral standards, their conduct, appearance, manners, and mannerisms as well as in the professional standards they establish. It must be displayed in the things they avoid doing. The general good of the Cadet Corps demands that all individuals display the qualities of ladies or gentlemen. Great prestige attaches to the Corps of Cadets as a group because they have been generally accepted as such. Their word is accepted in and out of uniform. Their opinions bear weight. As a group, they have the confidence and trust of the community. Individual Cadets must guard and cherish this standing and realize that any unfit among them reflect upon and damage the standing of all.

(2) Aggravated breaches of these traditions constitute "Conduct Unbecoming a Cadet."

Ladies and gentlemen:

- (a)** Maintain strict observance of the Honor Code and high principles.
- (b)** Carry themselves as the descendants of knights and warriors.
- (c)** Defend the defenseless and champion the cause of justice.
- (d)** Avoid public discussion of private matters.

- (e) Are temperate and responsible in the use of alcohol and do not drink to excess or appear to be affected by alcohol.
- (f) Do not allow personal emotions (anger, fear, hate, embarrassment, ardor, or hilarity) to impact professional judgment or performance.
- (g) Do not speak more than casually about special friends and never discuss personal qualities of such acquaintances.
- (h) Avoid displays of wealth, money, and possessions.
- (i) Treat people with courtesy, no matter what their social position may be.
- (j) Do not “lick the boots of those above” or “kick the face of those below.”
- (k) Respect others and demand respect.
- (l) Do not avoid the payment of bills or tender bad checks.
- (m) Avoid vulgarity.
- (n) Afford special consideration to elders.
- (o) Afford special consideration to members of the opposite sex and avoid embarrassing them (i.e., the practice of whistling).

5.8 CORRECT SPEECH

(1) Correct, simple, and dignified speech, coupled with the capacity for interesting and intelligent conversation, constitutes one of the greatest assets of any person. Correct speech begins with the individual words; and with words, perhaps the foremost requirement is pronunciation. If an individual is uncertain as to the pronunciation of a word, he should avoid its use until after he has had access to a dictionary.

(2) Next in importance is enunciation. Every word should be enunciated clearly and distinctly as well as correctly. Slang and profanity are out of place at any general gathering and should be avoided in daily use. They indicate a poorly versed individual and tend to perpetuate a narrow and deficient vocabulary.

CONVERSATION:

(1) Conversation should be reciprocal and not monopolized. Avoid abruptness in dismissing efforts of others to start the conversation. Those who think before they speak are not apt to make blunders.

(2) Engaging and intelligent conversation requires, among other things a broad contact with literature and familiarity with current events. You should devote frequent periods of time to reading and studying, and you should cultivate an interest in national and world affairs as well as in happenings of merely local interest. While specialization is the order of the day, every Cadet should strive to maintain a broad point of view and a lively sympathy and interest in human affairs and activities the world over.

USE OF TELEPHONE/CELLULAR PHONES:

(1) Make it a matter of practice to identify yourself when placing or receiving a call by stating: “This is Cadet (name)” or “This is Mr./Ms. (name).”

(2) Cadets will not use cell phones while walking in uniform. Cadets will stop and utilize the cell phone.

5.9 INTRODUCTIONS

- (1) Names - Always enunciate the names of both persons clearly and distinctly.
- (2) Use of titles - Officers, both active duty and retired, should always be introduced by their titles. Officers associated with a military school, when introduced on occasions or ceremonies directly connected with the school, should be introduced by their titles.
- (3) Precedence - As a general rule, gentlemen should be introduced to ladies unless the man is considerably older than the lady or occupies a position of importance. It is well to remember that the person to be honored is mentioned first in the introduction.
- (4) Procedure - An introduction, however quickly done, should be made on the occasion with little formality. If the persons to be introduced are some distance from the other, the junior should be brought to the senior; never the reverse. Avoid the use of elaborate phrases. Introductions, though dignified, should be simple and direct. The most generally accepted are: "Allow me to present," "May I introduce," or "I'd like to have you meet." Never say, "Meet Mr. Smith" or "Shake hands with Captain Beard." A perfectly acceptable form is simply to say "Miss Carter, Mr. Brown."
- (5) On being introduced - Acknowledgment of an introduction by saying "How do you do?" is always appropriate. When men are introduced they shake hands, standing, without reaching across another person, if possible. They may say nothing, just look pleasant or smile, or say a courteous, "It is nice to meet you," or "How do you do?" Make him feel it is a privilege to meet him and that you are glad of the opportunity.
- (6) Shaking hands - In shaking hands there should be a firm, straightforward clasp of the hands but no strenuous squeezing. The handshake should be brief. It is performed at the height which the hands reach when extended naturally and involves no exaggerated movement either vertically or horizontally. A man should not offer his hand to a lady but wait for her to make the first gesture.
- (7) The wife of an active duty officer or NCO should be acknowledged with a simple greeting. She should be referred to as "ma'am" or "Mrs. .". The civilian husband of an active duty officer or NCO should be referred to as "sir" or "Mr. _____."

5.10 SOCIAL AFFAIRS AND MANNERS: RECEPTION

- (1) Upon entering a reception or living room, one should immediately seek out the host/hostess and pay your respects to him/her. Your movements to the host/hostess should be direct upon entering. Upon greeting the host/hostess proceed to greet all other guests, ladies first followed by the men, before joining in the conversation.
- (2) When one wishes to depart from a reception or living room, one need only indicate to the host/hostess what is intended and no explanations or excuses are necessary, unless the departure is premature. It is not necessary to wait for a lull in the conversation; on the contrary, such a course, particularly in the case of a short formal call, would probably result in an over-extended visit. Having risen, the guest should go at once to the host/hostess, make his/her farewells briefly, and depart.

RECEIVING LINES: When a social affair, such as a dinner or reception, opens with a receiving line, make it a point to go through the line. The experience is worthwhile. In going through the line, the lady precedes the man. Speak distinctly when giving your name and that of your date. Do not hesitate to repeat your name if it becomes lost. Do not smoke or have a cigarette or glass in your hand while going through the line.

PUNCTUALITY: One should always be strictly punctual at all social functions. At dinners, this is particularly important. If invited to dinner at 1900 hours, arrive precisely at 1900 hours.

ACKNOWLEDGE COURTESIES:

(1) Ladies and gentlemen render appropriate acknowledgment for every courtesy extended them, and for every kindly, generous, or helpful act of which they are the beneficiary. It is rude to accept the hospitality of one's friends without expressing appreciation, and it is both rude and selfish, not to attempt to reciprocate. In the majority of cases, there can be no value placed on the relationship between courtesy received and that offered in return.

(2) People in moderate circumstances are not expected to return on an equal monetary basis the entertainment extended to them by wealthy friends and acquaintances. Nevertheless, within the limit of their resources, they must discharge the obligations they have accepted. Just what form the acknowledgment should take depends on all related circumstances.

(3) As a general rule, obligations of the sort contemplated may be satisfied by personal thanks, by calling or mailing cards, by writing a letter of appreciation by mail or email, by sending an inexpensive gift, or by offering in return the same or similar courtesy or one which, even though of an entirely different nature, is equally enjoyable.

5.11 TABLE MANNERS: GENERAL

(1) One owes it to his hostess always to "put his best foot forward;" to manifest a kindly courteous attitude toward all guests; and, especially, to engage in conversation with the ladies on his right and left. One should remember that the occasion is more important than the food. A guest has an obligation to contribute to the success of the occasion.

(2) After one has accepted a dinner invitation, nothing but the most compelling emergency should prevent one's attendance. To break a dinner invitation simply for one's personal convenience is unforgivable.

SEATING LADIES: When ladies are present, gentlemen should assist them in finding their places at the table and in taking their seats.

WHEN STARTING TO EAT: At small dinner parties one should wait until all guests are served, or until the hostess herself starts. At banquets and other occasions where many guests are present, it is proper to start the meal as soon as those in your immediate vicinity have been served.

SELECTION OF IMPLEMENT: Frequently the table is set with all the knives, forks, and spoons required for the various courses planned for the meal. The necessity of making a selection should not be regarded with concern, for a mistake is of no great consequence. However, to avoid any possible embarrassment, the best course is to observe the host/hostess and follow his/her lead. Otherwise, a generally safe rule is to start with the utensils furthest from the plate and work inward.

5.12 INVITATIONS, ACCEPTANCE, AND REGRET

(1) Invitations are either formal or informal. An invitation is usually in the form of a personal note written in the first person, and should be answered in the same manner. In such case the note of acceptance, though formal, should deal only with the subject of the invitation and should not be expanded to the proportions of a letter. Invitations extended on calling cards may be answered on calling cards. Invitations extended by telephone may be regarded as informal invitations and answered accordingly. However, with the constantly increasing use of the telephone, invitations to dinners and other strictly formal affairs are frequently extended in this way. Invitations by email are also regarded as informal invitations, and answering by email with such an invitation is appropriate.

(2) Formal invitations are written (or engraved) in the third person. The acknowledgment (acceptance or regret) should be worded in precisely the same form. When the invitation is formal (it must be engraved or "by hand"), the acceptance or regret should follow the same form as the invitation. The acceptance or regret must be written, never typed.

(3) Invitations often require a response so the host/hostess may determine how many people to prepare for. Response should be made within 48 hours.

(4) R.S.V.P. Requires the host/hostess be advised in the affirmative or negative of your attendance.

(5) Regrets. Requires that you advise the host only if you are unable to attend.

(6) Response to the invitation should be made as early as practical after receipt. Reasons for not attending are not necessary.

(7) In preparing for University activities, it is frequently necessary to survey Cadets in order to plan participation. When such surveys are made and you indicate a desire to participate, make good on your commitment.

(8) Nothing more quickly and effectively kills the willingness of staff and faculty members to support students activities than a demonstration or irresponsibility toward commitments.

5.13 FRATERNIZATION WITH SUBORDINATES

(adapted in part from the Army Officer's Guide):

The relationship between leader and subordinate must be developed to withstand great strain. It must include mutual trust and mutual respect. In the Army, it is strong tradition that an officer does not gamble, or borrow money, or drink intoxicants, or participate in ordinary social association with enlisted soldiers on an individual basis. All are matters of simple common sense. The leader must not have favored associates, or "buddies," chosen from subordinates. To do so would first place in question, and then weaken, the vital belief in the leader's impartiality. Even the appearance or suspicion of favoritism must be avoided by the conscientious leader. If a leader has social companions, obvious favorites, or "buddies," among his or her subordinates, and then evaluates or sponsors one or more of them favorably, or exempts them from undesirable duties, the leader destroys in the all- seeing eyes of others the essential standard of mutual trust and respect. Resentment by the less-favored will be prompt. The leader's usefulness declines. There must be no favoritism or justified suspicion of favoritism. The leader cannot be a "jolly good fellow," or "one of the boys." If the Cadet is popular in the minds of subordinates it is a by product of leadership, human fairness, knowledge, and wise decisions. Violations may be handled as an infraction.

5.14 FRATERNIZATION WITH UNDERCLASSMEN

The Cadet Company is the focal point of Cadet life, particularly for the freshmen. Commanders are expected to instill in them the traditions of the Corps and develop a competitive, cohesive, academically and physically strong freshman class without interference and distraction from casual social contacts with upperclassman. Casual social contacts and/or promotion of non- military extra-curricular activities will not occur outside of registered events or without the express approval of the Assistant Commandant of Cadets. Violations may be handled as an infraction.

5.15 FRATERNIZATION WITH MEMBERS OF THE CORPS OF CADETS

In the Corps of Cadets, there are bound to be occasions when leaders, male or female, are romantically attracted to members of their chain-of-command or their subordinates. Such a relationship is highly undesirable and is prejudicial to the maintenance of good order and discipline. Both the leader and the subordinate would suffer for establishing such a relationship, and the effectiveness of both members to the Corps would be seriously reduced. Commanders should recognize that positive relationships can occur among members of the Corps of Cadets but not within chains-of-command, and not between leaders and subordinates within their command influence. Commanders must be particularly concerned about the disparity in maturity levels and the potential for abuses of authority, influence, and access for social purposes in a regimented environment. Commanders should be prepared to counsel individuals lacking mature judgment skills and to take appropriate action against individuals who abuse their authority for their own purposes.

5.16 ADDITIONAL RULES & COURTESIES

- (1) A request by any responsible officer or non-commissioned officer is considered a direct order.
- (2) Never keep anyone waiting unnecessarily.
- (3) Custom demands that troops in uniform be meticulous about their personal appearance. As Cadets, you represent UNG. Those who observe you form their opinion of the University largely based on your appearance. Look sharp!
- (4) Be courteous. Courtesy to subordinates is equally important as courtesy to superiors. A sure test of an individual is his employment of authority. Commendation and admonition are vital in developing morale and esprit de corps. Commendations should be made in public when practical; admonitions or reprimands should always be administered privately.
- (5) As one junior in rank, make it a general habit to give the same precedence to and show the same deference for your seniors that any courteous person does to his elders.
- (6) The cover (military or civilian) is never worn indoors except when under arms.
- (7) Do not walk on the grass or allow anyone to walk on the grass.
- (8) Use the sidewalks and crosswalks at chow; do not enter the kill zone (the road in front of chow and between the yellow speed bumps).
- (9) Cadets will stop and stand/sit still while eating, drinking, or using a cellular or handheld device while in uniform. None of these distractions will hinder a Cadet from saluting or sounding off to superiors.
- (10) Cadets in uniform will not display or carry personal Greek items, to include, but not limited to, books, boxes, and pins, visibly while in uniform.
- (11) When utilizing a backpack, Cadets will wear both straps at all times. No straps are allowed to cross the Cadet's chest. When carrying a European shoulder bag, satchel, or messenger bag, the strap must be worn over the left shoulder, with the bag hanging down to the side.

CHAPTER 6: APPEARANCE AND UNIFORMS

6.1 INTRODUCTION

The Army is a uniformed service; therefore, a neat and well-groomed appearance by soldiers is fundamental to the Army and contributes to building the pride and esprit de corps essential to an effective military force. A vital ingredient of the Army's strength and military effectiveness is the pride and self-discipline, which American soldiers bring to their service. It is the responsibility of commanders to ensure that military personnel under their command present a neat and soldierly appearance, and it is the duty of each soldier to take pride in his appearance at all times. The Blue Book provides the uniform standards for the North Georgia Corps of Cadets and takes precedence over AR 670-1. However, in most cases, the Blue Book prescribes uniform standards that closely resemble those found in AR 670-1.

6.2 GENERAL

- (1) To determine which uniform is worn on what day, refer to the Brigade Training Schedule.
- (2) On days which Cadets are permitted to wear civilian clothing they are given the privilege to adhere to the Policy on Student Attire as lined out in the Student Handbook.
- (3) Cadets awards, decorations, tabs, patches and fourogeres will not be mixed with those authorized by the US Army, the USAR or the Army National Guard.
- (4) Company T-shirts will not be worn unless authorized by the Brigade Commander for a specific military event that is posted on the Brigade Training Schedule. Subordinate commanders may request to wear the uniform for special company occasions. NOTE: The company T-shirt and black Army shorts (or long pants) constitutes the alternate APFU for the Corps of Cadets.

6.3 UNIFORM MAINTENANCE

- (1) For uniform care, refer to "Washing Instructions" label on the uniform for how to properly clean each of the uniform.
- (2) Do NOT dry clean the garrison cap or Operational Camouflage Pattern (OCP) Uniform.
- (3) Low quarters must be cleaned with water and a brush if needed, then polished with a cloth.
- (4) Combat boots will be cleaned with a boot care kit. Follow the instructions inside the kit.

6.4 UNIFORM ISSUE AND EXCHANGE

- (1) With the exception of OCPs, the vast majority of Cadet uniform items are provided by the University Bookstore.
- (2) The Operational Camouflage Pattern (OCP) Army Combat uniform, is issued to Cadets upon entrance into the Corps of Cadets by the Military Science Department, and are the property of the United States Government. At any point if the OCP becomes unserviceable, Cadets may Direct Exchange (DX) each piece of the uniform for the serviceable equivalent with the Military Science Supply Department.

6.5 PERSONAL APPEARANCE

a. Hair for males

(1) The hair on top of the head must be neatly groomed. The length and bulk of the hair may not be excessive or present a ragged, unkempt, or extreme appearance. The hair must present a tapered appearance. A tapered appearance is one where the outline of the soldier's hair conforms to the shape of the head, curving inward to the natural termination point at the base of the neck. When the hair is combed, it will not fall over the ears or eyebrows, or touch the collar, except for the closely cut hair at the back of the neck. The block-cut fullness in the back is permitted to a moderate degree, as long as the tapered look is maintained.

(2) In all cases, the bulk or length of hair may not interfere with the normal wear of headgear or equipment. Males are not authorized to wear braids, cornrows, or dreadlocks (unkempt, twisted, matted, individual parts of hair) while in uniform or in civilian clothes on duty. Hair that is clipped closely or shaved to the scalp is authorized.

(3) Males will keep sideburns neatly trimmed. Sideburns may not be flared; the base of the side-burn will be a clean-shaven, horizontal line. Sideburns will not extend below the lowest part of the exterior ear opening. Males will keep their face clean-shaven when in uniform.

(4) Male FROGS (only) will continue to have their heads shaved on the first day of FROG Week by professional barbers who will use a #1 guard on their electric clippers as recommended by health officials. New Cadets are authorized to wear their hair in accordance with AR 670-1 beginning 1 OCT of every fall semester and 15 FEB of every spring semester. Until that time, new male Cadets will continue to have their hair cut by professional barbers using a #1 guard on their electric clippers.

(5) Hair cuts performed in the barracks are unauthorized.

(6) Faddish colors to include bright or unnatural colors are prohibited.

b. Hair for females

(1) Hair is neatly groomed, that the length and bulk of the hair are not excessive, and that the hair does not present a ragged, unkempt, or extreme appearance. Likewise, trendy styles that result in shaved portions of the scalp (other than the neckline) or designs cut into the hair are prohibited; faddish colors to include bright or unnatural colors are prohibited.

(2) Females may wear braids and cornrows as long as the braided style is conservative, the braids and cornrows lie snugly on the head, and any hair- holding devices comply with the standards found in AR 670-1. Dreadlocks (unkempt, twisted, matted individual parts of hair) are prohibited in uniform. Hair will not fall over the eyebrows or extend below the bottom edge of the collar at any time during normal activity or when standing in formation. Long hair that falls naturally below the bottom edge of the collar, to include braids, will be neatly and inconspicuously fastened or pinned, no free-hanging hair is visible. The bulk of hair on top of the head will be a maximum of 2 inches. The bun will not exceed 3.5 inches in diameter. The bun is to be no wider than the width of the head. This includes styles worn with the physical fitness uniform/improved physical fitness uniform (PFU/IPFU). Females may wear ponytails while wearing the IPFU. This includes eating in the chow hall as well as any activities in the barracks.

c. Fingernails

All personnel will keep fingernails clean and neatly trimmed; faddish colors are prohibited. Only nail polish that appears natural is acceptable for wear. (Light pinks, french tips, nudes). Males will keep nails trimmed so as not to extend beyond the fingertip. Females will not exceed a nail length of 1/4 inch, as measured from the tip of the finger.

d. Hygiene and body grooming

- (1) Cadets will maintain good personal hygiene and grooming on a daily basis and wear the uniform so as not to detract from their overall military appearance.
- (2) The growth of mustaches, goatees, beards, or hair anywhere on the face is prohibited. Cadets will be clean-shaven.
- (3) Based upon the recommendation of University medical personnel and in the interest of public health, the cutting of hair in all military residence halls is prohibited. This includes razor cuts or haircuts with electric clippers or scissors. All Cadets should visit a barber shop or beauty shop off campus to obtain a professional looking haircut.

e. Jewelry, Tattoos, Body Piercings

(1) The wearing of a wristwatch and not more than two (2) rings is authorized unless safety prohibits. All styles must be conservative.

(2) A conservative tie tack may be worn along with the black four-in-hand necktie. Female Cadets are authorized to wear screw-on, clip-on, or post type earrings. They will be of round silver, gold, diamond, or white pearl and will not exceed 1/4" in diameter. Earrings will be worn as a matched pair. Only one pair of earrings may be worn at a time. Earrings will not be worn while in OCPs or PTs. Earrings will not be worn by male Cadets at any time.

(3) Conservative civilian prescription eyeglasses that are not photosensitive are authorized to wear. Conservative prescription and non-prescription sunglasses are authorized for wear except in formations. Glasses that have faddish frames (i.e. initials, bright colors, and other adornments) are not authorized for wear in a military uniform. Faddish or colored contact lenses are not authorized for wear in a military uniform.

(4) Tattoos or brands that are visible in Class A Uniform or Dress Blue Uniform are prohibited. Tattoos or brands that are extremists, indecent, sexist, or racist are prohibited, regardless of location on body, as they are prejudicial to good order and discipline.

(5) When on campus or other places under military control, Cadets may not attach, affix, or display objects, jewelry, or ornamentations to or through the skin while they are in uniform, in civilian clothes on duty, or in civilian clothes off duty (**This includes earrings for male Cadets.**) The only exception is for female Cadets authorized to wear prescribed earrings with the service, dress and mess uniforms.

(6) Earrings: For female Cadets, earrings may be screw-on, clip-on, or post-type in gold, silver, white pearl, or diamond. Earrings will not exceed 6mm or 1/4 inch in diameter, and will fit snugly against the ear as a matched pair with only one earring her ear lobe.

(7) Body Piercings and ear gauges: Body piercings (i.e., eyebrow, nose, tongue, lip) are not authorized for wear in military uniform or civilian clothes on or off campus.

6.6 CORPS OF CADETS UNIFORMS

DRESS BLUE ARMY SERVICE UNIFORM (FORMAL MALE ATTIRE)



General

No headgear will be worn with the Formal Dress Blue Army Service Uniform unless otherwise prescribed by the commander. The nameplate is worn centered left to right on the flap of the right breast pocket, and centered between the top of the button and the top of the pocket. Rank is worn centered left to right, 1/8 inch above the right breast pocket. Cadet recruit insignia is not worn on this uniform. In lieu of ribbons, medals are authorized and are worn centered left to right, immediately above the left breast pocket. This is the only Cadet uniform on which medals are authorized for wear. If a Cadet does not have medals they may wear ribbons instead, however, they may not mix both. When medals are worn, the contracting tab is worn centered left to right ¼ inch above the top of the medals. The only instance the contracting tab is authorized for wear above the pocket flap is when medals are worn.

Basic Uniform Items	Description
Gloves	White
Coat	Dark Blue
Awards	Metals or Ribbons/ Specialty Badges/ Marksmanship/ Badges/Cords
Bowtie	Black
Collard Shirt	White (w/o buttons)
Undershirt	White
Trousers	Light Blue w/ Gold
Belt	Black
Buckle	Brass
Socks	Black, Dress
Shoes	Black, Low Quarter
Outerwear	Black All-Weather Coat

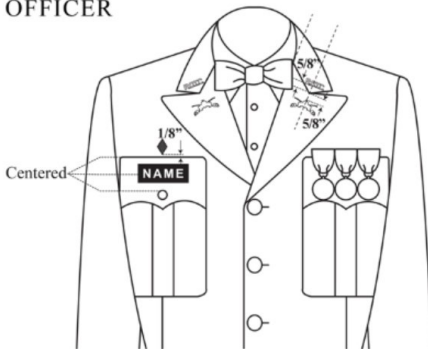
Male Officer

ROTC insignia is worn on both collars, 5/8 inch above the notch of the lapel, with the centerline of the insignia bisecting the notch, and parallel to the inside edge of the lapel. Branch insignia is worn centered on both lapels, 1 and 1/4 inches below the U.S. insignia or 5/8 inch below the notch of the lapel. The branch insignia is positioned so that the centerline of the insignia bisects the centerline of the ROTC insignia and is parallel to the inside edge of the lapel. For contracted Cadets who receive their branch assignments, they may place the appropriate branch sleeve braid on each sleeve. On each sleeve, the bottom of the appropriate branch braid is positioned parallel to, and 3 inches above the bottom of each sleeve. Branch Insignia is also authorized for wear on the lapel.

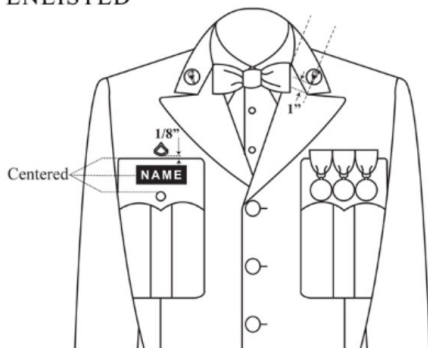
Male Enlisted

Torches are worn on both collars, 1 inch above the notch of the lapel, with the centerline of the insignia bisecting the notch, and parallel to the inside edge of the lapel.

OFFICER



ENLISTED



CLASS A ARMY SERVICE UNIFORM (MALE)



Basic Uniform Items	Description
Service Cap	Dark Blue
Coat	Dark Blue
Awards	Metals or Ribbons/ Specialty Badges/ Marksmanship/Badges/Cords
Necktie	Black
Collard Shirt	White (w/o buttons)
Undershirt	White
Trousers	Light Blue w/ Gold, Seam Braid
Belt	Black
Buckle	Brass
Socks	Black, Dress
Shoes	Black, Low Quarter
Outerwear	Black All-Weather Coat

General

The service cap is the only authorized headgear for the Class A Army Service Uniform. The nameplate is worn centered left to right on the flap of the right breast pocket, and centered between the top of the button and the top of the pocket. Rank is worn centered left to right, 1/8 inch above the right breast pocket. Cadet recruit insignia is not worn on this uniform. Ribbons are worn centered left to right, 1/8 inch above the left breast pocket. The contracting tab is worn centered left to right on the flap of the left breast pocket, and 1/8 inch below the top of the pocket.

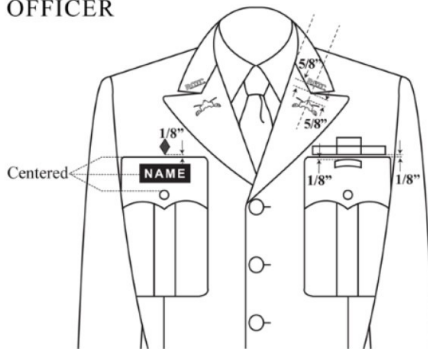
Male Officer

ROTC insignia is worn on both collars, 5/8 inch above the notch of the lapel, with the centerline of the insignia bisecting the notch, and parallel to the inside edge of the lapel. Branch insignia is worn centered on both lapels, 1 and 1/4 inches below the U.S. insignia or 5/8 inch below the notch of the lapel. The branch insignia is positioned so that the centerline of the insignia bisects the centerline of the ROTC insignia and is parallel to the inside edge of the lapel. On each sleeve, the bottom of the appropriate branch braid is positioned parallel to, and 3 inches above the bottom of each sleeve.

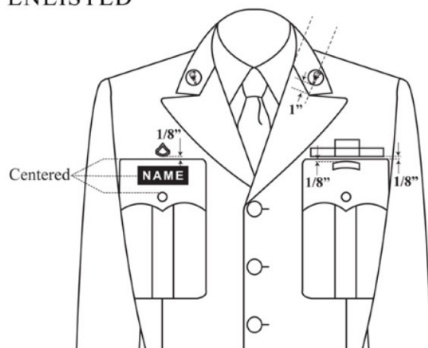
Male Enlisted

Torches are worn on both collars, 1 inch above the notch of the lapel, with the centerline of the insignia bisecting the notch, and parallel to the inside edge of the lapel.

OFFICER



ENLISTED



CEREMONIAL ARMY SERVICE UNIFORM (MALE)



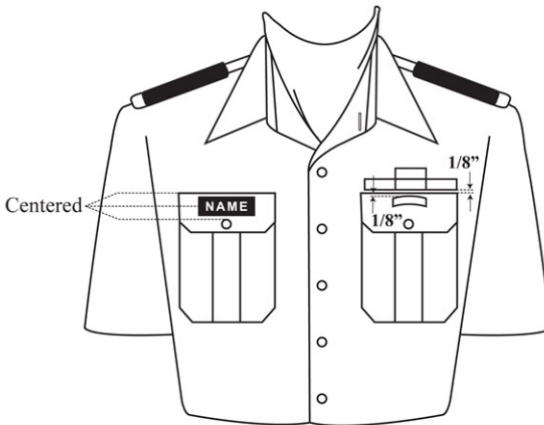
Basic Uniform Items	Description
Garrison Cap	Dark Blue
Gloves	White
Collared Shirt	Grey, Short Sleeve
Epaulets	Black w/ Rank
Awards	Ribbons/Specialty Badges/Marksanship Badges/ Cords
Undershirt	White
Trousers	Light Blue w/ Gold Seam Braid
Belt Buckle	Brass
Socks	Black
Shoes	Low Quarter
Ascot	Company Color

General

The garrison cap is the only authorized headgear for the Ceremonial Army Service Uniform. Refer to the Cover Appendix on page 69 for proper rank placement on the garrison cap. Clean serviceable white gloves are required at all times when wearing the Ceremonial Army Service Uniform. The ascot is worn on top of the undershirt, folded twice, and tucked beneath the collared shirt. The nameplate is worn centered left to right on the flap of the right breast pocket, and centered between the top of the button and the top of the pocket. Rank is worn on each epaulet.

Refer to the Rank Appendix for rank placement on the epaulets. Ribbons are worn centered left to right, 1/8 inch above the top of the left breast pocket. The Ceremonial Army Service Uniform is the only instance ribbons are authorized for wear on a grey collared shirt. Any badge recognized by the U.S. Army and the Corps of Cadets is authorized for wear but not at the same time. The contracting tab is worn centered left to right on the flap of the left breast pocket, and 1/8 inch below the top of the pocket.

OFFICER & ENLISTED



CLASS B ARMY SERVICE UNIFORM (MALE)

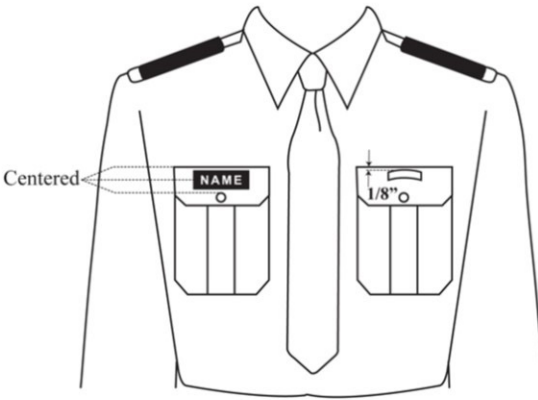


Basic Uniform Items	Description
Garrison Cap	Dark Blue
Collared Shirt	Grey, Long or Short Sleeve
Neck Tie	Black
Epaulets	Black w/ Rank
Undershirt	White
Trousers	Light Blue w/ Gold Seam Braid
Belt Buckle	Brass
Socks	Black
Shoes	Low Quarter
Outerwear	Black Campus Casual Jacket w/ Rank

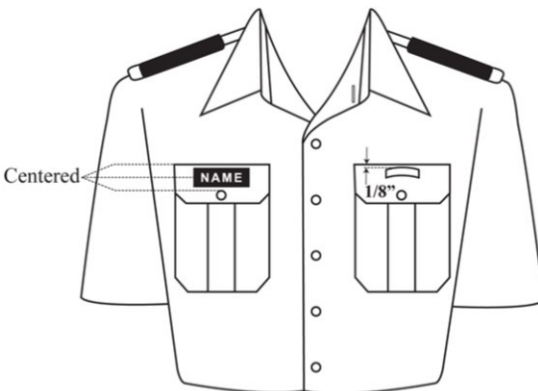
General

The garrison cap is the only authorized headgear for the Class B Army Service Uniform. Refer to the Cover Appendix for proper rank placement on the garrison cap. Cadets may choose to wear the grey short sleeve collared shirt with or without a necktie. The grey long sleeve collared shirt must be worn with a necktie. The wear of the necktie is optional with the short-sleeve grey shirt. The nameplate is worn centered left to right on the flap of the right breast pocket, and centered between the top of the button and the top of the pocket. Rank is worn on each epaulet. Refer to the Rank Appendix for rank placement on the epaulets. Ribbons are not authorized for wear. Any badge recognized by the U.S. Army and the Corps of Cadets is authorized for wear but not at the same time. The contracting tab is worn centered left to right on the flap of the left breast pocket, and 1/8 inch below the top of the pocket.

OFFICER & ENLISTED



OFFICER & ENLISTED



UNIFORMS CLASS A ARMY SERVICE UNIFORM (FEMALE ATTIRE)



Basic Uniform Items	Description
Coat	Dark Blue
Awards	Medals or Ribbons/Specialty Badges/Marksmanship Badges/Cords
Neck tab	Black
Undershirt/Bra	White
Skirt	Dark Blue
Panty Hose	Nude/Skin Color
Trousers	Light Blue w/Gold Seam Braid
Belt Buckle	Brass
Socks	Black
Shoes	Low Quarters or Black Pumps
Outerwear	Army Black All-Weather Coat

GENERAL

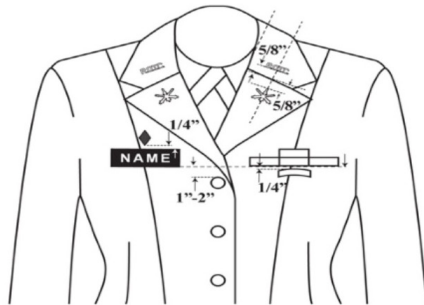
The service cap is the only authorized headgear for the Class A Army Service Uniform. The nameplate is worn 1 to 2 inches above the top button of the coat and centered horizontally on the right side. Females may adjust the placement of the nameplate to conform to individual body shape differences. Rank is worn centered left to right, 1/4 inch above the nameplate. Cadet recruit insignia is not worn on this uniform. Ribbons are worn centered on the left side, with the bottom row positioned parallel to the bottom edge of the nameplate. Females may adjust the placement of the ribbons to conform to individual body shape differences. The contracting tab is worn centered on the left side, 1/4 inch below the ribbons, if no ribbons are worn the bottom of the contracting tab will be parallel with bottom of nameplate.

FEMALE OFFICER

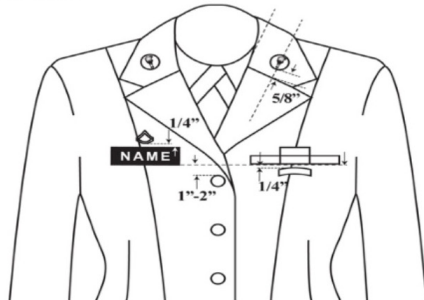
ROTC insignia is worn centered on both collars, 5/8 inch up from the collar and the lapel seam, with the centerline of the insignia parallel to the inside edge of the lapel. Branch insignia is worn on both lapels, 1 and 1/4 inches below the U.S. insignia or 5/8 inch below the lapel seam. The branch insignia is positioned so that the centerline of the insignia bisects the centerline of the ROTC insignia and is parallel to the inside edge of the lapel. On each sleeve, the bottom of the appropriate branch braid is positioned parallel to, and 3 inches above the bottom of each sleeve.

FEMALE ENLISTED

Torches are worn centered on both collars, approximately 5/8 inch up from the collar and lapel seam, with the centerline of the insignia parallel to the inside edge of the lapel.



ENLISTED



CEREMONIAL ARMY SERVICE UNIFORM (FEMALE)



Basic Uniform Items	Description
Garrison Cap	Dark Blue
Gloves	White
Collared Shirt	Grey, Short Sleeve
Epaulets	Black w/ Rank
Awards	Ribbons/Specialty/ Badges/Marksanship Badges/ Cords
Undershirt/Bra	White
Ascot	Company Color
Trousers	Light Blue w/ Gold Seam
Skirt	Dark Blue
Belt	Black
Buckle	Brass
Socks	Black
Panty Hose	Nude/Skin Color
Shoes	Low Quarter/Pumps

General

The garrison cap is the only authorized headgear for the Ceremonial Army Service Uniform. Refer to the Cover Appendix on page 69 for proper rank placement on the garrison cap. Clean serviceable white gloves are required at all times when wearing the Ceremonial Army Service Uniform. The ascot is worn on top of the undershirt, folded twice, and tucked beneath the collared shirt. The nameplate is worn centered left to right on the flap of the right breast pocket, and centered between the top of the button and the top of the pocket. Rank is worn on each epaulet.

Refer to the Rank Appendix for rank placement on the epaulets. Ribbons are worn centered left to right, 1/8 inch above the top of the left breast pocket. The Ceremonial Army Service Uniform is the only instance ribbons are authorized for wear on a grey collared shirt. Any badge recognized by the U.S. Army and the Corps of Cadets is authorized for wear but not at the same time. The contracting tab is worn centered left to right on the flap of the left breast pocket, and 1/8 inch below the top of the pocket.

OFFICER & ENLISTED



CLASS B ARMY SERVICE UNIFORM (FEMALE)



Basic Uniform Items	Description
Garrison Cap	Dark Blue
Gloves	White
Collared Shirt	Grey, Short Sleeve/Long Sleeve with Necktab
Epaulets	Black w/ Rank
Awards	Ribbons/Specialty/ Badges/Marksmanship Badges/ Cords
Undershirt/Bra	White
Trousers	Light Blue w/ Gold Seam
Skirt	Dark Blue
Belt	Black
Buckle	Brass
Socks	Black
Panty Hose	Nude/Skin Color
Shoes	Low Quarter/Pumps

General

The Garrison Cap is the only authorized headgear for the Class B Army Service Uniform. Refer to the Cover Appendix for proper rank placement on the garrison cap. The nameplate is worn 1 to 2 inches above the top button of the grey shirt and centered horizontally on the right side. Females may adjust the placement of the nameplate to conform to individual body shape differences. Rank is worn on each epaulet. Refer to the Rank Appendix for rank placement on the epaulets. Ribbons are worn centered on the left side, with the bottom row positioned parallel to the bottom edge of the nameplate. Females may adjust the placement of the ribbons to conform to individual body shape differences. The Ceremonial Army Service Uniform is the only instance ribbons are authorized for wear on a grey collared shirt. Any badge recognized by the U.S. Army and the Corps of Cadets is authorized for wear but not at the same time. The contracting tab is worn centered left to right on the left side, 1/4 inch below the ribbons, if no ribbons are worn the bottom of the contracting tab will be parallel with bottom of nameplate.

OFFICER & ENLISTED



OFFICER & ENLISTED



**OPERATIONAL CAMOUFLAGE PATTERN ARMY COMBAT UNIFORM
(MALE AND FEMALE)**



Basic Uniform Items	Description
Patrol Cap	OCP
Blouse	OCP
U.S. Army Name Tape	OCP
Patches	ROTC Patch/UNG
Awards	Specialty Badges
Undershirt	Coyote
Trousers	OCP
Belt	Coyote
Socks	Tan/Green/Black
Boots	Coyote
Outerwear	Coyote Fleece, OCP, Field Jacket, OCP Parka

General

The Patrol Cap (PC) is the only authorized headgear for the OCP uniform. Rank is centered left to right, between the brim and top of the PC. The U.S. Army tape is worn centered horizontally on the Velcro strip on the left side. The nametape is worn centered horizontally on the Velcro strip on the right side. The American flag is worn centered on the flap of the right shoulder pocket. The UNG ROTC patch is worn centered on the Right shoulder pocket. The Leadership Excellence Patch is worn centered on the left shoulder pocket. The rank patch is worn centered on the chest. The Velcro version of the contracting tab is worn centered above the Leadership Excellence Patch on the flap of the left shoulder pocket. Specialty unit patches are pinned on the left or right chest pockets IAW specialty unit SOP. The OCP will be clean and serviceable when worn. No loose strings or unserviceable patches should be visible or worn at any time.

Coyote Boots should also be clean and serviceable when worn. Mud-stained and dirty boots are not authorized for wear. The Black All-Weather coat is authorized for wear with the OCP. Company colored t-shirts are authorized for wear with the OCP boots, trousers, belt, and cover.

The black Gortex issued by the bookstore is authorized for wear with the OCP.

War Time (Combat) Service Patches

Cadets who have earned a patch from combat in a hostile environment may wear the unit patch on their right shoulder in lieu of the Boars Head Brigade Patch.

CAMPUS CASUAL UNIFORM (MALE AND FEMALE)

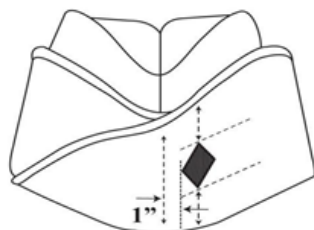
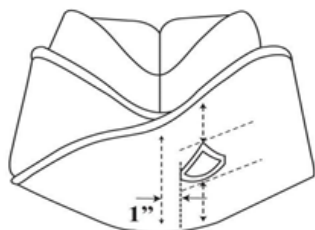
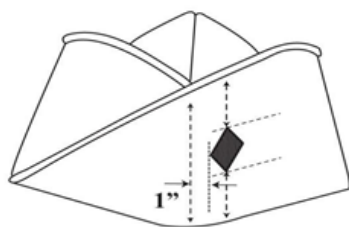
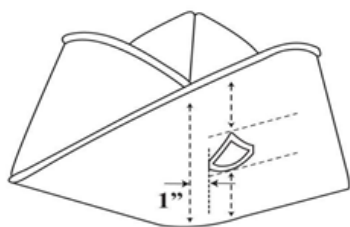


Basic Uniform Items	Description
Collared Shirt	Grey, Short Sleeve
Undershirt	White
Trousers	Black Dress Pants, No "skinny pants"
Belt	Black Civilian Belt
Socks	Black
Shoes	Black Civilian Dress Shoes, No Low Quarters
Outerwear	Black Campus Casual Jacket, No Rank

General

No headgear is authorized with the Campus Casual Uniform. The only color trousers authorized for wear in the Campus Casual Uniform are black. A solid black leather belt is required for wear. The color of the belt must match the color of the dress shoes worn. Black dress shoes are the only authorized shoes for the Campus Casual Uniform. The issued black, low quarter shoes are not authorized for wear. If an optional outerwear piece is worn, rank will not be displayed.

GARRISON CAP (MALE AND FEMALE)



ARMY IMPROVED PERSONAL FITNESS UNIFORM (IPFU)



General

The IPFU worn by Cadets is the same as the IPFU worn by soldiers. Therefore, the regulations for wear directly reflect those in AR 670-1. There are no restrictions on the combination of IPFU items worn, unless the commander has prescribed a particular combination for formation. Minimalists shoes are not authorized for wear with the IPFU at any time. The IPFU will not be worn in the classroom, Student Center, or other areas where such attire is inappropriate unless approved by the Assistant Commandant or otherwise stated in the Blue Book Regulations. Authorized optional IPFU is each unit's distinctive company colored t-shirt. The physical fitness badge is authorized for wear.

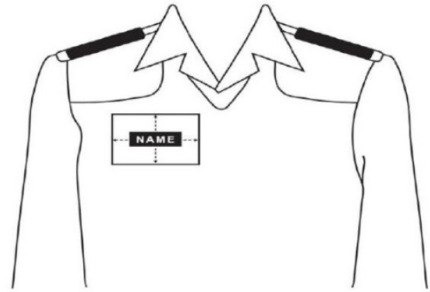
Basic Uniform Items	Description
T-shirt, short sleeve or long sleeve	Black
Trunks	Black
Socks	Black, Above Ankle
Shoes	Running
Belt	Reflective
Fleece Cap	Black
Jacket and Pants	Black, Running
Gloves	Black, Inner Liner and Outer Shell

OPTIONAL ITEMS

Black Pullover Sweater

The Black Pullover Sweater may be worn with the grey long or short sleeve shirts. If worn with the long sleeve shirt, Cadets will wear a necktie or neck tab. Cadets will wear the collar of the short sleeve shirt outside the pullover. The nameplate is worn centered from left to right and from top to bottom on the chest patch. Rank is worn on each epaulet. Refer to the Rank Appendix for rank placement on the epaulets. Personnel may wear the black pullover under the Black All-Weather Coat and Black Windbreaker. When worn under the windbreaker, the pullover must not be visible below the windbreaker. If the sleeves of the pullover are too long, Cadets may cuff the sleeves, but they may not roll or push up the sleeves.

OFFICER & ENLISTED



Black Windbreaker

When worn, the Black Windbreaker will be zipped to the second button down from the top of the shirt. Rank is worn pinned directly on each epaulet 5/8 inch from the base of each epaulet. Cadets are not authorized to slip the Class B epaulets over the Black Windbreaker epaulets to display rank. When worn with the Campus Casual Uniform, no rank is displayed.





OPTIONAL ITEMS, CONT'D

Black All-Weather Coat

Rank is worn pinned directly on each epaulet 5/8 inch from the base of each epaulet. Cadets are not authorized to slip the Class B epaulets over the Black All-Weather Coat epaulets to display rank. When worn with the Campus Casual Uniform, no rank is displayed. The Black All-Weather coat is authorized for wear with any Cadet uniform.

Skirt, Dark Blue:

The skirt is authorized for wear by females with the Dress Blue Army Service Uniform, Class A Army Service Uniform, and any variant of the Class B Army Service Uniform at the discretion of the commander. When not in formation, the skirt may be worn at the discretion of the individual. The skirt will be worn no more than 2 inches below or 1 inch above the crease in the back of the knee.

Pumps, Black:

Pumps are authorized for wear with the Army blue skirt only. Sheer stockings must be worn with the skirt and pumps. The pumps are of commercial design and must be made of fine grain leather or patent leather. Suede pumps are not authorized. The pumps must be closed toe and heel and must be untrimmed. The heel cannot exceed 3 inches and cannot be less than ½ inch. The sole thickness will not exceed ½ inch.

Gloves:

Leather Shells	Black
Wool Inserts	Black/Green Cloth
Gloves	White

General:

All black commercial gloves are authorized in lieu of issued gloves, however no logos are authorized.

Proper Wear in IPFU:

Black gloves may be worn with the IPFU for formations at the discretion of the commander. When not in formation, Gloves may be worn at the discretion of the individual.

Proper Wear in OCPs:

Black gloves may be worn with the OCP for formations at the discretion of the commander. When not in formation, Gloves may be worn at the discretion of the individual.

Proper Wear in Ceremonial Army Service Uniform:

White gloves are worn with the Ceremonial Army Service Uniform at all times.

Proper Wear in Dress Blues Army Service Uniform:

White gloves are optional wear with the Dress Blue Uniform based on the situation (i.e., Funerals, Weddings, and other Formal Occasions).

Insignia and Devices

Insignia and Devices

a. DMS - The Distinguished Military Student (DMS) Badge, for males, is worn centered left to right 1/8 inch above the right breast pocket on the Army Service Uniform or Dress Blue Uniform. If Distinctive Unit Insignia are worn the DMS Badge is to be worn ¼ inch above the insignia. For females, the DMS Badge is worn ½ inch above the nameplate on the Army Service Uniform or Dress Blue Uniform. If Distinctive Unit Insignia are worn the DMS Badge is to be worn ¼ inch above the insignia.



b. Recondo - The Recondo Badge, for males, is worn centered left to right and up down on the right breast pocket on the Army Service Uniform or Dress Blue Uniform. For females, the Recondo Badge is worn parallel to the waistline on the Dress Blue coat. The Recondo Badge is worn in a comparable position on the Army Service Uniform Class B shirt. Females may adjust placement of badges to conform to individual body-shape differences.



c. Contracting Tab - The Contracting Tab, for males, is worn centered left to right 1/8 inch down from the top of the left breast pocket on the Army Service Uniform or Dress Blue Uniform. For females, the Contracting Tab is worn in a similar location on uniforms without pockets on the Army Service Uniform or Dress Blue Uniform. On the OCP the Contracting Tab is worn on the bottom of the left shoulder pocket flap.

d. Distinctive Unit Insignia (Unit Crest) - For males, emblems with or without frames are worn centered with the bottom edge of the emblem 1/8 above the right breast pocket on the Army Service Uniform or Dress Blue Uniform. For females, emblems with or without frames are worn centered on the right side of the uniform, with the bottom edge 1/4 inch above the top edge of the nameplate on the Army Service Uniform or Dress Blue Uniform.

e. Skill Badges - For males and females, Skill Badges are worn centered left to right 1/8 inch above the U.S. Army nametape with ¼ inch between two badges on the OCP. For males and females, Skill Badges are worn centered left to right ¼ inch above the left pocket flap (or ribbons) with ½ inch between two badges on the Army Service Uniform and Dress Blue Uniform.

f. Marksmanship Badges - No more than three marksmanship badges authorized for wear. Personnel will not attach more than three clasps to marksmanship badges. The total number of marksmanship and special skill badges worn on the pocket flap or below the ribbons will not exceed three.

(1) For males, marksmanship badges are worn 1/8 inch down from the top of the left breast pocket flap on the Dress Blue coat or Army Service Uniform.

(2) For females, marksmanship badges are worn ¼ inch below the bottom ribbon row on the Dress Blue coat and Army Service Uniform or in a similar location if no ribbons are worn. Personnel may adjust the placement of badges to conform to individual body-shape differences.

g. Fouflage (Cords) - In a Cadet uniform, both fourrages and Army fourrages are authorized for wear. However, mixing of Army and Cadet fourrages is not authorized. A list of Cadet fourrages is listed below.

(1) Honor Company	Blue and White
(2) Band	Gold
(3) Blue Ridge Rifles	Blue and Gray
(4) Rifle Team	Red and Black
(5) Color Guard	Red and Gold
(6) Freshman of the Month	Purple
(7) Association of the United States Army	Yellow and Black
(8) Aggressor Platoon	Black
(9) Mountain Order of Colombo	Green and Gold
(10) Patriot Choir	Blue
(11) Scabbard and Blade	Red and Blue

h. Ribbons – For males, ribbons are worn centered left to right 1/8 inch above the left pocket flap on the Army Service Uniform Ceremonials or Dress Blue Uniform. For females, ribbons are worn centered left to right on the left side, with the bottom row positioned parallel to the bottom edge of the nameplate on the Army Service Uniform Ceremonials or Dress Blue Uniform. Females may adjust the placement of the ribbons to conform to individual body-shape differences. The Honor Company ribbon and Scabbard & Blade ribbons are the only ribbons authorized for wear on the Class B Army Service Uniform.

(1) Ribbons are worn in the following order of precedence: Army ROTC Ribbons, Fraternal & Social Organization ribbons, Corps of Cadets ribbons. Precedence for Fraternal and Social Organization ribbons is determined alphabetically in descending order. For example, The Military Officer Association of America Award is higher in precedence than the Reserve Officer's Association Award.

(2) The most senior ribbon will be worn in the top row, and closest to the line of buttons in the center of the coat or shirt when more than one ribbon is worn on a row.

6.7 UNIFORM ACCESSORIES

a. Civilian Bookbags: The only authorized bookbag for wear is solid black in color with no logos. Exception will be established by the Commandant of Cadets with coordination of the Cadet Brigade Commander.

b. Electronic Devices: Only one electronic device may be attached to the belt of the Cadet uniform.

c. Personal Hydration Devices (Camelback): Cadets may wear a personal hydration device with OCP uniform in a training environment.

CHAPTER 7 RESIDENCE HALLS (BARRACKS)

7.1 SOLICITING

No unauthorized solicitation shall take place within the boundaries of the campus, without expressed permission from the Assistant Commandant, Commandant, or Vice President for Student Affairs.

7.2 BAGGAGE

(1) ACCESS TO TRUNK ROOM:

(a) Cadets will have access to store their baggage in the trunk room. Access to trunk rooms will be as authorized by the Cadet Company Commander. Cadets will not enter the trunk room unless accompanied by authorized personnel. Loose articles are not authorized for storage in the trunk room. Weapons or flammable materials will not be stored in the trunk room. Only the Cadet Company Commander or

(b) Cadet First Sergeant will have possession of the trunk room key. The key will be safeguarded by the responsible individual at all times. Duplication of the trunk room key is not authorized.

(2) IDENTIFICATION TAGS

An identification tag will be placed on each stored item, giving the owner's name and assigned unit. The required tag information will be in accordance with company SOP.

(3) **SUMMER STORAGE:** Cadets may not store baggage during the summer.

(4) **RESPONSIBILITY:** The University assumes no responsibility for losses due to fire, theft or damage for any personal property placed in the Residence Halls. Cadets are encouraged to purchase rental insurance.

(5) **ABANDONED PROPERTY:** Abandoned property of Cadets absent without authority, deceased, confined, or on extended leave will be inventoried within two duty days. Personal property will be turned in to the Tactical Officer. Military property (i.e. CTA-50) will be inventoried and turned into military supply. The Commander or 1SG will coordinate with the Tactical Officer and Military Department Supply Technician and conduct a physical inventory of abandoned property; he/she may be assisted by a c/SFC or higher. Failure to dispose of absentee property in a timely and proper manner is a serious breach of accountability procedures, subjecting the responsible Commander to disciplinary action and/or pecuniary liability.

7.3 RESIDENCE HALL AREAS

(1) The Cadet Company Commander is responsible for the administration, police, and good order of his barracks area. The Cadet staff will assist by conducting daily inspections of specified areas. Residence Hall areas will meet minimum inspection standards from Reveille until Retreat and will be in a neat and orderly state at all other times.

(2) If inspection standards are not met, the leadership may receive disciplinary action. If two-thirds of the battalion fail then the battalion commander is subject to disciplinary action.

7.4 DAY ROOMS

(1) The day room is a part of the Residence Hall area provided as a convenient place where Cadets may relax and enjoy a snack and recreation; all regulations pertaining to good order and discipline will apply. The following rules will be observed in the day rooms.

(2) Cadets will remain in uniform in public areas in the Residence Halls at all times. Uniforms will be clean and serviceable.

(3) Gambling is prohibited.

(4) Any day room furniture moved for special purposes will be repositioned after use. Furniture will not be taken from common areas and placed in individual rooms.

(5) Cadets will not put feet on furniture, nor will they sit on ping-pong tables or pool tables.

(6) Each Battalion Sergeant Major is responsible for the good order and discipline of all day rooms, alcoves, and common areas. Each First Sergeant is responsible for each applicable company day room, alcoves, and common areas.

7.5 BATHING

Cadets may bathe any time between breakfast and Taps except during inspections and Quarters (Cadets may bathe during break at Quarters).

7.6 ANIMALS

Animals of any kind (including animals, dead or alive, when used for science projects) will not be kept in the Residence Hall.

7.7 SECURITY

(1) The University of North Georgia cannot insure personal property against theft and cannot recognize claims for thefts that occur in the Residence Halls. Renter's insurance is commercially available, and each resident should evaluate his/her own needs. Personal security is an individual and command responsibility. The following measures will be taken and enforced by random and scheduled security inspections.

a. Doors, windows, and footlockers will be locked when the room is unoccupied for any period of time. Commanders will ensure unassigned rooms remain locked at all times.

b. Any key or Access Control Card or Student ID found will be turned in to the Assistant Commandant's Office immediately. If a key is missing, the individual who signed for it must report to the Assistant Commandant's Office immediately.

c. Small high value items (purse, jewelry, electronics, wallets, or money) will not be left out in the open but maintained inside of a locked footlocker.

d. Large amounts of money or objects of extreme value or sentiment should not be kept in the Residence Halls.

e. High dollar items (items of \$100 or more in value) will be marked with the beginning initial of the last name followed by the last 4 digits of the student ID number.

f. All incidents of thefts, suspicious activity, or unusual occurrences will be immediately reported by the chain-of-command to the Tactical Officer. In all incidents of theft, the Commandant's Office will contact a Public Safety Officer to complete an official incident report. The victim(s) will also be required to complete an incident report.

(2) Any Cadet that is found altering, tampering or damaging the Access Control System or fire and safety equipment will be severely punished.

7.8 ELECTRICAL WIRING AND APPLIANCES

- a. The electrical wiring in rooms or elsewhere will not be altered or tampered with by Cadets.
- b. The following appliances are authorized on the basis indicated:
 - (1) Per Cadet: One clock, one desk lamp, one personal computer.
 - (2) Per room: One radio, one stereo system, one electric coffee maker, one refrigerator, one iron, one fan, and one flat screen television not to exceed a 26" flat screen.
- c. The following are not authorized in the Residence Halls: hot plates, space heaters, electric skillets, electric incense burners, electric candle burners, microwaves, etc.

7.9 EQUIPMENT

All rooms are equipped with beds, mattresses, chairs, desks and chests of drawers at a rate of one per Cadet. Each suite comes equipped with one mirror. All equipment issued to a room will be marked as directed by the Tactical Officer, kept in that room, and not switched out.

7.10 FOOD IN THE BARRACKS

- a. Cadets will not cook or prepare food in their individual room. Small amounts may be purchased from sites on campus or elsewhere for immediate consumption. Food received from home or purchased locally may be kept in quarters provided it is stored in an airtight container. It is imperative that Cadets maintain an area free of food residue and spills.
- b. Food for immediate consumption may be brought to the Residence Halls from the dining facility or other outside sources.

7.11 CUSTODIAL SERVICE AND SUPPLIES

- a. A custodian is provided for each residence hall. He/she will perform such duties as prescribed by the University and is not available for personal services for Cadets or for cleaning individual rooms or bathrooms. Cadets will be charged a service fee if they fail to properly maintain or clear their rooms.
- b. Cleaning supplies needed by a Cadet for maintaining his room must be purchased on an individual basis.

7.12 LIGHTS

- a. Lights shall be extinguished in rooms at all times when occupants are not present. All lights in a Cadet's room will be turned off at Taps unless late lights are specifically authorized.
- b. Late light privileges will be granted exclusively for the purpose of studying.

7.13 MUSICAL INSTRUMENTS

Cadets are authorized to play musical instruments in their rooms except during Quarters and between Taps and Reveille, provided other occupants are not disturbed. Members of the Band may practice in their rooms between 1700 and 1900 hours.

7.14 RADIOS, TELEVISIONS AND STEREO

- a. Radios, TVs, and stereos may be played except during Quarters, as long as the sound is not audible outside of the room and provided neither occupant of the room objects to the playing. Personnel on Quarters are allowed to utilize ear phones or headsets to listen to the equipment. Disturbance of Quarters will not be allowed.
- b. Commanders will be especially sensitive to any complaints of interference with studies caused by operation of these devices. Abuse of the privilege of operating the devices will result in the immediate loss of the privilege.

7.15 COMMON AREAS

Cadet Commanders are responsible for, and will be evaluated on, the areas listed below. This regulation, while limiting the areas and degree of physical maintenance to be performed by Cadets on a daily basis, does not limit the Commander's responsibility to account for, inspect, and report any and all maintenance problems within his/her jurisdiction.

- a. **INDIVIDUAL ROOMS** - Will be maintained in accordance with the Blue Book.
- b. **LAUNDRY ROOM** - The laundry room should be policed each morning for trash and abandoned articles. Abandoned clothing should be bagged and retained by the company 1SG for five days then turned in to the Assistant Commandant's Office with a complete inventory to be disposed of as abandoned property. Washers, dryers, and floors will be cleaned by the custodial staff.
- c. **POLICE CALL** - The lawns adjacent to military Residence Halls will be policed for a distance of 25 meters from the building daily. Entrances and walkways will be the responsibility of custodial staff. Cadet Sergeants Major will assign areas of responsibility for police call by company on a weekly rotating basis.
- d. **HALLS** - Will be policed daily for trash. Commanders will ensure room debris is not swept into hallways. Hallways will be swept and maintained by assigned custodial staff. All trash cans will be emptied daily.
- e. **DAY ROOMS AND LOBBIES** - Will be policed daily for trash and to ensure furniture is properly arranged. Assigned custodial staff is responsible for cleaning furniture, floors, walls, windows, etc. All trash cans will be emptied daily.
- f. **KITCHENS** - The unit living on the same floor as the kitchen is responsible for its maintenance. All utensils, pots, and pans are the property of the University and not to be taken for personal use outside the kitchen. The kitchen will be cleaned daily to include the sink, dishes, oven, microwave, all counter surfaces, and refrigerator. Do not leave items cooking on the stove or in the oven unattended. Dirty dishes and leftover food particles will be cleaned up after each individual use.

7.16 ROOM CLEANLINESS

The general police, order, and care of all common property in a Cadet's room is the responsibility of all occupants. Each Cadet is responsible for his own bed, locker, closet, and other personal furniture and articles. All articles will be marked for ease of identification.

7.17 NOTICE TO CADETS IN RESIDENCE HALLS

When a Cadet is summoned to report to the office of the Assistant Commandant by any means such as email, text, phone call, or "Notice to Report" slip paper clipped to the room card. Upon receiving notification the Cadet is expected to follow the instructions.

7.18 ROOMS

a. ASSIGNMENT: The Tactical Officer will approve all Cadet room assignments. In order to foster cohesion, and esprit de corps, all attempts will be made to maintain the traditions and history of each unit by assigning Cadets to their freshman company (cohort concept). When empty rooms are available and a Cadet desires a private room, he/she can make this request on a Form 32 through the Unit Commander to the Tactical Officer. A Cadet may utilize the closets, dresser space, etc., which is normally assigned to an additional occupant, only if the private room fee has been paid. The original receipt of payment will be posted above the light switch. Cadets who reside in any dorm on campus are expected to maintain a full-time student status during the term (12 or more semester hours) of occupancy. The university reserves the right to void the room contract of students who fall below full-time student status.

b. UNIT ROOM TRANSFERS: Cadets who desire to transfer from one room to another (within the same unit or to a different unit), the unit 1SG or Commander will complete a Form 32 and submit it to the Tactical Officer for approval prior to the individual moving.

c. INITIAL INSPECTIONS: Each Unit Commander and First Sergeant will supervise the preparation of room condition cards, common area cards, and maintenance requests. These reports will serve as the basis of individual and command accountability. Commanders and First Sergeants should pay particular attention to the following items on room condition cards:

- Tape residue/stickers/graffiti/stains/marks/scuff
- Door stops
- Holes in wall(sheet rock)/missing caulk
- Operation of drawers
- Spring sets (missing parts)
- AC/Heater unit operation
- Shades
- Conduit and conduit covers
- Phone jacks
- Outlet and switch covers and function
- Missing and broken tile
- Windows
- Shelves and rods
- Chairs/mops/trash cans/dust pans
- Desk and dresser surfaces
- Ceiling (water damage/mold) Toilets
- Sinks/ faucets
- Carpet

d. CLEARANCE: When a Cadet withdraws from the University during or at the end of a semester, except in medical cases where the Cadet cannot actually perform his/her duties, he/she will make an appointment with the Assistant Commandant's office to fill out all necessary paperwork and turn in equipment. All personal clothing and equipment belonging to the Cadet will be removed from the room. The room will be checked by the unit Commander or 1SG and inspected for damages and cleanliness. Any damages or dirty rooms will be annotated on the room condition card. In the event that a Cadet can not be present during final clearance due to medical reasons final clearance of his room will be accomplished by the unit 1SG or commander and/or the Tactical Officer. The last Cadet to leave the room will be responsible for all damages found in the room, unless the damage is already noted on the room condition card belonging to the Cadet that has already departed. The Cadet Commander or 1SG is responsible for any damages not reported on the room condition card.

e. CONSOLIDATION:

- (1) Campus housing rates are based on double occupancy. Commanders are directed to continuously consolidate Cadets throughout the semester whenever a single occupancy situation exists. The consolidation policy seeks to minimize cost by conserving energy, protecting assets, and programming maintenance in unused areas throughout the semester.
- (2) Unit Commanders are authorized to house individuals in private rooms on a space available basis after and only after the following steps are complete:
 - (a) The individual obtains a signed transfer form from the Unit Commander
 - (b) The individual reports to the Tactical Officer with transfer form for approval and processing.

f. ABSENCE CARDS: A marking of an absence by a Cadet on his absence card is an official statement that the Cadet's absence is in fact authorized and that he is at, going to, or coming from an authorized location(s). Cadets on Quarters will have green absence cards. Additionally, Cadets on Quarters will sign out with the Unit CQ. Cadets not on Quarters will have beige absence cards. All Cadets will have their semester class schedule taped under the absence card.

g. ROOM ARRANGEMENT: Per building SOP established by the Brigade and battalion Commanders. Furniture will remain as placed by the University and will not be rearranged. The building SOP will be posted on the back of the bedroom door using blue painters tape with military corners.

h. CLEANLINESS OF ROOMS: Floors will be kept clean, carpet vacuumed, and bathroom floor tiles mopped, showers wiped down, toilets free of stains, odors and dust. Sinks, medicine cabinets and counter tops will be cleaned daily. Shower curtains, towels and wash clothes should be free and clean of mold. Trash cans will have a plastic liner and must be emptied daily. All furniture, window sills, windows, shelves, and horizontal surfaces, etc., will be kept clean and free of dust.

i. WINDOWS

- (1) When undressed or undressing, Cadets will close shades or blinds.
- (2) Cadets will not leave or enter Residence Halls through windows. Violators are subject to University sanctions. Cadets may not use Gaillard Hall fire ledges except for emergencies.
- (3) Cadets will not communicate and/or act inappropriately through windows.
- (4) Throwing of articles from windows is prohibited.
- (5) Cadets will not sit in windows.
- (6) Cadets will not display posters, flags, banners, etc., in or on windows. Intent is that these items should not be seen from the exterior of the Residence Hall.

j. DOORS

- (1) All exterior doors and inside hallway doors, will remain closed at all times except when used. Bedroom doors will be closed when room is unoccupied.
- (2) Throwing articles from doors is prohibited.
- (3) Nothing shall be displayed on the room doors other than the building SOP and official correspondence on the University installed message boards. Doors will not be forcibly opened, kicked, or slammed in any form. Deadbolts and doorstops will not be used to prop doors open.

k. WALLS AND OTHER SURFACES:

(1) Items will not be taped or tacked to any finished, painted, or glass surfaces. At no time will any article(s) be appended to or obstruct the heating/air-conditioning unit intake. Bulletin board surfaces and individual room cork strips are the only authorized types of surfaces for displaying items. Cadets will not mark any surface except as specifically allowed in this regulation (including dry erase markers).

(2) Posters when authorized by the Office of the Commandant will be mounted using "3M command strips" only. All posters will be in good taste and will not represent members of the opposite sex in provocative, salacious attire or poses. All items displayed must reflect mature judgment and good taste. Maximum size of any individual item is limited to 24 by 36 inches. Items displayed by an individual will be grouped (if more than one), and ownership will be reflected by the presence of the Cadet's name on each item.

(3) Personal mementos such as plaques, award certificates, etc., may be displayed on the dresser top as long as the number, nature, and arrangement of such items maintain a neat and orderly appearance. Such items will be labeled with name of owner and will be kept clean and dusted.

l. CLOTHING ARRANGEMENT:

(1) The purpose of the clothing arrangement is to provide a neat, uniform, and functional display of clothing which allows ready access to those clothes which are used on a daily basis. Closets, chests of drawers, and footlockers will be kept to building SOP. The chain-of-command will routinely inspect for proper quantity and quality of items.

(2) Each semester, the Commandant may prescribe special clothing arrangements as privileges for upperclassmen or special teams. These privileges will be prescribed in writing by separate correspondence and take precedence over clothing arrangements outlined in building SOPs.

m. ROOM ARRANGEMENT DURING BREAKS:

(1) Cadets will occupy the Residence Halls as specified in the room contract. They are highly encouraged to vacate the Residence Halls during spring and fall breaks.

(2) Rooms will be prepared as follows at the conclusion of the semester or upon departure from the Corps of Cadets:

- a. Trash cans empty and clean.
- b. Window blinds will be fully closed.
- c. Electrical appliances unplugged and cords wrapped around the appliance with plug visible (includes refrigerators, which will be placed in the shower).
- d. All opened food items removed from room. Refrigerators empty of all food and placed in the shower if not defrosted prior to departure.
- e. Dresser and desk drawers closed.
- f. Floor vacuumed and bathroom floor mopped; shelves and table free of dust.
- g. Lights turned off; heater/AC turned on low setting.
- h. Windows and doors locked.
- i. Halls and stairwells free of loose garbage.
- j. Faucets and showers turned off.
- k. Lights in halls and suites turned off.
- l. Grounds policed of trash.

(3) Each room will be inspected by the appropriate Cadet Commander, Sergeant Major, or First Sergeant before the occupant(s) is permitted to depart campus. All Cadet RAs will not depart until their entire area is secured and they are released by the Tactical Officer or Assistant Commandant. (Refer to Room Contract and Command Contract)

7.19 UNAUTHORIZED ARTICLES

Articles not authorized by regulations or approved by the Commandant of Cadets will not be kept in the Residence Halls. Cadets may appeal to the Tactical Officer for exception.

7.20 VISITATION POLICY

a. VISITING DEFINED: A Cadet is visiting when, after going to room other than his/her own, he/she opens the doors, enters the room, or talks with its occupants.

b. VISITS AUTHORIZED:

(1) At any time during the duty week, except as prohibited in C below.

(2) A Cadet on Quarters may only visit/ be visited during Quarters for the purpose of reasons found in Policy Letter #3.

c. VISITS PROHIBITED:

(1) Except on official (to include academics) duty, no Cadet shall at any time enter in a room when any of the occupants are serving room arrest.

(2) Except in official capacity, no Cadet will enter in any room when the occupants are absent from that room.

d. FEMALE/MALE CADET VISITATION:

(1) Cadets may enter a room occupied by a Cadet of the opposite gender pursuant to military duties.

(2) Cadets of either gender may utilize the lobby areas of Corps Residence Halls for official business, leisure, alcoves, and for study.

(3) Cadets of either gender will always be fully clothed (IPFU uniform is acceptable) when visiting Cadets of the opposite gender.

(4) Cadets who develop interpersonal relationships with Cadets of the opposite gender within the same unit will be referred to the Tactical Officer. In most instances, at least one of the parties will be transferred out of the unit. Reassignment will be made by the Assistant Commandant only.

e. NON-CADET VISITORS IN THE RESIDENCE HALLS (BARRACKS):

(1) Non-Cadet guests are not permitted in the Corps Residence Halls except during visitation hours. The only location for visitation will be day rooms, platoon alcoves (the pit), media center, computer lab, and kitchen.

(2) Cadets must observe the following visitation restrictions: A guest is defined as a visitor of either gender, not currently enrolled in the Corps of Cadets. (Note: A non-Corps guest of the same gender is still considered a guest and visitation policies fully apply.) Corps Residence Hall visitation hours are:

Weekdays - 1000 - TAPS

Fridays - 1000 - TAPS (Open and Closed Weekends)

Saturdays - 1000 - TAPS (Open and Closed Weekends)

Sundays - 1000 - TAPS

NOTE: The Brigade Commander will determine the time for TAPS for all weekends both open and closed. See Brigade Training Schedule.

- (3) Cadets are responsible for escorting their guests and to ensure that the visitation hours are obeyed.
- (4) Except for authorized registered overnight guests, visitors are not permitted between Taps and Reveille.
- (5) Visitation is a privilege that can be revoked by unit or by Residence Hall.
- (6) During Quarters immediate family are permitted in individual rooms as long as they sign in with the Brigade SDO in Gaillard Hall. Same sex prospective students are also allowed into individual rooms, ie. COVE students.
- (7) Former students who were expelled, suspended or dismissed from the University for disciplinary reasons are not authorized to visit in the Residence Hall at any time.
- (8) It is the responsibility of the Company Commander to check overnight visitors for paid receipts issued by the Assistant Commandant's Office.
- (9) Former students who are no longer enrolled at UNG will be treated as visitors.
- (10) Exceptions to this regulation must be submitted in writing to the Assistant Commandant for approval at least 72 hours prior to the visitation. The written exception must state number of visitors, purpose, time period, location, and a plan for control of the visit.
- (11) The Cadet Brigade Commander may apply to the Assistant Commandant for periods and conditions of open house hours (when non-Cadet guests may visit a Cadet's room). All guests must be registered and escorted by their sponsor.

c. OVERNIGHT VISITATION: Cadets who desire authorized visitors to be billeted overnight in the Residence Hall must be approved by the Tactical Officer. Overnight visitors are normally limited to prospective students (through Cadet Recruiting) and relatives. Registration of all overnight visitors is required with the Tactical Officer, and fees must be paid in advance (fees subject to change as required). Non-military students will not remain overnight unless registered as guests. Overnight registration is a privilege, and the Assistant Commandant/Tactical Officer reserves the right to deny access at any time due to abuse of privilege, disorderly conduct, or any reason that the overnight visitation would be contrary to good order and discipline of the Corps.

7.21 RESIDENCE HALL INSPECTION, SEARCH, AND SEIZURE

Although Cadets are guaranteed the rights of any citizen and therefore will not be subject to unreasonable searches and seizures, the courts have recognized the right of universities to conduct reasonable inspections, searches, and seizures in order to enforce university regulations. University of North Georgia reserves the right to conduct such inspections, searches, and seizures within the limits of the law.

a. INSPECTIONS:

- (1) The University reserves the right to inspect rooms for cleanliness and possible damage. Further, it reserves the right to enter rooms or other facilities at reasonable hours in order to effect any necessary inspection or repairs of equipment and/or facilities.
- (2) The University reserves the right to enter rooms or other facilities at any time it has reason to suspect a violation of University regulations is occurring.

b. SEARCH:

- (1) The University reserves the right to conduct searches of individual rooms and foot lockers in a residence hall or other facility on the campus if there is reason to believe that a University regulation has been violated.

Prior authorization for such a search must be secured from the Vice President for Student Affairs or his designee, and must be conducted under the supervision of a professional staff member assigned to the Office of the Commandant.

(2) Law enforcement officials may search facilities with or without authorization from the University by means of a search warrant.

(3) Efforts will be made to have the student available when a facility is searched.

(4) Evidence seized during a search can be used in a court of law when a search warrant had been issued authorizing the search. Such evidence can also be used in disciplinary procedures concerning the violation of University regulations.

c. SEIZURE:

(1) Property confiscated during a search will be returned to the owner unless it is an illegal item.

(2) Students desirous of more detailed information may contact the Office of the Vice President for Student Affairs.

7.22 MAINTENANCE REQUESTS AND DAMAGE REPORTS

a. Effective accountability of equipment and maintenance of assigned Residence Halls is essential to a successful command.

b. The Unit Commander will appoint a Unit Maintenance NCO to request maintenance/work orders through the Tactical Officers.

c. Maintenance NCOs and first line supervisors are responsible for identifying and reporting maintenance deficiencies and damage in their assigned areas.

d. In every case when damage occurs that can be attributed to the actions of an individual (accidental, willful, negligent), the Unit Commander will report his findings and recommendations to the Tactical Officer.

7.23 TOBACCO

UNG is a tobacco-free campus. All tobacco products are prohibited anywhere in Liberty, Gaillard and Patriot Halls. This includes cigars, cigarettes, smokeless tobacco, electronic nicotine based devices, and tobacco derivatives.

Tobacco products left in individual rooms in plain sight will be confiscated. Tobacco products will not be used during any training on or off campus, to include Pine Valley, Dawson Forest, Chattahoochee national Forest, Camp Frank D. Merrill or other training sites.

Cadets are highly encouraged to refrain from using tobacco in any form. Those who need assistance in tobacco cessation are encouraged to schedule an appointment with the UNG Health Educator located in the Student Health Services Office (Infirmary).

CHAPTER 8: HONOR

This Chapter is dedicated in remembrance of COL Michael D. Pyott, North Georgia College Class of 1988 and former Professor of Military Science from 2008-2012.

8.1 THE HONOR CODE

For the Honor Code to have meaning, it must receive full support and cooperation from each member in the Corps of Cadets. Since the earliest days of recorded history, the requirement for integrity in the military leader has been universally recognized. It is this requirement which makes military standards and the military life exacting. There is a strong element of integrity in all vocations; but this trait, which is desirable of others, is indispensable to the Cadet and the military leader.

"Honesty is the first chapter in the book of wisdom."

- Thomas Jefferson -

8.2 HONOR DEFINED

The University of North Georgia Corps of Cadets defines honor as: esteem due or paid to worth; high estimation; respect; consideration; reverence; veneration; manifestation of respect or reverence.

8.3 PRINCIPLES OF THE HONOR CODE

The ultimate responsibility for the success or failure of the Honor Code rests with the Individuals who make up the Corps of Cadets. The Honor Code of the University of North Georgia is based on the principles that a Cadet will not lie, cheat, steal, plagiarize, evade the truth, conspire to deceive, nor will a Cadet tolerate those who do. Allegiance to the Honor Code supersedes all personal friendships and loyalty. Specifically, the Honor Code embraces:

Article I: A Cadet will not knowingly make any false statements, written or oral, while acting in a capacity, official or otherwise.

Article II: A Cadet will not give or receive any unauthorized assistance, academic or otherwise, either inside or outside the classroom or place of instruction.

Article III: A Cadet will not unlawfully take or receive any property from another person, group, unit, the State, or of the Federal Government.

Article IV: A Cadet will not attempt to escape, or avoid by cunning, answering a question in a straight and honest manner.

Article V: A Cadet will not plan, either by himself or with a group, to accomplish a purpose through illegal actions or to mislead a person of higher authority.

JURISDICTION AND VIOLATIONS OF THE HONOR CODE:

(1) The Honor Code applies to all Cadets from the time of admission through the actual awarding of a degree. This includes conduct that occurs (i) on University Premises, (ii) at University-sponsored activities, (iii) off-campus conduct if the conduct adversely affects the University community and/or the pursuit of its objectives, (iv) before classes begin or after classes end, and (v) during periods between terms of actual enrollment. Examples include class-related outings and field trips, off-campus University athletic events, study abroad programs, co-ops and internships.

(2) Cadets accused of violating the Honor Code face a standardized investigative and hearing process by the University. If additional Corps punishment is recommended by the Assistant Commandant, the case will be heard by the Cadet Discipline Board pursuant to Chapter 9 of the Blue Book. If found responsible for violation of the Honor Code by the Cadet Discipline Board, the Cadet may be removed/separated from the Corps of Cadets. The Cadet may appeal the Board's decision to the Commandant of Cadets.

CHAPTER 9 CONDUCT

9.1 GENERAL

a. STUDENTS:

The University strives to educate students and develop leaders who are prepared for community, state, and global service. Consistent with University System of Georgia policies, the University has created a Student Code of Conduct that seeks to protect the safety, rights, and privileges afforded to Students and other members of the community. Essential to this purpose, students are expected to be model citizens, and their actions and behavior should reflect the core values of the University. Students are expected to: adhere to national, state, and local laws; respect the rights and privileges of others; be forthright and honest in all their social and academic conduct; and, in general, conduct themselves in a manner which brings credit to themselves and the University.

(1) Members of the Corps of Cadets are students first and therefore must always comply with the Student Code of Conduct administered by the Office of Student Integrity. Updates to the University Student Code of Conduct, policies and procedures can be found online at the Dean of Student's website at <https://ung.edu/dean-of-students>.

(2) The Office of Student Integrity will process any violations of the Student Code of Conduct and determine what sanctions from the University will apply.

(3) Cadets are responsible for being aware of and following the most current version of the University Student Code of Conduct.

b. CADETS:

The Corps of Cadets is an honorable, self governing student organization.

The mission of the Corps of Cadets is to produce highly educated leaders for the Army, state and federal agencies, and for business and industry. Participation in this organization requires honor and discipline. Accordingly, the purpose of this chapter is to address conduct that may be inconsistent with the values, mission and purpose with the Corps of Cadets.

Army Regulation 145-1, Chapter 2-1, requires the University to organize the Cadets into a Corps of Cadets with high standards of military discipline.

(1) Cadets must comply with the regulations set out in the Blue Book and the policies established by the Commandant and Professor of Military Science ("Military Policies"). Military Policies are available at <https://ung.view.usg.edu/d2i/login>.

These rules should be read broadly and are not designed to define prohibited conduct in exhaustive terms.

(2) Violations of the Blue book and Military Policies will be processed by the Cadet Chain of Command and the Office of the Commandant of Cadets.

(3) Violations of the Student Code of Conduct, the Blue book or Military Policies may result in disciplinary sanctions as defined in Section 3(f) of this chapter. Any disciplinary sanction imposed by the Corps of Cadets may precede and shall be in addition to any sanction that may also be imposed by the University.

c. CLASSES OF OFFENSES:

There are two classes of offenses. Class I, which includes all violations of the Student Code of Conduct, and Class II, which includes all violations of the Blue Book and UNG Military Policies. See Appendix I for a complete list and cross reference with violations of the Student Code of Conduct. See chapter 8 for Cadet Honor Code.

d. REPORTING:

Possible violations of the Student Code of Conduct, Blue Book and Military Policies should be reported to a Cadet's Chain of Command as soon as possible. Complaints should include as much information as possible – such as:

(i) the type of misconduct alleged; (ii) the name and contact information of the individual(s) accused of misconduct; (iii) the date(s), time(s), and place(s) of the misconduct; (iv) the name(s) and contact information of any individual(s) with knowledge of the incident; (v) whether any tangible evidence has been preserved; and (vi) whether a criminal complaint has been made.

(1) It shall be the DUTY and responsibility of each Cadet, regardless of rank, to report possible or suspected violations of the Honor Code through the Cadet Chain of Command. A failure to report violations of the Honor Code may subject a Cadet to discipline. If the Cadet chain of command discourages a student to report the violation, the Cadet may report directly to Assistant Commandant.

(2) Consistent with the University Mandatory Reporting Guidelines for Employees, Cadets must report all possible violations of Class I offenses (violations of the Student Code of Conduct) utilizing the Maxient student discipline reporting system accessed through the Dean of Students website at: <https://ung.edu/dean-of-students/>

(3) All Cadets are encouraged to report Class I offenses (violations of the Student Code of Conduct) utilizing the Maxient student discipline reporting system accessed through the Dean of Students website at <https://ung.edu/dean-of-students/>

(4) Any reports of possible sexual harassment, discrimination or misconduct (or retaliation for reporting these incidents) must be reported to the Title IX Coordinator (or a Deputy Title IX Coordinator) immediately at <https://ung.edu/sexual-assault-and-violence-education/title-ix.php>

(5) Information from complaints may be shared as necessary to investigate and to resolve the alleged misconduct.

(6) Where appropriate, complainants may file a law enforcement report as well as an institutional report, but are not required to file both.

e. RETALIATION:

Anyone who, in good faith, reports what she or he believes to be misconduct, participates or cooperates in, or is otherwise associated with any investigation, shall not be subjected to retaliation. Anyone who believes he or she has been the target of retaliation for reporting, participating or cooperating in, or otherwise being associated with an investigation should immediately contact their Cadet Chain of Command. Any person found to have engaged in retaliation in violation of the Student Code of Conduct shall be subject to disciplinary action.

9.2 PROHIBITED CONDUCT FOR CADETS (SEE APPENDIX I)

a. CLASS I OFFENSES:

(1) Any conduct or behavior that violates the UNG Student Code of Conduct. These offenses will be reported using the Maxient student discipline reporting system accessed through the Dean of Students website at <https://ung.edu/dean-of-students/>. See Appendix I for a list of Class I Offenses.

(2) Conduct that violates the Student Code of Conduct may also be inconsistent with the high standards of the Corps of Cadets and be subject to additional sanctions from the Corps Discipline Board or Commandant's Office.

b. CLASS II OFFENSES:

(1) Conduct Unbecoming a Cadet:

A Cadet is guilty of "conduct unbecoming a Cadet" when his or her actions or conduct could be interpreted to be detrimental to the best interests of the individual Cadet, other persons, the Cadet's unit, the Corps of Cadets, or the University. Professional conduct similar to that of an Army Second Lieutenant is the desired standard.

(2) Disrespect or Insubordination:

Any Cadet who is disrespectful or insubordinate in demeanor, word, or action toward any university official or Cadet in the chain of command, whether or not such demeanor, word, or action occurs in the presence of such official or Cadet in the chain of command, is subject to sanction under this section.

(3) Failure to Follow Orders:

Failure to follow verbal or written orders/directions of the Professor of Military Science, Commandant, any member of the cadre, a Cadet in the chain of command, or any University official. Like the Army, the UNG Corps depends on Cadets to respond affirmatively to all legal orders.

(4) Negligence of Leadership:

All leaders in the Cadet chain of command are responsible for ensuring the Cadets under their authority follow and obey the Blue Book and Military Policies. Additionally, Cadets in the chain of command must be wise with their use of authority. Their actions and directives must be reasonable, timely and prudent.

(5) Neglect of Duty:

Failure to perform assigned duties or implied duties commensurate with duty position or rank.

(6) Inappropriate Touching:

a. It is improper for a Cadet to touch another Cadet without his or her permission unless there is a legitimate safety reason (e.g., a Cadet is about to fall, in danger of being hit by a vehicle, etc.)

b. It is proper to touch, with permission, another Cadet when making minor corrections such as adjusting a hand salute or adjusting a ribbon on a uniform.

c. It is never proper for a Cadet to touch or grab a fellow Cadet for the purpose of harassment, disciplinary action or motivation.

d. When addressing or training fellow Cadets, a safe rule of thumb is to remain at least one arm's length away from the other Cadets.

(7) Abuse of Rank:

- a. Cadets with rank, will not require Cadets without rank to perform “personal service” tasks (e.g., moving the leader’s car to avoid a parking violation, picking up laundry, etc.). Performing personal service or unauthorized details directed by Cadets with rank, with or without compensation, is also a violation, and can be construed as “servitude,” an illegal act.
- b. Cadets with rank will not require Cadets without rank to “earn privileges” or perform unauthorized physical training or meaningless tasks to obtain favor or receive a special position or a favorable duty. Rights of passage, other than FROG Week, are unauthorized in the Corps of Cadets.
- c. Cadets with NCO/Officer rank (Corporal and above) shall not issue illegal or immoral orders. Orders that violate laws, policies or regulations should be ignored by the subordinate who receives such orders and reported to the chain of command for resolution.

(8) Fraternalization and Improper Cadet Relationships:

- a. Improper relationships are those relationships that could result in actual or perceived favoritism, unfairness, or partiality, that are detrimental to good order and discipline within the unit or the chain of command. See also Chapter 5, paragraph 5.13-5.14.
- b. Dating among Cadets is permissible; however, dating will be conducted with the same standards of discretion and good judgment expected of all Cadets. Cadets will not date others in their direct chain of command. See also Chapter 5, paragraph 5.15.
- c. Should a personal relationship evolve within a unit or chain of command, one or both individuals will be reassigned based on maintaining good order and discipline in the unit.

(9) Public Display of Affection:

Public Displays of Affection. Cadets in uniform will refrain from personal/romantic contact in public view. Holding hands or walking or sitting with an arm around someone’s waist or shoulder is not permitted.

(10) Conduct in the Barracks:

- a. All Cadets must comply with the Military Visitation Policy. See Chapter 7, paragraph 7.20.
- b. All Cadets must respect the rights of others to privacy and must maintain good order and discipline with those who are housed in military barracks
- c. No Cadet will disturb study conditions in the dorm or dorm area, and all Cadets should be especially careful to comply with quarters and other academic pursuits, i.e. study groups that meet in the dorm lobby or the hall way alcoves. Loud music is expressly prohibited in military barracks.
- d. Cadets will not do anything that might cause personal injury or destruction of private property or dormitory facilities.
- e. Cadets will be dressed appropriately at all times. Unless in the suite bathroom, Cadets should remain dressed in their room. At no time will nudity or a towel alone, in place of shorts and a T-shirt, be acceptable in hallways or other common areas.
- f. Cadets will not remove, disable or render inoperative any fire protection equipment or other alarm systems in the military village.
- g. Cadets will take no actions that damage the barracks or their furnishings.

(11) Use of Profanity:

Members of the Corps of Cadets will not use profanity when performing Corps duties, while attending Corps events or while wearing UNG military uniforms. All Cadets are expected to use good judgment and restraint in expressing themselves. Disrespectful language is not appropriate, especially when it demeans, embarrasses, ridicules or degrades other military students.

(12) Failure to Maintain Military Bearing & Appearance:

Cadets will take no actions that bring discredit to their unit. They will present themselves in an orderly fashion and wear their uniforms with pride. Uniforms will be clean and serviceable at all times, and haircuts (excluding FROG Week) shall generally meet the standards of AR 670-1.

(13) Damaging Military Issued Property:

- a. Cadets shall take no action that destroys or damages military issued property used in support of the mission of the Corps of Cadets.
- b. Failure to Maintain, Safeguard, or Account for Weapons. Cadets shall sign for their weapons (including sabers), and account for them at all times. Cadets may not transport weapons, weapons parts or ammunition in Privately Owned Vehicles (POV).

(14) Lack of Motivation, Refusal to Comply, or Patterns of Misconduct:

It is unacceptable for Cadets to display a recurring lack of motivation or a refusal to comply with simple orders/instructions. A pattern of this type of misconduct (after correction) shall be grounds for Corps punishment.

(15) Refusal to Attend Corps Events, Formations, and Activities:

Cadets are expected to attend all scheduled formations, activities and events, including those scheduled with little or no notice. In particular, Quarters, First Call, Morning PRT formations, TAPS and Reveille must be observed.

(16) Disrespect:

Cadets shall not disrespect other students, faculty members or staff members at UNG. Each member of the University community shall be treated with complete respect and dignity by all members of the Corps of Cadets.

(17) Any other violations of the Military Policies can be found at:

<https://ung.view.usg.edu/d21/login>.

9.3 CORPS DISCIPLINARY PROCESS FOR CLASS I OFFENSES

a. INITIAL ACTION:

(1) The Assistant Commandant will monitor all Class I offenses reported to the University's Office of Student Integrity. If he determines a Cadet may have committed a violation that warrants additional action pursuant to this Chapter, he should convene a Cadet Discipline Board to review the case.

(2) The Cadet Chain of Command may also request a case be reviewed by the Cadet Discipline Board by submitting a written request to the Assistant Commandant.

b. RIGHTS:

Cadets subject to sanctions pursuant to this Chapter will have the right to the following due process protections:

(1) Right to written notification of charges from the Assistant Commandant;

(2) Right to a formal review and decision by the Cadet Discipline Board;

(3) Right to remain silent and not have silence construed as guilt;

(4) Right to call witnesses and to present evidence on his/her behalf to the discipline board;

(5) Right to confront and question accusers;

(6) Right to request a copy of the record or the tape recording of the Cadet Discipline Board proceeding;

(7) Right to an appeal.

c. INTERIM MEASURES:

In limited circumstances, the Commandant or his designee, may determine that interim measures within the Corps are appropriate to preserve good order and discipline with a unit or the Corps of Cadets, while the Class I case is pending in the University's Office of Student Integrity. The following are possible interim measures that may be utilized:

1) Temporary or permanent change in unit or assignment;

2) Temporary change to housing assignment;

3) Temporary change to military courses in the academic schedule;

4) Temporary changes in training, laboratories, ceremonies, co-curricular training, or assigned duties.

5) Regardless of the interim measures, the Cadet should remain enrolled in classes and any activities outside their participation in the Corps should not be modified until the case has been resolved by the University's Office of Student Integrity.

d. NOTICE:

(1) The alleged victim and respondent shall be provided with written notice of the complaint/allegations, pending investigation, possible charges, possible sanctions, and available support services. The notice should also include the identity of any investigator(s) involved. Notice should be provided via institution email to the address on file.

(2) Upon receipt of the written notice, the respondent shall have the opportunity to timely respond in writing. In that response, the respondent shall have the right to admit or to deny the allegations, and to set forth a defense with facts, witnesses, and supporting materials. A non-response will be considered a general denial of the alleged misconduct. Any alleged victim shall also be provided three business days to respond to or to supplement the notice.

(3) If the respondent admits responsibility, the process may proceed to the sanctioning phase or may be informally resolved, if appropriate. Otherwise, the case will be investigated as set forth below.

e. INVESTIGATION:

Unless otherwise directed by the University System of Georgia or the Office of Student Integrity, the Assistant Commandant or his designee will investigate all Class I Offenses.

(1) The investigator shall conduct a prompt, thorough, and impartial investigation and should retain written notes and/or obtain written or recorded statements from each interview. The investigator shall also keep a record of any party's proffered witnesses not interviewed, along with a brief, written explanation of why the witnesses were not interviewed.

(2) The initial investigation report shall be provided to the respondent and the alleged victim (where applicable). This report should clearly indicate any resulting charges (or alternatively, a determination of no charges), as well as the facts and evidence in support thereof, witness statements, and possible sanctions. For purposes of this Chapter, a charge is not a finding of responsibility, but indicates that there is sufficient evidence to warrant further consideration and adjudication.

(3) If at any point the investigator determines there is insufficient evidence to support a charge or to warrant further consideration of discipline, then the complaint **should be dismissed**.

f. ADJUDICATION:

The respondent may contest the charges, and if so, the matter shall be set for review and decision by a Cadet Discipline Board. The Cadet Discipline Board hearing is confidential and will occur no more than 48 hours following the finalization of the investigation report.

(1) The purpose of the Cadet Discipline Board hearing is to determine two things: (i) If a Cadet so accused is responsible or not responsible of violating the Student Code of Conduct, Blue Book, or Military Policies, (ii) the sanction for the conduct. The responsibility on making that decision rests with the members of the Cadet Discipline Board.

(2) The final investigation report should be provided to the respondent and Cadet Discipline Board for consideration in adjudicating the charges brought against the respondent. The investigator may testify as a witness regarding the investigation and findings, but shall otherwise have no part in the hearing process and shall not attempt to otherwise influence the proceedings outside of providing testimony during the hearing.

(3) The Cadet Discipline Board should receive all relevant testimony and evidence in a closed discussion of the case with the Board, and at the termination of that discussion a secret ballot is taken. To arrive at a finding of responsibility, a majority of the members of the Cadet Discipline Board must find the Cadet responsible for the charges based on a preponderance of the evidence. If the weight of the evidence is not sufficient to establish responsibility for a violation of policy, then the accused must be considered not responsible.

(4) If the accused Cadet is found responsible, the Board can recommend punishment, including separation from the Corps of Cadets. When a Cadet is found responsible for the charges asserted, a majority of the members of Cadet Discipline Board must also agree on the sanction to be applied.

(5) All findings, responsible/not responsible, will be reported to the Commandant of Cadets in writing.

(6) The Commandant of Cadets shall approve/deny all decisions to remove Cadets from the Corps made by the Cadet Discipline Board.

g. SANCTIONS:

Disciplinary sanctions imposed by the Corps of Cadets for Class I Offenses will be determined by the Cadet Discipline Board. Sanctions for Class I Offenses include:

(1) **Permanent Removal from the Corps.** Separation action without an option for readmission to the Corps of Cadets.

(2) **Corps Dismissal.** Separation action from the Corps for an indefinite period; return may be possible in the future.

(3) **Suspension from the Corps.** Separation from the Corps for a defined period; readmission is not guaranteed but will be considered upon request.

(4) **Conduct Probation.** An official warning a Cadet's conduct has been in violation of the Blue book or Military Policies, but is not serious enough to warrant removal, dismissal, or suspension from the Corps of Cadets. Conduct Probation means a Cadet is not eligible for favorable personnel actions. This sanction includes the following restrictions:

a. The Cadet may not hold a leadership position.

b. The Cadet may not represent the Corps of Cadets off campus (e.g., Band, Co-curricular organizations, specialized internships).

c. Cadets with a UNG or GMS scholarship will have their scholarship reviewed. The Assistant Commandant will be responsible for notifying the scholarship administrator if the Cadet is not eligible.

d. Cadet will not be allowed to attend off campus training, internship or military studies abroad.

e. Further Corps Sanctions may be imposed by the Commandant's Office.

(5) **Relief from Command or Position.**

(6) **Reduction of Cadet Rank.**

(7) **Room Arrest.**

(8) **Restricted Weekends.**

(9) **Walking Tours or public service projects.**

(10) **Letter of Reprimand.**

(11) **Demerits.**

(12) **Work details or other or appropriate sanctions approved by the Commandant.**

9.4 CORPS DISCIPLINARY PROCESS FOR CLASS II OFFENSES

These offenses will be reported using the automated Cadet Conduct reporting system at <http://Cadetconduct.ung.edu/>. See Appendix I.

a. DEMERITS/MERITS DEFINED

(1) DEMERITS

a. HOW ADMINISTERED

Except for Class I delinquencies, all unsatisfactorily explained delinquency reports against a Cadet shall be cause for the administration of one or more demerits. The number of demerits administered shall be determined by the severity of the offense. Examples are provided at Appendix I.

b. HOW RECORDED: Demerits shall be recorded on the official conduct record maintained in the automated Cadet Conduct System for each Cadet on the date the delinquency is reviewed and/or approved by the Office of the Assistant Commandant.

c. DEMERIT ALLOWANCE

(1) Each academic semester shall be divided into four periods, each approximately four weeks in duration. Each period shall be closed for demerit computation on that Wednesday most closely terminating a four week period.

(2) During any computation period within a semester, Cadets may not accumulate more than the following demerits without receiving an additional penalty:
Freshmen - 18; Sophomore - 12; Junior - 10; Senior - 10.

d. EFFECT OF EXCESSIVE DEMERITS

(1) Demerits accumulated in excess of the number allowed per computation period will result in award of punishment tours. One punishment tour will be awarded for each excessive demerit.

(2) Demerits accumulated during a semester in excess of the following shall result in a Cadet being declared deficient in conduct:
Freshmen - 40; Sophomore - 30; Junior- 24; Senior - 24.

(3) A Cadet declared deficient in conduct will be counseled by both the company commander and Company Advisor, and a formal counseling form completed and forwarded to the Assistant Commandant. The total conduct record of the individual shall be reviewed for possible additional action, such as reduction in rank, restriction to limits for the remainder of the semester, or referral to the Vice President for Student Affairs for disciplinary action for repeated infractions of rules and regulations.

(4) The conduct records of a Cadet will be reviewed when considering individuals for leadership positions and on other occasions where past performance is relevant.

e. WORKED PUNISHMENTS

The SDO will keep track of punishments served by the Cadet on the printout. A TAC Officer will enter the served punishments into the system and print the next day's roster.

f. TOURS

Cadets may receive a certain number of demerits per four (4) week cycle depending on their class level. If a Cadet receives more demerits than allowed in a cycle, they will be issued tour hours for each demerit over the limit. The Cadet can log into the system at any time to see how many tours they still have pending.

g. ROOM ARREST/CAMPUS RESTRICTION

When a Cadet receives Room Arrest or Campus Restriction, a member of the Commandant Staff will set the start date for their punishment. The Cadet can log in at any time to see how many more days of each they have left.

h. MAXIMUM PUNISHMENTS

(1) The following are maximum punishments for each class of delinquency:

Class II - 40 demerits, two weeks room arrest, and two weeks campus restriction.

(2) Reductions in rank and deprivation of privileges may be administered in addition to punishments if deemed appropriate.

a. If both room arrest and restriction are administered as punishment, the period of restriction will be served following the period of room arrest.

i. SUBMITTING MERITS/DEMERITS

The Company Commander, First Sergeant, Battalion Commanders, and Brigade Commander [others positions may apply] can log into the system and submit a merit/demerit. They will select the Cadet(s) being affected by the merit/demerit, as well as who reported and approved the submission (squad leaders, platoon leaders, etc.). All Class II demerits are available in a drop-down on the submission form. Options will appear for allowed punishments for the given demerit with the maximum punishments listed for reference. When submitted, the demerit cannot have more than the maximum allowed punishments. A description of the offense and photos/attachments may be included.

j. REQUESTING AN APPEAL TO A DEMERIT

A submitted demerit will send an email to the Cadet with a link to request an appeal meeting. The Cadet may choose to appeal the demerit and submit a description of why they want to appeal. They may also choose to deny their right to appeal. They will have one (1) working day from the time the demerit is submitted to request an appeal. If the Cadet does not submit a request for an appeal within one (1) working day, the demerit will automatically forward for approval.

k. APPEAL MEETING FOR A DEMERIT

When a Cadet requests an appeal meeting, their battalion commander will receive an email. The battalion commander must schedule the face-to-face appeal meeting with the Cadet and submit their recommended changes to the demerit within two (2) working days. If the battalion commander does not submit the results of their appeal meeting within two (2) working days, the demerit will automatically forward for approval, and it will be visually clear that the Cadet requested an appeal meeting but did not receive it.

I. MERITS

(1) HOW EARNED: Merits are earned by outstanding performance, superior military appearance, voluntary service on work details, or other special effort of an official nature.

(2) HOW AWARDED: Merits may be recommended by any Cadet in the chain of command or any member of the University staff and faculty. Merits, when approved, shall be recorded on the official conduct record maintained on each Cadet.

(3) HOW APPROVED: The Assistant Commandant or Tactical Officer will review all recommendations for merits before posting.

(4) NUMBER AWARDED:

a. One or more merits may be given for each inspection by the Tactical Officer.

b. One or more merits may be awarded for the exceptional appearance of areas such as halls, day rooms, trunk rooms, etc.

c. One or more merits may be awarded for outstanding personal appearance during inspections or other appropriate occasions.

d. Cadets serving voluntarily on work details may be awarded one or more merits for each hour worked, provided prior approval is obtained from the Assistant Commandant.

e. One or more merits may be awarded for particularly significant personal contributions of time and effort according to the nature of the activity.

f. The Commandant may award any number of merits as he deems appropriate.

m. EFFECT OF MERITS: Each merit shall cancel one future demerit when calculating demerit/merit balances during a recording period. Merits will not cancel demerits or punishment tours once awarded. During the prescribed reporting period, a Cadet who earns 8 merits, may turn in those merits and receive one (1) sleep-in. The company with the largest accumulations of merits in the prescribed reporting period, will be entitled to a company sleep-in awarded by the Commandant, and those merits will count towards Honor Company scores.

n. MERIT/DEMERIT APPROVAL

Submitted merits will automatically appear in the approval list. Demerits will appear in the approval list after all previous steps are completed, or the allowed time frame has expired. A member of the Commandant's Staff (TAC Officer) will receive an email every morning with a list of merits/demerits pending approval. The Commandant Staff member will be able to review all of the content from every step of the process. They may adjust the counts of merits/demerits, room arrest, and campus restriction as needed. They may also type additional sanctions and comments. They will then submit a final decision to approve or deny the merit/demerit.

o. APPROVED MERIT/DEMERIT

The Cadet will immediately receive an email for their approved merit/demerit and a link to the system to view any associated punishments. The morning after the approval, emails will also go to the company commander, first sergeant, and the submitter.

p. DENIED MERIT / DEMERIT

The Cadet will immediately receive an email for their denied merit/demerit. There will not be a link to the item, as the item will not appear on the Cadet's record.

q. CADET CONDUCT CARD

The Cadet may log in at any time and view their conduct card. The approved merits/demerits will appear with any assigned tours. Clicking on the merits/demerits will show their details. Company commanders can view the conduct card of any Cadet in their company, as well as the daily punishment roster.

r. DAILY ROSTER

The system generates a daily roster listing all pending tours, room arrest, and campus restriction. A TAC Officer will print this for the SDO office on a daily basis.

s. DEMERITS ASSIGNED BY COMMANDANT STAFF

Demerits assigned by the Commandant Staff will skip the appeal process and move immediately to the approval process.

t. APPEALING AN APPROVED DEMERIT

Only a member of the commandant staff may adjust an approved demerit.

u. DASHBOARD

Cadets have access to a dashboard showing their current punishments. The Cadet can also find a list of demerits to appeal and information about the current cycle.

9.5 INFORMATION REGARDING SANCTIONS AND PENALTIES

Penalties administered for delinquencies may be in the form of demerits only, punishment only, or a combination of demerits and punishment. Penalties indicated are the maximum that may be imposed for that offense; offenses may be combined. Past performance, extenuation, and mitigation will be considered in assignment of actual penalties.

a. PUNISHMENT TOURS

(1) HOW AWARDED: A Cadet will be awarded one punishment tour for each demerit in excess of the number allowed for any reporting period. (See paragraph 9.04 d).

(2) DURATION OF TOUR: One punishment tour is one hour in duration. Cadets serving consecutive tours will be awarded a five minute break each hour.

(3) TYPES OF PUNISHMENT TOURS: Two types of punishment tours may be assigned by the Assistant Commandant or Tactical Officer. Tours will be served by performing a combination of Work and Walking Tours.

b. WALKING TOURS

Walking tours are served in the designated location identified by the Tactical Officer. Cadets will report to the Staff Duty Officer 10 minutes prior to the scheduled formation. The Staff Duty Officer will conduct inspection, and brief conduct of tours prior to execution. He/She will award credit for all tours completed satisfactorily on the provided tour roster.

(1) Walking tours may be conducted at any time as long as they do not interfere with academic classes or labs.

(2) The uniform for walking tours will be OCPs with rubber M16 rifle. Cadets who report in unacceptable attire will be corrected.

(3) Cadets walking tours are required to walk in the designated area at quick time and execute all movements in a strict military manner.

- (4) Cadets walking tours will not talk to anyone except officially; will not leave post to which assigned; and will not walk abreast of other Cadets.
- (5) The last five minutes of any one hour walking tour will be provided as a rest break. If weather conditions warrant, additional rest breaks may be directed.
- (6) Cadets under room arrest or restricted to limits will serve walking tours as required.
- (7) Cadets will not receive credit for tours improperly performed or logged.
- (8) Only the Tactical Officer or higher authority may grant leave to a Cadet with walking tours. Cadets not on approved special leave will report to each consecutive tour formation until tours have been completed.
- (9) Only a Tactical Officer or the Assistant Commandant may assign an alternate punishment in lieu of walking tours. Such assignments will be made in exceptional circumstances only.

c. WORK TOURS

- (1) Work tours program will be managed by the Brigade CSM with approval of a Tactical Officer. See the current Work Tour SOP.
- (2) All work performed will be of a constructive nature.
- (3) The uniform for work tours will be OCPs unless designated otherwise.
- (4) Rest breaks will be provided as appropriate.

d. WHEN SERVED

- (1) Walking tours may be carried out throughout the week at any time during the day as long as the tours do not interfere with academic classes or labs.
- (2) Walking tours will be conducted at a designated location in the vicinity of Gaillard Hall.
- (3) Working tours will be managed by the Brigade CSM.
- (4) Tours will be completed prior to departing for the semester or an administrative hold will be placed on the Cadet(s) record.
- (5) Cadets with tours will not be granted leave or pass on open weekends until all tours are completed.
- (6) Posting of this tour roster will be maintained by the Brigade Staff Duty Officer and is an official notification to Cadets of the requirement to complete tours. In addition, each delinquency report posted records monthly and quarterly demerit status and notes all punishment including tours. A copy of each action is forwarded through company distribution to the individual Cadet as notice of punishment award.

e. SUPERVISION OF PUNISHMENT TOURS

- (1) Tactical Officer exercises general supervision of all tours.
- (2) The Cadet Staff Duty Officer will have direct supervision of all walking tours. Unit First Sergeants will review the tour roster and ensure the presence and preparation of their personnel who are assigned tours.
- (3) All Cadets with tours will report to the Brigade Staff Duty Officer. Cadets with walking tours will be inspected and briefed by the Cadet Staff Duty Officer.
- (4) Cadets serving Walking Tours will report to the Brigade Staff Duty Officer at the end of each hour completed. The Brigade Staff Duty Officer will record credit for tours served on the tour roster, dismiss those who have completed their tours, provide a rest break for those continuing, and begin the subsequent tour promptly on the hour.
- (5) In case of inclement weather during walking tours, determination will be made by the Brigade Staff Duty Officer, acting under verbal or standing instructions from the Tactical Officer or the Assistant Commandant, as to how to complete the tour.

(6) A representative of the Brigade CSM may be tasked to oversee the conduct of Working Tours on his/her behalf.

(7) Cadets serving working Tours will report as per the Working Tours SOP.

f. SPECIAL PROVISIONS

(1) Tours personnel must have an approved special leave to cover any periods of absence. An approved special leave, **unless specifically stated therein** is not an approval to be absent, late, or improperly attired to perform punishment tours.

(2) All Cadets on light duty will report for their prescribed tours. The type of tour to be conducted may be changed by the Tactical Officer based on the individual's light duty (Cadet must have a copy of light duty documentation with him/her at all times).

(3) Deferment of punishment tours for emergency reasons may be granted by the Tactical Officer. Request may be made in person or through the Cadet Staff Duty Officer and an emergency leave processed for accountability.

g. ROOM ARREST DESCRIBED

Room arrest may be assigned as a punishment only upon approval of the Commandant or Assistant Commandant of Cadets. As a temporary restraint in cases of fighting or other breach of the peace, an individual may be ordered into room arrest by a Cadet officer or NCO. In all such cases, the Commandant or Assistant will be notified by phone immediately.

h. CONDITIONS OF ROOM ARREST

(1) Room arrest is a moral, not physical, restraint. Violations of the conditions of room arrest shall be cause for disciplinary action.

(2) A resident Cadet in room arrest is restricted to their personal room within the residence hall except to:

(a) Take meals on campus, attend classes and formations, and perform assigned duties.

(b) Visit the library to obtain or use reference material.

(c) Visit the student center only to obtain mail and purchase essential supplies in the bookstore.

(d) Attend church, get a haircut, and visit laundry or dry cleaning facilities in the town of Dahlonaga.

(3) When leaving the room for any reason, the Cadet will sign out and in on a sign-out roster posted adjacent to their door. The roster will detail time out, exact location, and time of return.

(4) If departing the campus for any of the above approved reasons, the Cadet will also sign out and in with the Cadet Staff Duty Officer.

(5) No visitors are allowed in the room occupied by a Cadet on room arrest. Members of the chain of command may enter into the room at any time.

(6) A Cadet serving room arrest will not exercise command, and may not receive command pay.

(7) A commuting Cadet assigned room arrest will report to the Tactical Officer to obtain a room on campus to reside in during the duration of room arrest. This will normally not exceed seven (7) days.

(8) Cadets serving room arrest forfeit the privilege of wearing civilian attire and will wear the uniform of the day. Cadets on room arrest may do personal PRT in their room only. This is the only time that the IPFU uniform is authorized for Cadets on room arrest. Cadets will be in the Uniform Of the Day (UOD) when signing in with the Brigade Staff Duty Officer.

(9) Cadets on room arrest will serve walking tours if required. Any working tours awarded shall be deferred until completion of the period of room arrest.

(10) The use of a motor vehicle (as operator or passenger) during room arrest periods is not permitted, unless the Cadet has an essential errand to run and signs out with the Cadet Staff Duty Officer. Essential errands include attending church, getting a haircut, and visiting laundry or dry cleaning facilities in the town of Dahlenega.

(11) All travel to and from authorized locations will be by the most direct route and the Cadet will remain at that location only for the time required to accomplish the task.

i. EXCEPTIONS

For special occasions a Cadet's room arrest may be postponed. The Cadet should apply through channels on the Special Leave Request form to the Assistant Commandant 72 hours prior to the time requested. Emergency requests will be considered at any time.

j. RESTRICTION TO LIMITS (CAMPUS RESTRICTIONS)

a. WHO MAY ASSIGN: Restriction to limits may be assigned as a punishment only upon approval of the Commandant, Assistant Commandant or upon direction by higher University authority.

(1) Restriction to limits is a moral, not physical, restraint. Violations of restriction shall be cause for disciplinary action.

(2) Restriction to limits is defined as the immediate campus area.

(3) A Cadet restricted to limits is required to remain at all times within the campus boundaries prescribed except to attend church, get a haircut, and visit laundry or dry cleaning facilities in the town of Dahlenega. In case of the above exceptions, he shall sign out and in with the Staff Duty Officer. Cadets on restriction will post a sign-out roster adjacent to their door and sign out with their destination when not in their room or in class.

(4) Cadets serving restriction forfeit the privilege of wearing civilian attire and will wear the uniform of the day. Cadets on campus restriction may do personal PT. This is the only time that the PT uniform is authorized for Cadets on campus restriction. Cadets will be in the uniform of the day when signing in with the Cadet Staff Duty Officer. Cadets will not plan personal PT to end prior to allotted sign-in time.

(5) The use of any motorized vehicle (as operator or passenger) during periods of restriction is not permitted, unless a Cadet has a specific errand to run and signs out with the Cadet Staff Duty Officer. Cadets are not authorized to use skateboards, bicycles, mopeds or other equipment that will assist fast movement on campus.

(6) Cadets restricted to limits will serve any punishment tours awarded.

(7) Commuting Cadets may be moved into the Residence Halls for the purpose of completing their restriction.

(8) Cadets serving restriction will report to the Staff Duty Officer in the MLC at 1700 and 1900 each weekday to sign the restriction register. On Saturdays and Sundays, the Cadet will report to the Cadet Staff Duty Officer every two hours from 0800-2200 hours to sign the restriction register.

k. EXCEPTIONS: For special occasions a Cadet's room arrest may be postponed. The Cadet should apply through channels on the Special Leave Request form to the Assistant Commandant 72 hours prior to the time requested. Emergency requests will be considered at any time.

9.6 CADET DISCIPLINE BOARD

- a. Composition of the Board.** A five member board will be selected from the Cadet Chain of Command and Resident Assistants (RA's) to hear and adjudicate Cadet discipline pursuant to this Chapter.
- b.** Before the Cadet Discipline Board members have been identified by random drawing, the accused Cadet will be presented the names of the individuals who may be selected to serve on the Cadet Discipline Board. The accused Cadet will have the opportunity to rebut potential selections based on quantifiable bias or past relationships. If a rebuttal is submitted, the names will be removed before the random drawing.
- c.** The uniform for the Honor Board hearing is the Class A uniform for board members and the accused. Witnesses, observers, and Cadre will be in duty uniform (normally OCP or Class B).
- d.** Cadet leaders will also be removed before the random drawing if they are in the same company or same greek organization as the victim or accused Cadets.
- e.** If the accused believes that because of bias or past relationships, a Cadet Discipline Board will not provide him/her due process, the accused has the right to appeal his/her case directly to the Assistant Commandant for adjudication.
- f.** A member of the Commandant's staff or will be present for the proceeding and advise the Cadet Discipline Board on procedural issues.
- All sanctions must be authorized by Section 3(f) above.

The highest ranking Board member will provide a copy of all pertinent documents during the actual hearing. However, both the board members and the accused may reference the information, as needed, for hearing preparation.

On the day of the hearing, the Brigade Sergeant Major will prepare the room for the Cadet Discipline Board. It will contain the following:

1. Table for the Board members with the U.S. and University Flag posted behind.
2. Table for the accused.
3. Table for the recorder.
4. Chair for a testifying witness.
5. Chair for the Commandant's Staff Representative.
6. Chairs outside of the room for witnesses waiting to testify.

When in the course of the proceedings, a Cadet is asked a question concerning a matter of which he has knowledge, he is expected to answer the question in a forthright and honest manner. In all cases, the Cadet accused of misconduct has the right to face his accusers.

9.7 APPEALS

Cadets sanctioned in the disciplinary process may submit an appeal. The appeal must be based on one of the following circumstances and should be addressed in the written appeal:

- a.** new evidence is available
- b.** procedural error has occurred
- c.** or the belief the sanction is inappropriate for the behavior.

1.) Appeals of Class I Offenses will be considered by the Commandant.

2.) Appeals of Class II Offenses will be considered by the Cadet Chain of Command.

9.8 PHYSICAL TRAINING AND CORRECTIVE ACTION

a. Physical Fitness Training or Exercise will not be used as a means of punishment or discipline under any circumstances.

b. Corrective Action. Other than as set forth in the Corrective Action SOP, Physical Fitness Training may not be used as a means of punishment or discipline under any circumstances.

CHAPTER 10: ACCOUNTABILITY, ADMINISTRATION, AND PERSONNEL MANAGEMENT

10.1 RESPONSIBILITY

Accountability, administration, and personnel management have a significant impact on morale and esprit de corps and ultimately on unit performance. Administrative assistants are assigned to assist in executing these tasks. Commanders at all levels are, however, responsible for the effectiveness of these critical areas and must provide continuous, thorough supervision.

10.2 PUBLICATIONS

a. CORPS OF CADETS POLICY LETTERS: Will be published periodically by the Commandant of Cadets to supplement these regulations on a semi-permanent basis. The provisions of these memorandums are directive in nature and compliance is mandatory. Each numbered policy letter will contain specific information concerning applicability, effective period, and disposition. Cadet commanders will ensure that Cadets are informed of contents.

b. THE BRIGADE WEEKLY COMMAND BULLETIN is an official publication of the Commandant of Cadets.

(1) It is published for the convenience of individual Cadets, Cadet organizations, and college activities.

(2) The bulletin will be published weekly when the Corps is in residence. It will be posted in all required locations (Unit Bulletin Board). All Cadets will read the bulletin prior to 1200 hours each Monday.

a. MEMORANDUMS OF INSTRUCTION (MOI) will be published by the Corps of Cadets and the Assistant Commandant to prescribe implementing instructions and assign responsibility for a specific event or activity.

b. TRAINING SCHEDULES will be published weekly to the Corps of Cadets to announce mandatory formations, training topics, references, instructors, times, locations, and uniforms. The training schedule is directive to all Cadets except as specifically excluded therein. The Brigade S3 will publish training schedules. It will be signed by the Commandant and Brigade Commander.

10.3 OFFICIAL COMMUNICATIONS

a. Individuals perform better when they are well informed. In selecting methods of dissemination, commanders must weigh the time available against the possibility of misunderstanding and the disruptive effects of the various methods.

Mass communications systems should not be used to reach a small target audience. Official communications should be brief and concise. The use of profanity, slang, or offensive language must be avoided when communicating with a captive audience.

b. Company Information boards will be maintained in each unit in a uniform manner as prescribed by Brigade SOP (S1 function). Use of the bulletin board reduces unnecessary time in unit formations. Each Cadet will read all new material on the Company Information board daily after 2000 hours.

c. The Public Address System in the Staff Duty Office will be used only for bugle calls, urgent announcements, and emergencies.

- d. Formations may be used for brief announcements that apply to a majority of the unit. Unit meetings may be used to discuss more complex issues, but they must be well planned to minimize wasted time.
- e. Access to Public Safety may be gained by dialing the Public Safety telephone number (extension 1500).
- f. Unit distribution will be utilized to move official correspondence through the chain of command in both directions. The Cadet Brigade Commander will develop schedules to ensure that distribution is executed in a timely and efficient manner and that essential information passes through appropriate commanders. Provisions will be made for non-resident Cadets. No meetings will be held during Quarters except at the 2130 hour break.
- g. The military memorandum will be used for all correspondence for which a standard form or official publication format is not prescribed.
- h. The Brigade Staff will use electronic media including email, closed circuit television and the UNG Website to distribute information whenever feasible. The Brigade S6 will operate and maintain the Corps Website, with Commandant's secretary, on which all SOPs, orders, and policy letters will be posted and regularly updated. All Cadets are required to check their campus email daily. Further, the notes from the weekly Command and Staff Call, which are posted on the UNG Website under "command" information by the Brigade S6, should be considered as written orders.
- i. The Brigade S5 will be responsible for publishing a Cadet Newsletter (called "The Saber") at least once per semester. It will be distributed electronically to all Cadets, their parents, alumni, and selected prospective Cadets. The faculty advisor for the newsletter will be the Commandant.

10.4 SOCIAL MEDIA/ONLINE CONDUCT

- a. **ONLINE CONDUCT:** The use of electronic communication in an official or personal capacity that is consistent with Army/Corps of Cadets values and standards of conduct.
- b. **ONLINE MISCONDUCT:** The use of electronic communication to inflict harm. Examples include, but are not limited to: harassment, bullying, hazing, stalking, discrimination, retaliation, or any other types of misconduct that undermine dignity and respect.
- c. **ELECTRONIC COMMUNICATION:** The transfer of information (signs, writing, images, sounds, or data) transmitted by computer, phone, or other electronic device. Electronic communications include, but are not limited to: text messages, emails, chats, instant messaging, screensavers, blogs, social media sites, electronic device applications, and web/video conferencing.
- d. **ONLINE-RELATED INCIDENT:** A categorization used to track reported cases of misconduct that involve electronic communication. An online-related incident is one where an electronic communication is used as the primary means for committing misconduct or the electronic communication, standing alone, constitutes the most serious offense among a number of offenses.
- e. **SITUATION:** The Army/Corps of Cadets values require that everyone be treated with dignity and respect. This is a critical component of the army profession. As members of the Corps of Cadets, individuals' interactions offline and online reflect on the army and its values. The army values apply to all aspects of our life, including online conduct. Harassment, bullying, hazing, stalking, discrimination, retaliation, and

any other type of misconduct that undermines dignity and respect are not consistent with army values and negatively impact command climate and readiness. Cadets who participate in or condone misconduct, whether offline or online, may be subject to criminal, disciplinary, and/or administrative action. Cadet misconduct will be referred to the proper channels for appropriate action.

(1) The following guidance is provided:

(a) Commanders and leaders will reinforce a climate where current and future members of the Corps of Cadets understand that online misconduct is inconsistent with army values.

(b) When using electronic communication devices, Cadets should apply "think, type, post": "think" about the message being communicated and who could potentially view it; "type" a communication that is consistent with army values; and "post" only those messages that demonstrate dignity and respect for self and others.

(c) Cadets experiencing or witnessing online misconduct should promptly report matters to the Cadet Chain of Command, Tactical Officer, Company Advisor, or any Law Enforcement Officer.

10.5 PERSONNEL MANAGEMENT

a. PERSONNEL ACCOUNTABILITY: Commanders and leaders must at all times be familiar with assigned personnel and the official status of each. As a minimum, each Cadet in the Chain of Command will know unit assigned strength, the number of Cadets officially excused, and the number absent without authority.

Delinquency reports will be submitted to the Assistant Commandant or Staff Duty Officer immediately following each mandatory formation for each individual absent without authority.

b. PERSONNEL EVALUATION PERFORMANCE REPORT (PEPR): Each Cadet will be evaluated and counseled by his//her immediate supervisor in the chain of command each semester. Near the end of the semester, each Cadet will be evaluated using the Personnel Evaluation Performance Report (PEPR). The evaluation of the rated Cadet should be based on merit and performance, not personal favoritism. The supervisor will personally counsel the rated Cadet, with both individuals reviewing the evaluation. At the end of the counseling session, both Cadets will sign and date the form and it is then forwarded to the supervisor's rater. Any change of rater during the semester warrants a DA 4856 if the rated Cadet has been under the supervision of the rater for at least 30 days. Recommended rating schemes will be published.

c. REQUEST FOR PERSONNEL ACTION: Requests for promotion, reduction, or reassignment may be submitted by commanders or individual Cadets through the Chain of Command to the Assistant Commandant's Office. The chain of command will recommend approval or disapproval prior to forwarding to approving authority. No request for promotion or reduction is fact until approved by the Assistant Commandant. Cadets will not put on, take off, purchase, or change rank until paperwork has been approved and the Cadet commander has received a signed copy.

d. CHANGE IN CADET STATUS: Each Cadet is responsible for completing and updating a locator card maintained in the Assistant Commandant's Office. Additionally, any change in home address, home telephone number, or marital status will be reported to the Registrar.

e. EMPLOYMENT: Cadets who hold a job (on campus or off) are expected to notify employers of the requirement to attend certain Corps activities. All Cadets will fill out an Employment Form in the Assistant Commandant's Office prior to beginning employment; both the Assistant Commandant and employer are required to sign the form. Employment is not authorization to miss any scheduled duty, punishment, or mandatory event such as drill, parades, Quarters, TAPS, etc. Special Leave, approved in advance by the Assistant Commandant, is required to miss any activity. Commanders may not authorize Cadets to miss scheduled duties, punishment, or formations in order to go to work. Accountability for all events will be taken.

f. PERSONNEL ACTIONS - COUNSELING AND REDUCTIONS:

a. Consistent with sound leadership and personnel management principles, no Cadet officer or noncommissioned officer will be recommended for reduction in rank and/or removal from a position of responsibility for inadequate performance until the Cadet commander proposing such action first assures himself that his subordinate:

(1) Understands the job requirements of his position and the performance standards expected of him (initial counseling).

(2) Understands why his performance has been unsatisfactory (performance counseling).

(3) Has, after guidance and counseling, been given a reasonable length of time to demonstrate his ability and desire to appreciably improve his performance.

b. When a Cadet commander is dissatisfied with the performance of a subordinate, the commander must immediately instruct and counsel the subordinate on specific deficiencies noted and standards desired. If, after a reasonable period of time following this instruction, the subordinate's performance is still unacceptable, the superior will proceed as follows:

(1) Initiate a formal counseling form (DA Form 4856 General Counseling Form) and forward it through the Chain of Command to his rating, endorsing, and reviewing officers, the Tactical Officer, and the Assistant Commandant or his designated representative. Company advisors are available and should be consulted for informal counseling of Cadets.

(2) Subsequent to the execution of the counseling form, the subject Cadet's performance will be observed a minimum of two weeks before further action is taken.

(3) If, after two weeks, the observed performance is acceptable, no further action is required. However, if the performance trend remains unacceptable, a recommendation for reduction will be initiated on the standard form provided for this purpose. This form with copies of all supporting documents (i.e. counseling) will be processed through the Chain of Command to the Assistant Commandant.

c. In instances of gross misconduct, a Commander may request reduction in grade as part of the recommendation of sanctions.

10.6 MISCELLANEOUS ADMINISTRATION

a. DUTY ROSTERS:

(1) Appropriate forms will be used to assign individual recurring additional duties at all levels. The designated Cadet is responsible for performing the assigned duty. Substitution is permitted but the designated Cadet maintains the assigned responsibility. Duty rosters will be subject to inspection at all times.

(2) Cadets will be designated to represent commanders at all levels during non-duty hours. Designated Cadets will become familiar with duty instructions and report confirmation to the official indicated below as scheduled.

(3) Cadets who earn Commander's Pay are eligible to perform duty.

b. DUTY POLICY: Duty assignments for Staff Duty Officer and Corps Messenger will be made by the Brigade S1 for the Brigade Commander. Duty will be assigned for every day of the school year that the Corps is in residence.

(1) Weekday duty:

(a) Personnel assigned to weekday SDO duty will report to the Tactical Officer located in Gaillard Hall punctually at 1545 unless otherwise published.

(b) If a scheduled class will make the Cadet late for duty, notify the Assistant Commandant's Office in advance and find a replacement for that time.

(c) Uniform for duty will be the Military Uniform of the Day. The wear of civilian clothes is not authorized when performing official duty.

(2) Weekend duty:

(a) Personnel assigned to weekend duty will report to the Staff Duty Office in Gaillard Hall punctually at 0800 unless otherwise published.

(b) Weekdays on which there is no class but the Corps is in residence (i.e. Memorial Day, Martin Luther King Day, etc., snow days) are considered weekend SDO duty days with a report time of 0800.

(c) Uniform for duty will be the Military Uniform of the Day.

(3) Staff Duty Officer (BDE and BN):

(a) This position will be filled by an academic junior or senior with the rank of c/SFC or above.

(b) This position is assigned by the Brigade S1.

(4) Brigade Messenger:

(a) Duty Company is responsible for filling this position. This position will be filled by any Cadet with the rank c/RCT through c/CPL.

(b) This individual is assigned duty by the First Sergeant of the Duty Company.

(5) Weekly Duty Roster Distribution:

If directed by the S1, two weeks before the duty week, a duty roster will be distributed as follows:

5-Brigade Staff

5-ea Battalion Staff 5-ea Company

1-Commandant of Cadets

1-Asst Commandant Administrative Assistant 1-Bulletin Board, MLC

1-S1 file

1-SDO Office

(6) Non-performance of Assigned Duty:

(a) Cadets at University of North Georgia are expected to accept responsibility. If a Cadet is assigned duty and cannot perform the duty, the following choices are acceptable:

(7) Replacements:

Must meet eligibility requirements for the duty position. Must sign in with the Tactical Officer acknowledging duty. If replacement does not sign in for duty, the person originally assigned is responsible.

(8) Switching Duty Dates:

Two Cadets may switch duty dates, but it must be for the same duty. If the person who switches duty dates does not show up, the person originally assigned is responsible. Personnel must inform the Tactical Officer of the new date of duty.

(a) If a Cadet is unable to perform duty due to an emergency, the Cadet should process an Emergency Leave form with the Unit Commander and the Tactical Officer. The Cadet assigned the duty should make every effort to find a replacement. If a replacement is not located, the unit commander of the person assigned duty is responsible for appointing a replacement.

(b) Non-performance or extreme tardiness without approved leave will result in a delinquency report for Neglect of Duty. No Questions Asked. The next person in the Chain of Command of the Cadet who missed duty will receive a delinquency report for Inefficient or Improper Performance in a Supervisory Position. This person will also be responsible for pulling the duty until the assigned Cadet is located. Failure to fulfill these responsibilities will result in a delinquency report for Disobedience of Orders.

(9) Excused Activities:

(a) Personnel with Reserve Forces Training (i.e. Guard or USAR Drill) must notify the Brigade S1 no later than TWO WEEKS IN ADVANCE and coordinate for a replacement. Unit commanders are ultimately responsible for finding a replacement.

(b) Personnel who are members of NCAA teams (i.e. Baseball, Basketball, Rifle, Soccer) must notify the Brigade S1 no later than TWO WEEKS IN ADVANCE and coordinate for a replacement. Unit commanders are ultimately responsible for finding a replacement.

(c) Commanders of co-curricular organizations may request to excuse personnel on FTX Weekends only. PRIOR COORDINATION FOR THESE ACTIVITIES SHOULD BE MADE WITH THE S1 IN ORDER TO AVOID CONFLICTS. Pre-Camp Cadets will attend all mandatory training.

(d) Personnel who advise the S1 (within the proper time frame) of excused activities will be scheduled for the appropriate duty at a later date. The S1 will make a reasonable effort to de-conflict the roster prior to publication.

(10) CQ DUTY: CQ duty will be assigned to a Cadet who has successfully completed NCOA and who is not eligible for SDO. CQ duty is assigned by roster under the authority of the Cadet First Sergeant. Duty is required each night Quarters is observed (and other times as directed) from 1900 - 0005 hours. CQs may not split their duties with other personnel.

(11) FLAG DETAIL: Each duty day, the Brigade S1 will designate from the Duty Company a squad for flag detail. Flag detail will be graded by the Staff Duty Officer, and the results will apply toward Honor Company.

(12) UNIT ROSTERS: Each unit will submit to the Assistant Commandant's Office an alphabetical (ABC) roster, an organizational (TOE) roster, and a floor plan each semester in accordance with published instructions and changes within 24 hours of occurrence. Rosters will be in last name, first name, middle initial format.

(13) REPORTS AND REPORTING:

(1) REPORTS: Official reports are matters of honor and efficiency. Reports made by Cadets in connection with official performance either orally or in writing are accepted as fact (or to the best knowledge or belief of the Cadet reporting) by the person receiving the report.

(2) REPORTING: A Cadet ordered to report in person to an official of the University will do so at the appointed time. Should circumstances prevent his reporting at the established time, he will notify the official before the time of the appointment. At his earliest opportunity, the Cadet will report and explain the circumstances.

(14) CLEARANCE/WITHDRAWALS: Cadets who decide to withdraw from the University at the end of the school year, upon graduation, or at other times may obtain clearance forms from the Assistant Commandant's Office, along with specific instructions required to complete clearance procedures. Cadets submitting a request to withdraw from the University at any time during the school year will be interviewed by the Assistant Commandant prior to being processed for withdrawal. No Cadet will be authorized to turn in uniforms or equipment, clear his Residence Hall room, and/or depart the campus until the interviews have been completed.

(15) TRANSFER/TRANSITION: Cadets who request transfer of credit to other institutions or other UNG campuses asking the University to certify that they have successfully completed a portion of the program at this Institution. Successful completion includes fulfillment of punishment and financial obligations. Exceptions will be noted on clearance forms.

(16) GEORGIA ROTC GRANT:

(a) Eligibility and requirements for the Georgia ROTC Grant include:

- (1)** The student must be a legal resident of Georgia.
- (2)** The student must be enrolled at University of North Georgia for a minimum of twelve semester hours (full- time student).
- (3)** The student must be enrolled in and fully participate in the ROTC program.
- (4)** Criteria for receiving the Georgia ROTC Grant include. See Policy Letter #5 for further information.

(17) LIGHT DUTY SLIP (PROFILE): When a Cadet is placed on light duty by University medical authorities, he is issued a light duty slip specifying conditions of light duty. One copy will be posted outside the room, and one copy will be kept in the possession of the Cadet. Light duty will be strictly observed.

10.7 FIRE AND SAFETY REGULATIONS

a. ALARM: A Cadet who discovers a fire anywhere in or near a campus building will take the following action:

- (1)** Sound the alarm for all occupants of the building.
- (2)** Go to the nearest telephone and dial 911. Say "This is Cadet (name) of University of North Georgia. I am reporting a fire" and (give location of fire clearly).
- (3)** Notify the Assistant Commandant's Office as quickly as possible.

b. ACTION AT THE ASSISTANT COMMANDANT'S OFFICE:

The Assistant Commandant or the Cadet on duty will immediately take the following action:

- (1)** Ensure that the Public Safety Office has been notified.
- (2)** Notify the UNG Cabinet by fastest available means.

c. FIRE DRILL IN THE RESIDENCE HALLS:When a fire drill is sounded, all Cadets will proceed immediately, utilizing published routes, to designated assembly areas outside the Residence Halls and form as for Reveille. The Unit Guidon will quickly post himself so that the area may be easily identified. The Unit First Sergeant will quickly obtain accountability. He will have in his possession a current floor plan and ABC Roster. He will report absences by name to the Unit Commander. Unit Commander will report names to Assistant Commandant, Tactical Officer, Public Safety or other officials on site.

d. FIRE PREVENTION:

- (1)** A fire drill will be conducted once per semester by the Brigade Commander after coordinating with the Assistant Commandant, the Public Safety Director, and the Vice President for Student Affairs.
- (2)** All electrical appliances must be maintained in a safe operable condition. No electrical fixtures or wiring will be altered or tampered with in any way.
- (3)** Smoking is not permitted on campus.

(4) Commanders will assign one Cadet per company to serve as Fire Marshall. Fire Marshalls will make monthly fire prevention and safety inspections and assist the chain of command in monitoring compliance with published UNG fire regulations.

e. FIRE SAFETY: The following are prohibited:

- (1) Tampering with fire safety/fighting equipment. (ie. Smoke detectors, fire extinguishers, sprinkler heads, etc.)
- (2) Storage of flammable material in Residence Halls.
- (3) Possession or use of incendiary devices on campus.
- (4) False fire alarms.
- (5) Smoking in the Residence Halls.
- (6) Possession of any item that produces smoke, toxic or flammable fumes, or flame (pocket lighters are acceptable)

f. REPORTING: All Cadets are responsible for reporting a situation that constitutes a safety hazard to the appropriate authority. Cadet Commanders will conduct periodic safety inspections of their entire areas.

10.8 SECURITY

Cadets are responsible for safeguarding their personal property. The locked footlocker will be used to secure valuables. **KEEP ALL DOORS LOCKED!**

10.9 UNIT PROGRAM POLICY

The Residence Hall fee is a mandatory fee collected from each resident student at the beginning of each semester. The purpose of this fee is to provide for recreational and educational programs for residents (Morale Support). These funds are not for gifts, for personal clothing items (such as unit T-shirts), or other items of this nature. No funds will be committed in advance of written approval as outlined below.

Procedures for approval are:

- a. The Commander will obtain an application form from the Commandant's Office.
- b. The form will be filled out completely and brought to the Commandant for review and approval NLT two weeks prior to activity requested.
- c. The Commandant will review all requests to determine eligibility for funds. If the request is approved, the Commandant will sign the request form, retain one copy for records, and forward the original.
- d. The Commander will report to the Commandant to determine if the request is approved and make all arrangements for the procurement of funds. The Commander or his representative will provide receipts are required for reimbursement.

10.10 HONOR COMPANY COMPETITION

The Honor Company competition will be held during fall and spring semesters. Company standings will be announced at either the end of the current or the start of the new semester, and privileges due will be taken during the semester following the one of competition. Selection is based on performance in the following areas:

a. MILITARY TRAINING: This portion of the competition is based on performance in reviews and ceremonies, CIP, MS grades, unit APFT averages, freshman/NCO of the month competitions, flag detail performance, etc. Some events vary from one semester to the next. Major events may be weighted more than minor events.

b. COMPANY ADMINISTRATION: This portion of the competition will be conducted under the supervision of the Assistant Commandant of Cadets and is based on performance in the following areas:

(1) Unit Inspections- average semester score of inspections conducted under daily inspection standards by a Tactical Officer or Cadet Cadre.

(2) Unit Administration - overall effectiveness and efficiency of company administration to include compliance with administrative instructions (i.e. unit rosters, floor plans, PT scores, etc.), bulletin board updates, and administration of unit programs.

(3) End of Semester clearance - final inspection by Tactical Officer.

c. ACADEMICS: This portion of the competition will be based on a unit average of semester grade point average.

d. INTRAMURAL ATHLETICS: This portion of the competition is conducted under the supervision of the Rec Sports Department. Companies will be evaluated each semester for Honor Company points according to their participation and success in the athletic program offered in the given semester.

e. RATING SYSTEM: Normally, sections a, b, and c are weighted the same with section d weighted less. The Commandant of Cadets has overall authority and responsibility for Honor Company competition and may change events considered, weights of events or sections, and resolve any ties in the competition.

10.11 ROOM RESERVATION AND ROOM DEPOSIT POLICY

In order to manage dormitory space, University of North Georgia utilizes a room reservation/contract system and requires each resident student to maintain an active room deposit. This room deposit is payable upon acceptance at University of North Georgia and, is carried forward to reserve a room each semester until the student officially leaves resident status for any reason (graduation, withdrawal, commuter status). When a student leaves resident status, the room is inspected and the deposit is immediately processed for refund or forfeit. The deposit is refundable if the student cancels the room contract in writing by the published deadline and follows correct clearance procedures. The deposit is forfeited if the student has not canceled the room contract or in cases when the room is damaged, when clearance procedures are not followed, and certain other cases. Details and deadlines are published by the Office of the Assistant Commandant and each Cadet is responsible for being familiar with this information. The University room deposit policy is administered for military students by the Assistant Commandant's Office.

10.12 APFT PROCEDURES

The purpose of this policy is to set the procedures for administering the PRT Program. Refer to FM 21-20, AR 350-15, AR 600-9, DA Form 705. The program is designed to challenge the unit's ability to work together as a team to achieve a standard of excellence. Each member in the company should strive to achieve this unit goal of physical fitness excellence. The Professor of Military Science is responsible for the overall Physical Fitness Program for the Corps of Cadets.

a. RESPONSIBILITIES:

- (1)** Company Advisors will attend each test and supervise and enforce standards during testing.
- (2)** Company Commanders will:
 - (a)** Develop a risk assessment for the event and submit it to the company advisor for approval one day in advance.
 - (b)** Present a current alpha roster with written status of each person not being tested to the company advisor for validation one day prior to the APFT.
 - (c)** Present validated alpha roster to the test OIC prior to the APFT.
 - (d)** Coordinate with companies to get NCOs for external graders as early as possible.
 - (e)** Ensure that all items required for execution of the APFT are present (stop watches, PT Cards (DA Form 705), FM 21-20, water, medical aid bag).
 - (f)** Ensure that 100% of the company is tested.
 - (g)** Ensure APFT graders report scores to the Assistant Commandant's Office NLT 1200 hrs. the day following the test. Always keep a copy of scores reported.
 - (h)** Provide Graders.
 - (i)** Conduct the APFT IAW FM 21-20 and AR 350-15.
 - (j)** Ensure that all information on PT Card (DA Form 705) is correct and that all scores are annotated correctly.

b. TESTING PROCEDURES:

- (1)** The official APFT will be administered by Military Department Staff Personnel a minimum of once per semester.
- (2)** The APFT will be run IAW FM 21-20 and AR 350-15.
- (3)** Company advisors are the approving authority for any questions, actions, or discrepancies during the testing period.
- (4)** Company commanders will present validated alpha rosters to the test OIC prior to the APFT.
- (5)** Graders will conduct the APFT and ensure all information is annotated correctly.
- (6)** Commanders will provide scores to the MLC Operations Office NLT 1200 hours of the day following the test.
- (7)** PT Cards will be maintained by MLC Operations Office until the next test.

10.13 EMERGENCY PROCEDURES

a. STUDENT ILLNESS

In an effort to arrange the most expeditious medical assistance possible for students who have sudden medical emergencies in the Residence Hall, in class, or at any activities on campus, the following procedures have been established:

If a student should faint or become unconscious or have a serious accident, nearest responsible person should:

(1) Call 911

(2) Immediately make the student comfortable

- Call Student Health Services at 706-864-1948 or Public Safety 706-864-1500 if after duty hours.

(3) Give Nurse/Medic the name and location of the student

(4) Notify the chain of command (if Cadet)

(5) Remain with the student until released

The Nurse/Medic will:

- Advise EMTs of pertinent information

- Notify Public Safety and request that an officer be sent to the scene

- Notify the Assistant Commandant's Office (or Night Tac) if the student is a Cadet

The EMTs on arrival will:

Examine the student and determine if the student should be transported to the hospital, the Infirmary, the dorm, or be allowed to resume classes/activities

- Transport unconscious students immediately to the hospital

The Public Safety Officer will:

- Proceed immediately to the scene

Transport students to Infirmary or dorm if requested by EMTs

- Notify the Nurse on duty of final disposition of student unit's ability to work together as a team to achieve a standard of excellence. Each member in the company should strive to achieve this unit goal of physical fitness excellence.

APPENDIX I DELINQUENCIES

Class I		
Abbreviation	Description	Maximum Punishment
A	Assault	5.03
ATD	Attempt to deceive	8.02
C	Cheating	1.01
CTTPOGOAD	Conduct to the prejudice of good order and discipline	5.01, 5.02
DADOC	Drunk and disorderly on campus	2.04
DC	Disorderly conduct	5.01 – 5.05
DFS	Disrespect to Faculty and Staff	5.10
DFTHASTR	Deliberately failing to head a summons to report to an administrative official or faculty member	5.09
F	Fraud	8.01 – 8.05
G	Gambling	18.00
H	Hazing	12.0
L	Lying	8.02
OC	Obscene conduct	5.0
P	Plagiarism	
POUOEOP	Possession or use of explosive or pyrotechnics on university property	9.0, 10.05
POUODP	Possession or use of drug paraphernalia on campus	6.03
POUOF	Possession or use of firearms on campus	11.0
PTIOCOABOC	Possession, traffic in, or consumption of alcoholic beverages on campus	2.01 – 2.04
PTIOUOID	Possession, traffic in, or use of drugs on campus	6.01, 6.02
RIORAR	Repeated infraction of rules and regulation which cumulatively indicate an unwillingness or inability to conform to the University of North Georgia program	24.00
S	Stealing (Wrongful appropriation of federal, state, or personal property)	15.00
TOOIOLA	Trespassing on or in off-limits area	17.0

Class I		
Abbreviation	Description	Maximum Punishment
TWFFE	Tampering with firefighting equipment or setting off false fire alarm	10.01
UTIOIDOC	Under the influence of illegal drugs on campus	6.03
UTOC	Use of tobacco on campus	7.01
V	Vandalism (willfully destroying federal, state, or private property)	3.00
VOASCL	Violation of a state criminal law	25.00
VOFR	Violation of fire regulations	10.00
VOSMP	Violation of Sexual Misconduct Policy	5.11

Class II		
Abbreviation	Description	Maximum Punishment
ACNP	Absence card not posted	1 demerit
AFASD	Absent from assigned supervisory duty	20 demerits, 1 week room arrest, 1 week campus restriction
AFRHBTAR	Absent from residence hall between taps and reveille	20 demerits, 1 week campus restriction
AFRFOE	Absent from required formation or event	10 demerits, 1 week campus restriction
AIWOE	Altering issued weapons or equipment	20 demerits, 1 week room arrest, 1 week campus restriction
AOP	Abuse of privilege	40 demerits, 2 weeks room arrest, 2 weeks campus restriction
BDOOPIB	Bringing dogs or other pets into Residence Hall	15 demerits, 1 week room arrest, 1 week campus restriction
BFBR	Breaking formation	2 demerits
BITRNT	Baggage (or boxes) in trunk room not tagged	4 demerits
BNIGO	Residence Hall not in good order	8 demerits, 1 week campus restriction
BNROC	Bicycle not registered on campus	6 demerits

Class II		
Abbreviation	Description	Maximum Punishment
CGPIU	Carrying Greek paraphernalia in uniform	20 demerits, 1 week room arrest, 1 week campus restriction
CLDTNPP	Careless loss, destruction or damage to non-personal property	20 demerits, 1 week room arrest, 1 week campus restriction
CRWA	Changing rooms	8 demerits
CUAC	Conduct unbecoming a Cadet	40 demerits, 2 weeks room arrest, 2 weeks campus restriction
DAF	Deserting a formation	10 demerits, 1 week campus restriction
DATODCTQ	Disturbance after taps or during call to quarters	20 demerits, 1 week campus restriction
DB	Dirty Brass	1 demerits
DIBPTCTQ	Disturbance in Residence Hall prior to call to Quarters	4 demerits
DTCC	Disrespect to colors (careless)	6 demerits
DOO	Disobedience of orders	40 demerits, 2 weeks room arrest, 2 weeks campus restriction
DTCI	Disrespect to colors (intentional)	20 demerits, 1 week room arrest, 1 week campus restriction
EACRWOA	Entering a Cadet's room without authority	20 demerits, 1 week campus restriction
FTAWP	Failure to assemble weapon properly	6 demerits
FTCTWTAT	Failure to complete tours within allotted time	40 demerits, 2 weeks room arrest, 2 weeks campus restriction
FTCW	Failure to clean weapon	6 demerits
FTCWI	Failure to comply with instruction	6 demerits
FTCWIAC	Failure to comply with instruction after correction	12 demerits
FTPA	Failure to police area	6 demerits
FTRCBB	Failure to read company bulletin board	4 demerits

Class II		
Abbreviation	Description	Maximum Punishment
FTRAR	Failure to report to military personnel as required	20 demerits, 1 week room arrest, 1 week campus restriction
FWSOU	Fraternization with subordinates or underclassmen	40 demerits, 2 weeks room arrest, 2 weeks campus restriction
GEA	Government equipment abandoned (but recovered)	8 demerits, 1 week campus restriction.
HIPWIU	Hand(s) in pocket(s) while in uniform	4 demerits
HNIGO	Hall not in good order (Company Commander)	8 demerits, 1 week campus restriction
IIR	Inattention in ranks	4 demerits
ILVOP	Improper language, vulgarity, or profanity	8 demerits
IOA	Insolence or apathy	20 demerits, 2 weeks room arrest, 2 weeks campus restriction
IOCR	Ignorance of Cadet regulations	8 demerits, 1 week campus restriction
IOIPOAID	Inefficient or improper performance of an individual duty	6 demerits
IR	Improper report	8 demerits
IOIPISP	Inefficient or improper performance in supervisory position	20 demerits, 1 week campus restriction
ITCOON	Insubordination to Cadet officer or NCO	40 demerits, 2 weeks room arrest, 2 weeks campus restriction
IU	Improper uniform	4 demerits
LFOELTFM	Late, formation or event, less than five minutes	4 demerits
LFOEFTTM	Late, formation or event, five to ten minutes	8 demerits
LOEOAW	Lending or exchanging of assigned weapons	4 demerits
LODOPT	Loafing on detail or punishment tour	6 demerits
LORAILP	Lack of responsible action in leadership position	20 demerits, 2 weeks room arrest, 2 weeks campus restriction

Class II		
Abbreviation	Description	Maximum Punishment
NOD	Neglect of duty	40 demerits, 2 weeks room arrest, 2 weeks campus restriction
OORAOAT	Out of room after Taps	10 demerits, 1 week campus restriction.
OORBOHAOAT	Out of room but on hall after Taps	4 demerits
OUUWU	Out of uniform when unauthorized	15 demerits, 2 weeks campus restriction.
PDOAWIU	Public display of affection while in uniform	20 demerits, 1 week room arrest, 1 week campus restriction
PIAPBP	Participation in activities prohibited by profile	20 demerits, 1 week room arrest, 1 week campus restriction
PMA	Poor military appearance	8 demerits
POWP	Possession of weapons parts (military)	20 demerits, 1 week room arrest, 1 week campus restriction
RA	Rifle Abandoned (but recovered)	15 demerits, 1 week room arrest, 1 week campus restriction
RDOID	Room dirty or in disorder	8 demerits
RNRFI	Room not ready for inspection	8 demerits
RFTR	Repeated failure to report	10 demerits, 1 week campus restriction.
SIB	Selling in barracks (not authorized)	8 demerits, 1 week campus restriction.
SIOOFAC	Signing in or out for another Cadet on military paperwork or documentation	6 demerits
TSPBR	Transferring school property between rooms	6 demerits
UAORDOW	Unauthorized articles on room door or wall	4 demerits
UCA	Unacceptable civilian attire	8 demerits
UEAIB	Unauthorized electrical appliances in residence hall	6 demerits

Class II		
Abbreviation	Description	Maximum Punishment
UEDWW	Unauthorized electronic devices while walking	10 demerits
UGOLAAS	Using grass or landscaped areas as shortcut	10 demerits
UPODIR	Unauthorized posters or pictures displayed in room	6 demerits
UUI	Unserviceable uniform item (worn)	4 demerits
UVAOPOD	Unauthorized visitor at official place of duty	6 demerits
UVCRA	Unauthorized visiting of or by a Cadet on room arrest	10 demerits, 1 week campus restriction.
UVDCTQ	Unauthorized visiting during call to quarters	8 demerits
UVIB	Unauthorized visitors in barracks	20 demerits, 1 week room arrest, 1 week campus restriction
UVTCLQ	Unauthorized visit to campus living quarters	40 demerits, 2 weeks room arrest, 2 weeks campus restriction
VODR	Violation of military disciplinary restriction	40 demerits, 2 weeks room arrest, 2 weeks campus restriction
VOQP	Violation of Quarters policy	20 demerits, 1 week room arrest, 1 week campus restriction
VORAOR	Violation of room arrest or restriction	40 demerits, 2 weeks room arrest, 2 weeks campus restriction
VOVP	Violation of Visitation Policy	20 demerits, 1 week room arrest, 1 week campus restriction
WGLWU	Wearing Greek letters when unauthorized	10 demerits
WHIB	Wearing hat (military or civilian) in building	4 demerits
WNNM	Weapon number not memorized	4 demerits

APPENDIX II Ribbon Criteria Army ROTC Ribbons

ROTC Cadet Medal for Heroism- Awarded to Cadets who distinguish themselves through acts of heroism performed on or off campus.

Superior Cadet Decoration Award- Awarded once a year to an MS I, II, III, and IV Cadet in the top 25% of their academic class that demonstrates officer potential.

SMP Activation Award- Awarded to a Cadet who is a member of an Army Reserve or National Guard unit that is activated for 30 days or more.

CTLT Ribbon- Awarded at the beginning of the Fall Semester to Cadets who have successfully completed a Cadet Troop Leadership Training assignment.

Region Cdr's Leadership Award- Awarded to eligible Cadets at the conclusion of the Leadership Development Assessment Course.

Camp Cdr's Leadership Award- Awarded to eligible Cadets at the conclusion of the Leadership Development Assessment Course.

Platoon Leadership Award- Awarded to eligible Cadets at the conclusion of the Leadership Development Assessment Course.

Cadet Recruiting Ribbon- Awarded at the conclusion of each semester to Cadets who have referred at least three Cadets to the Cadet Recruiting Center.

Outstanding Recruiting and Retention NCO- Awarded at the conclusion of each semester to the most Outstanding Recruiting and Retention NCO as Determined by the Brigade S-5 and Cadet Recruiting Center.

Dean's List Award- Awarded to Cadets who have a semester GPA of 3.50-4.00 at the end of each academic semester.

Cadet Honors Award- Awarded to Cadets who have a semester GPA of 3.20-3.49 at the end of each academic semester.

Cadet Scholar Award- Awarded to Cadets who have a semester GPA of 2.90-3.19 at the end of each academic semester.

Most Improved Grades- Awarded once a year to the Cadet who shows the most improvement between their Fall and Spring Semester GPA.

ROTC Honors -Awarded to Cadets who have a semester GPA of 4.00 in Military Science at the end of each academic semester.

Sustained 4.0 GPA Award- Awarded to Cadets who have earned a 4.0 GPA two semesters in a row.

Platinum Medal Athlete- Awarded each semester to Cadets who have scored a 300 on the APFT.

Gold Medal Athlete- Awarded each semester to Cadets who have scored a 290-299 on the APFT.

Silver Medal Athlete- Awarded each semester to Cadets who have scored a 280-289 on the APFT.

Bronze Medal Athlete- Awarded each semester to Cadets who have scored a 270-279 on the APFT.

Most Improved PT Award- Awarded once a year to the Cadet who shows the most improvement between their Fall and Spring Semester APFT.

350 and Above APFT Ribbon- Awarded each semester to Cadets who have scored 350 or more points on the APFT.

Brigade Drill Competition- Awarded to Cadets who are active members of the Drill Team during the time in which the team takes first place in a Brigade Drill Competition.

Battalion Drill Competition- Awarded to Cadets who are active members of the Drill Team during the time in which the team takes first place in a Battalion Drill Competition.

Advanced Camp Graduate- Awarded at the beginning of the fall semester to Cadets who are graduates of the Leadership Development Assessment Course.

Brigade Ranger Challenge Winner- Awarded to Cadets who are active members of the Ranger Challenge Team during the time in which the team takes first place in a brigade competition.

Ranger Challenge Team Member- Awarded at the conclusion of each semester to Cadets who are active members of the Ranger Challenge Team.

SGT York Award- Awarded at the end of each year to the Cadet that does the most to support the ROTC program.

Drill Team- Awarded at the conclusion of each semester to Cadets who are active members of the Drill Team.

Color Guard- Awarded at the conclusion of each semester to cCadets who are active members of the Color Guard.

One-Shot-One Kill Award- Awarded at the beginning of the Fall Semester to Cadets who shoot 40/40 at the Leader's Training Course or Leadership Development Assessment Course.

Specialty Schools Ribbon- Awarded at the beginning of the Fall Semester to any Cadet who has successfully completed two specialty schools through the North Georgia ROTC program.

Leader's Training Course Graduate- Awarded to Cadets who are graduates of the Leader's Training Course.

Good Conduct Award-Awarded at the end of each semester to Cadets with no disciplinary actions against them.

Pre-Camp Completion Award- Awarded once a year to Cadets who have successfully completed the Pre-Camp program.

Intramural Athlete Award- Awarded at the conclusion of each semester to Cadets who participated in intramurals.

Civil Leadership Award- Awarded at the conclusion of each semester to Cadets who participated as representatives in SGA, SAB, or any other student councils.

FTX Excellence- Awarded for exceptional performance during the Brigade or Pre-camp Field Training Exercises.

UNG ROTC Ribbons



ROTC Medal
for Heroism



Superior Cadet
Decoration Award



SMP Activation
Award



CTLT Ribbon



Region Cdr's Leadership
Award



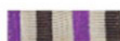
Camp Cdr's Leadership
Award



Platoon Leadership
Award



Cadet Recruiting
Ribbon



Outstanding R&R
NCO



Dean's List Award



Cadet Honors
Award



Cadet Scholar Award



Most Improved
Grades



ROTC Honors
Award



Sustained 4.0
GPA Award



Platinum Medal
Athlete



Gold Medal
Athlete



Silver Medal
Athlete



Bronze Medal
Athlete



Most Improved
PT Award



350 & Above
APFT Ribbon



BDE Drill
Competition



Battalion Drill
Competition



Advanced Camp
Graduate



BDE Ranger
Challenge Winner



Ranger Challenge Team
Member



SGT York Award



Drill Team



Color Guard



One-Shot-One Kill
Award



Specialty Schools
Ribbon



LTC Graduate



Good Conduct Award



Pre-Camp
Completion



Intramural Athlete
Award



Civil Leadership
Award



FTX Excellence

Corps of Cadets Ribbons

Corps of Cadets Meritorious Service Medal-Awarded at anytime by the Cadet Brigade Commander to any Cadet for exceptionally meritorious service while demonstrating both professionalism and strong dedication to duty. Actions must be in keeping with the finest traditions of Cadet service and reflect great credit upon the Corps of Cadets.

Corps of Cadets Commendation Medal- Awarded at anytime by Cadet Lieutenant Colonels and above to any Cadet for actions demonstrating outstanding performance and service to the Corps of Cadets.

Commandant's Eagle Leadership Award-Awarded once a year to a Cadet in each MS level that demonstrates the highest aptitude for leadership within the Corps of Cadets.

Outstanding Staff Officer- Awarded once a year to an MS IV Staff Officer displaying the best qualities of staff skills in the Corps of Cadets.

Outstanding Company Commander- Awarded once a year to an MS IV Company Commander displaying the best leadership traits out of all Company Commanders in the Corps of Cadets

Outstanding Pre-Camp Tactical Officer- Awarded once a year to an MS IV Tactical Officer who is the best trainer in their dedication and devotion towards preparing Cadets to attend LDAC

Outstanding Platoon Leader- Awarded once a year to the Platoon Leader displaying the best leadership qualities in their battalion.

Outstanding First Sergeant- Awarded once a year to the First Sergeant who embodies the skills and drive necessary to efficiently lead their company through a successful semester.

Outstanding Academic NCO- Awarded once a year to the Academic NCO that dedicates the most towards improving their company's academic performance.

Outstanding Chaplain-Awarded once a year to the Chaplain that puts forth the most effort in spreading God's will throughout the Corps of Cadets.

Outstanding Platoon Sergeant- Awarded once a year to the Platoon Sergeant displaying the best leadership qualities in their battalion.

Outstanding Noncommissioned Officer- Awarded once a year to the Cadet NCO demonstrating exceptional traits and abilities consistent with the highest Corps of Cadets standards for NCOs.

Outstanding Squad Leader- Awarded once a year to the Squad Leader displaying the best leadership qualities in their battalion.

Outstanding Aggressor-Awarded once a year to the Aggressor who continually demonstrates the values of the platoon, outstanding tactical knowledge, and a tireless work ethic.

Outstanding Band Member-Awarded once a year to an individual in the Golden Eagle Band who takes charge on their own initiative, shows leadership qualities, and improves their playing and marching skills.

Lamar Pittard-Awarded once a year to an individual in the Blue Ridge Rifles who is sincerely interested in, and makes significant contributions to the improvement of the Blue Ridge Rifle Drill Team. He or she also demonstrates the qualities of character, discipline, and esprit de corps.

Outstanding Color Guard-Awarded once a year to an individual in the Color Guard who puts the team on his or her back and takes on more than his or her fair share of any task. This individual carries out his or her duty without third party gratitude. The Outstanding Color Guard member is calm, collected, and reserved; a silent professional. This individual is a personification of "Duty, Honor, and Country."

Outstanding Mountain Order of Colombo- Awarded once a year to an individual in the Mountain Order of Colombo that lives up to the values, traditions and mission of the unit. He or she exemplifies leadership through extensive and proficient knowledge of military mountaineering and small unit tactics while maintaining high standards of physical fitness and leadership influence in the unit, and in the Corps of Cadets.

Merrill Outstanding Ranger Challenge- Awarded once a year to an individual on the Ranger Challenge Team for unparalleled excellence in physical fitness and drastic elevation of domain knowledge and tactical proficiencies.

Owen Outstanding Shooter Award- Awarded once a year to an outstanding sophomore or junior member of the Shooting Sports Team.

NCAA Outstanding Shooter Award- Awarded once a year to the most outstanding Cadet shooter on the Shooting Sports Team. Cadet must have a minimum 2.0 GPA.

National Band- Awarded at the conclusion of each semester to Golden Eagle Band Cadets in accordance with Golden Eagle Band SOP.

Honor Company- Awarded to Cadets who are members of the Honor Company.

Scabbard & Blade-Awarded at the conclusion of induction ceremony to Cadets participating in Scabbard & Blade Military Honor Society in accordance with Scabbard & Blade SOP.

Aggressor-Awarded at the conclusion of each semester to Cadets participating in the Aggressors in accordance with Aggressor SOP.

Golden Eagle Band-Awarded at the conclusion of each semester to Cadets participating in the Golden Eagle Band in accordance with Golden Eagle Band SOP.

Blue Ridge Rifle-Awarded at the conclusion of each semester to Cadets participating in the Blue Ridge Rifles in accordance with Blue Ridge Rifle SOP.

Mountain Order of Colombo-Awarded at the conclusion of each semester to Cadets participating in the Mountain Order of Colombo in accordance with Mountain Order of Colombo SOP.

NCAA Athlete Ribbon- Awarded at the conclusion of each semester to Cadets participating in the Corps of Cadets as NCAA athletes.

Patriot Choir-Awarded at the conclusion of each semester to Cadets participating in the Patriot Choir in accordance with Patriot Choir SOP.

Academic NCO Ribbon with Lamp of Knowledge-Awarded to Cadets after a successful semester of service as a company Academic NCO.

Sophomore of the Month-Awarded to the top sophomore following the sophomore of the month competition.

Freshman of the Month-Awarded to the top freshman following the freshman of the month competition.

Outstanding Drill Platoon-Awarded during the spring semester to the platoon with the highest score during the Command Inspection Progress drill competition.

Outstanding Drill Squad - Awarded during the fall semester to the squad with the highest score during the Command Inspection Progress drill competition.

Noncommissioned Officer's Academy- Awarded to Cadets upon successful completion of the Noncommissioned Officer's Academy offered every fall and spring.

UNG Corps of Cadets Ribbons



Corps of Cadets Meritorious
Service Medal



Corps of Cadets
Commendation Medal



Commandant's Eagle
Leadership Award



Outstanding Staff
Officer



Outstanding Company
Commander



Outstanding Pre-Camp
Tactical Officer



Outstanding Platoon
Leader



Outstanding ISG



Outstanding Academic
NCO



Outstanding Chaplain



Outstanding Platoon
Sergeant



Outstanding NCO



Outstanding Squad
Leader



Outstanding Aggressor



Outstanding Band
Member



Lamar Pittard



Outstanding Color
Guard



Outstanding Mountain
Order of Colombo



Merrill Outstanding
Ranger Challenge



Owen Outstanding
Shooter Award



NCAA Outstanding
Shooter Award



National Band



Honor
Company



Scabbard and Blade



Aggressor



Golden Eagle Band



Blue Ridge Rifle



Chaplain



Mountain Order
of Colombo



NCAA Athlete
Ribbon



Patriot Choir



Academic NCO



Sophomore of the
Month



Freshman of the
Month



Outstanding Drill
Platoon



Outstanding Drill
Squad



NCO Academy

APPENDIX III Weapons

1. M-16A2

The U.S. Rifle, caliber 5.56mm, M-16A2, is a gas-operated, magazine-fed, air-cooled, semi-automatic, and automatic weapon (three round burst). It was adopted for use by the U.S. Armed Forces in 1958.

Firing Weight	7.78 pounds
Overall Length	39.63 inches
Max. Effective Ranges	550 meters point, 800 target
Max. Range	3600 meters
Max. Effective Rate of Fire(rpm)	12-15 (sustained), 45 (semi-automatic) 90 (three round burst)
Muzzle Velocity	3100 feet per second
Nomenclature	U.S. Rifle, 5.56mm M16A2
Characteristics	5.56mm, magazine-fed, gas-operated, air-cooled, shoulder-fired
Unit Replacement Cost	\$586

2. M-249

The U.S. Light Machine Gun (LMG), previously designated the Squad Automatic Weapon (SAW), caliber 5.56mm, M-249, is a gas-operated, air-cooled, belt and magazine-fed, automatic-weapon that fires from the open bolt position. It was adopted for use by the U.S. Armed Forces in 1984.

Firing Weight	22 pounds
Overall Length	40.87 inches
Max. Effective Ranges	600 meters point, 800 target, 1000 suppression
Max. Range	3600 meters
Max. Effective Rate of Fire (rpm)	85 (sustained), 200 (rapid), 850 (cyclic)
Muzzle Velocity	3000 feet per second
Nomenclature	Light Machine Gun, 5.56 mm, M249
Characteristics	5.56mm, gas-operated, air-cooled, belt and magazine-fed, automatic, open bolt system
Unit Replacement Cost	\$4,087

3. M-240B

The U.S. Machine Gun (MG), caliber 7.62mm, M-240B, is a gas-operated, air-cooled, belt-fed, crew-served, automatic-weapon that fires from the open bolt position. It was adopted for use by the U.S. Armed Forces in 1977.

Firing Weight	27.6 pounds
Overall Length	49.7 inches
Max. Effective Ranges	800 meters point, 1800 suppression
Max. Range	3725 meters
Max. Effective Rate of Fire (rpm)	100 (sustained), 200 (rapid), 650-950 (cyclic)
Muzzle Velocity	2800 feet per second
Nomenclature	Machine Gun, 7.62 mm, M240
Characteristics	7.62mm, gas-operated, air-cooled, belt -fed, crew-served, automatic, open bolt system weapon
Unit Replacement Cost	\$6,600

4. M-9A1

The U.S. Semi-Automatic Handgun, caliber 9mm, M-9A1 is a gas-operated, air-cooled, magazine-fed, semi-automatic pistol. It was adopted for use by the U.S. Armed Forces in 2006.

Firing Weight	2.56 pounds
Overall Length	8.5 inches
Max. Effective Ranges	50 meters
Max. Range	100 meters
Max. Effective Rate of Fire (rpm)	Not Available
Muzzle Velocity	1250 feet per second
Nomenclature	Pistol, Semiautomatic, 9mm, M9
Characteristics	9mm, gas-operated, air-cooled, magazine -fed, semi-automatic pistol
Unit Replacement Cost	\$263

5. M-2HB

The U.S. Heavy Machine Gun (HMG), caliber .50, M-2HB is a recoil-operated, air-cooled, belt-fed, single-shot and automatic weapon that is operated on the short recoil principle. It was adopted for use by the U.S. Armed Forces in 1933.

Firing Weight	128.87 pounds
Overall Length	65.13 inches
Max. Effective Ranges	1500 meters point, 1830 target
Max. Range	6764 meters
Max. Effective Rate of Fire (rpm)	450-550 (cyclic)
Muzzle Velocity	3050 feet per second
Nomenclature	Browning Machine Gun, Caliber .50, M2, HB
Characteristics	Caliber .50, recoil-operated, air-cooled, belt-fed, single-shot and automatic weapon that operates on the short recoil principle
Unit Replacement Cost	\$14,002