

CORP of CADETS BLUE BOOK

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GENERAL

1.01 AUTHORITY:

The Regulations for the Corps of Cadets are promulgated by the Commandant of Cadets in coordination with the Vice President for Student Affairs and approved by the President of the University.

1.02 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.

1.03 SCOPE:

These regulations include organization and precepts. They are concerned with the cadets who are to be molded by them: 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.

1.04 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 (in that sequence).

1.05 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 where specifically excluded.

1.06 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.

1.07 DISTRIBUTION:

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

1.08 ADMINISTRATIVE ORGANIZATION:

a. **THE PRESIDENT:** The President of the University has general control of the government of the institution, its administration, discipline, and instruction.

He has the authority to suspend or modify any paragraph of these regulations, or to publish special regulations when he considers it necessary. He has the ultimate authority in matters pertaining to the government of the Corps of Cadets.

- b. **VICE PRESIDENT FOR STUDENT AFFAIRS:** The Vice President for Student Affairs has overall responsibility for student affairs. He/she 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.
- c. **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.
- d. **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 personnel assigned to the Military Department.
- e. **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.
- e. **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.
- g. **INSTRUCTORS:** Non-commissioned officers (NCOs) 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.
- h. **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.
- i. **MILITARY DUTY OFFICERS:** The Military Duty Officer is the

University official who is so designated to be available to the Cadet Staff Duty Officer in the Tactical Operations Center (TOC) to act on behalf of the University at times when the offices are not in operation (nights and weekends). This official will normally be the Commandant, Assistant Commandant, or Tactical Officer.

- j. **THE CORPS OF CADETS:** All military students will be assigned to cadet organizations for administration, training, and discipline. The Corps shall be organized as outlined in Chapter 2 of these regulations.
- k. **CADET OFFICERS AND CADET NON-COMMISSIONED OFFICERS:** Each year members of the Corps of Cadets are appointed to leadership positions within the Cadet 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.

1. CADET RANK:

Three diamonds	Cadet Colonel
Two diamonds	Cadet Lieutenant Colonel
One diamond	Cadet Major
Three pips	Cadet Captain
Two pips	Cadet First Lieutenant
One pip	Cadet Second Lieutenant
Three Stripes/Three Rockers	
with star and laurel	Cadet Command Sergeant Major
with star	Cadet Sergeant Major
with diamond	Cadet First Sergeant
Three Stripes/Two Rockers	Cadet Sergeant First Class
Three Stripes/One Rocker	Cadet Staff Sergeant
Three Stripes	Cadet Sergeant
Two Stripes	Cadet Corporal
One Stripe/One Rocker	Cadet Private First Class
One Stripe	Cadet Private E2

Firing Weight	10.10 pounds
Overall Length	44.30 inches
Maximum Effective Range	460 meters
Maximum Range	3725 meters
Chamber Pressure	50,000 pounds per square inch
Muzzle Velocity	2800 feet per second
Nomenclature	U. S. Rifle, 7.62mm M-14
Characteristics	Gas operated, magazine fed, air cooled, semi-automatic shoulder-fired weapon

c. INFORMATION ON ARMY ROTC:

1. 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.
2. NGCSU has been a military college since its founding in 1873.
3. Army ROTC commissions 70% of the annual output of officers in the Army.
4. MISSION: To commission the future officer leadership of the U. S. Army. The objectives of the Army ROTC program are to recruit, select, motivate, train, retain, and commission students with leadership potential to serve as commissioned officers in the Regular Army, U. S. Army Reserve or National Guard.

d. TRADITIONS IN THE CORPS:

1. NGCSU ARCH AND WALK - Dedicated by the Class of 1951 to the Class of 1950. Freshmen will not walk under the arch on front campus.
2. No student will cross the drill field as a short cut.
3. No student will use the Memorial Area as a short cut.
4. Freshmen will walk around the road to the Dining Facility and will not use the center stairway across from the drill field.
5. The Corps of Cadets will conduct the Legacy of Gold Presentation on the drill field when directed, during the hours of darkness.

e. THE NGCSU HONOR CODE:

The Honor Code of North Georgia College and State University is based on the principle that a cadet will not lie, cheat, steal, evade the truth, conspire to

deceive, nor will he/she tolerate those who do. Refer to Chapter 8.

f. THE NORTH GEORGIA COLLEGE & STATE UNIVERSITY CREST:

The NGCSU Crest was designed by Captain 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. Encircling the design is a yellow scroll which designates the name and location of the University.

g. WEAPONS DISPLAYED ON CAMPUS

MILITARY DEPARTMENT	(triangle)3-inch breech gun (1902) 16 spokes per wheel
RETREAT CANNON	75mm pack howitzer
GAILLARD HALL	(2) 57mm anti-tank guns
PRICE MEMORIAL	155mm howitzer

h. BUILDINGS DEDICATED ON CAMPUS

LOBBY BARNES HALL	PVT HERBERT FENSTER (WWII HERO)
BARNES HALL	J. C. "DADDY" BARNES (PROFESSOR)
DONOVAN HALL	DEAN ALICE G. DONOVAN
DUNLAP HALL	EDGAR BROWN DUNLAP
NEWTONOAKESCENTER	NEWTON & ELLA RAE OAKES
GAILLARD HALL	B.PALMERGAILLARD (PROFESSOR)
LEWIS HALL	MISS WILLIE LEWIS (1ST WOMAN GRADUATE)
MEMORIAL HALL	STUDENTS OF NGCSU
PRICE MEMORIAL	COLONEL WILLIAM PIERCE PRICE (FOUNDER)
ROGERS HALL	DR. JONOTHAN C. ROGERS (FORMER PRESIDENT)
SIRMONS HALL	DEAN JOHN C. SIRMONS
YOUNG HALL	DEAN WILL D. YOUNG
SANFORD HALL	CHANCELLOR STEADMON V.

SANFORD

HOAGSTUDENTCENTER

DR.MERRITTE.HOAG(FORMER
PRESIDENT)

JOHN L. NIX MOUNTAIN
CULTURAL CENTER
OWEN HALL

J.L. NIX & SARAH HIGHSMITH NIX
(FRIENDS OF NGCSU)
DR. JOHN H. OWEN (FORMER
PRESIDENT)

i. **SROTC 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 Senior 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.

j. **THE CADET CREED:**

I am an Army Cadet. Soon I will take an oath and become an Army Officer committed to defending the values, which make this Nation great. HONOR is my touchstone. I understand MISSION first and PEOPLE always.

I am the PAST; the spirit of those WARRIORS who have made the final sacrifice.

I am the PRESENT; the scholar and apprentice soldier enhancing my skills in the science of warfare and the art of leadership.

But above all, I am the FUTURE; the future WARRIOR LEADER of the United States Army. May God give me the compassion and judgment to lead and the gallantry in battle to WIN.

I WILL do my DUTY.

k. **RETREAT:**

The Retreat ceremony, which is believed to date back to the crusades, honors our nation's flag at the end of the day. A formation is held, and the call is blown, late in the afternoon just prior to the firing of the 75mm pack howitzer and the lowering of the national flag. In earlier days in the Army, it was the custom for a fife and drum corps to march through the streets of a camp or garrison playing loudly, and each soldier was required to "repair to his tent or quarters" and remain therein. Now soldiers/ cadets come out of their quarters and stand in formation in a ceremony while the flag is being lowered. The Retreat ceremony consists primarily of four events: bugle calls "Retreat" and "To the Colors," the firing of the cannon, the rendering of the proper respect to the Colors through a hand salute, and the actual lowering of the flag itself.

1. TAPS:

It all began in 1862 during the Civil War, when 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

m. 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.

1.10. MISSION STATEMENT:

It is the mission of the North Georgia College and State University Corps of Cadets to produce educated and honorable men and women, graduating from a program which stresses academic achievement, leadership, physical training, recruiting and safety.

Chapter 2

THE CORPS OF CADETS

2.01 GENERAL:

a. 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 North Georgia College & State University Corps of Cadets utilizes this system to supplement and complement academic study programs in developing the “whole” person to his or her maximum potential.

b. All male resident students are required to be in the Corps of Cadets. All other students enrolled in the university, to include non-resident students, are eligible for membership in the Corps. Official membership is achieved upon successful completion of a military orientation and training program (FROG Week). The NGCSU Corps of Cadets Crest is formally presented to recognize this achievement.

2.02 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 and progressively responsible job assignments.

- a. **SELF-DISCIPLINE:** Individuals must learn to follow before they can effectively lead. Cadets are initially disciplined 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:** The more responsible the position, the more demands it places on the leader's time. To achieve success, the 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 tasks 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 the cadet successfully progresses.

- c. **PERSONAL AFFAIRS:** Individuals who do not conduct their personal business in a satisfactory manner reflect unfavorably on their organization, family, and friends. Personal affairs include financial and social obligations and the formation of personal relationships.
- d. **TEAM WORK:** Few professions or jobs permit any reasonable measure of success solely on individual effort. Individuals must learn to perform as members of a group or team.
- e. **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 contemporaries.
- f. **ACADEMICS:** Academic achievement is the cornerstone that will enable a cadet to be successful while at NGCSU. It plays a role in Quarters, rank selection, and participation in most extracurricular activities. Senior leaders must ensure that subordinates are given ample study time and should foster an environment conducive to study.
- g. **PERSONAL BEHAVIOR:** Cadets are expected to conduct themselves to the same standards of behavior normally expected of commissioned officers in the grade of second lieutenant, whether on campus or off campus, 24 hours each day.

2.03 CLASSIFICATION OF CADETS:

Cadets are assigned the following numerical classifications for purposes of rank selection, privileges, and punishment:

- a. First classman - academic freshman.
- b. Second classman - academic sophomore.
- c. Third classman - academic junior.
- d. Fourth classman - academic senior.

2.04 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 second or third classman. Two or more numbered squads will be assigned to each platoon.
- b. In addition to assigned squads, the platoon has a platoon headquarters with a fourth classman platoon leader and a third classman 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. It is commanded by a fourth classman with various assistants assigned to the headquarters section. Two or more lettered companies are assigned to each battalion. Headquarters Company will contain the specialized units to include the Golden Eagle Band, Blue Ridge Rifles, Color Guard, and Ranger Challenge.
- d. The battalion is the lowest level authorized a fully functional staff. It is commanded by a fourth classman. Two or more numbered battalions will be assigned to the brigade.

2.05 TRAINING:

- a. **NEW CADET ORIENTATION:** Each student who desires to become a member of the Corps of Cadets must successfully complete a New Cadet Orientation program at the beginning of the first semester of membership. 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.
- b. **NON-COMMISSIONED OFFICERS ACADEMY (NCOA):** Each cadet who desires to advance beyond the rank of corporal 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 will normally be offered at

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course of instruction, or transfer in from another military school, will be evaluated on a case-by-case basis to hold positions in grades higher than Cadet Corporal in other than positions of direct supervision (i.e., staff).

- c. **CADRE TRAINING:** Prior to the beginning of the Fall Semester and FROG Week, selected leadership in the Corps of Cadets will attend a training program designed to give them the necessary skills to conduct and lead FROG Week. These selected leaders are from the Sophomore, Junior and Senior class and will be certified by the Commandant prior to leading FROGs.
- d. **SUCCESSFUL COMPLETION:** The minimum standard for successful completion of New Cadet Orientation and NCOA is attending all training with passing scores on all required exams.

2.06 OPERATIONS:

- a. The Corps of Cadets is a fully functional organization that operates primarily through a cadet chain of command. Principal 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.
- b. 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.

2.07 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 chain of command to ensure

that every cadet receives and understands all information disseminated. 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 Non-Commissioned Officers (NCO's) are assigned as principal assistants to the officers in the 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 insure 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:** the Commandant of Cadets appoints Cadet officers and non-commissioned officers. 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. Beginning August 2003 Cadets must have a 2.30 cumulative GPA to be considered for rank in grades of SFC or higher, including all officer positions. Personnel receiving commander's pay must have a cumulative GPA of 2.40 or higher. 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 non-commissioned officers conform as close as practicable 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 NCO's are assigned to assist commanders in fulfilling these responsibilities. The number of assistants and the degree of specialty of each increases progressively with the level of command. These assistants have no assigned command authority. They collect information, make recommendations, issue orders, and supervise implementation in the name of their respective commanders.

(3) Required functions which are not assigned as principal 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, Administration. 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 NON-COMMISSIONED

OFFICERS: Cadets detailed to act as officers and non-commissioned officers have the same authority and responsibility as those permanently appointed during the period of their detail.

f. THE SENIOR CADET: In any situation, the responsibility to command and maintain order rests with the senior cadet present.

Chapter 3

FORMATIONS

3.01 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 chain of command.

b. Formations and other daily events are scheduled as directed in the Weekly Training Schedule.

3.02 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 the duty day. 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 Officer of the Day. Units will present arms if in ranks during Reveille.

c. **INSPECTION:** 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.

d. **MORNING FORMATION:** Units will assemble outdoors in ranks. Official announcements will be made and additional personal appearance inspections may be conducted. The formation will normally be released at the dining hall. As a minimum, morning formations will be held at the battalion level at least once per week, during which safety and upcoming military operations/events will be discussed. Each battalion will march to breakfast at least one day per week.

e. **POLICE CALL:** Designated units will be released from formation to remove trash from assigned areas. Police call may be delayed until sufficient light is available.

f. **CLASSES:** Cadets are expected to attend all scheduled classes on a regular basis. Class attendance policy is explained in the Student Handbook and Catalog. The senior student in each military class will check the roll, call attention, and report when the instructor enters.

g. **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.

h. **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 and Attention and Present Arms for "To The Colors." Individuals in civilian clothing will stand at Attention during Retreat and "To The Colors."

i. **QUARTERS:** The purpose of Quarters is to provide a dormitory atmosphere which allows and promotes academic achievement and encourages individuals to develop specific study habits.

(1) 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 1900 hours until 2300 hours Sunday through Thursday. Absence reports will be submitted to the Cadet Officer of the Day not later than 1930 hours.

(3) Cadets observing Quarters will be in their rooms 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) Thirty minute breaks are authorized at 2100 and 2230 hours for personal hygiene, preparation for inspection, and relaxation. Quiet will be maintained during breaks so as not to disturb those who continue to

study. Individuals will retire for the night at 2300 hours.

(5) Quarters policy remains in effect during final examination periods. Additionally, quiet will be maintained in the dormitory 24 hours each day.

(6) Commanders may request an alternative 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 cadet company will have a "super CQ" in the grade of SFC or higher physically present in the company area during Quarters.

j. TAPS:

(1) Taps is the beginning of a period of time in which only essential traffic moves on the campus and an accounting of all personnel is made. All cadets will be in their rooms at Taps.

(2) An accounting of all cadets will be made and absences reported to the Cadet Staff Duty Officer.

(3) Taps shall be as follows:

(a) 2300 hours Sunday through Thursday nights for cadets on Quarters.

(b) 2400 hours Sunday through Thursday nights for cadets not on Quarters.

(c) 0200 hours Saturday and Sunday mornings.

(d) 2400 hours on closed weekends unless otherwise stated.

(4) Regulations Governing Taps:

(a) Cadets, except for those on approved leave, will be in their rooms at Taps.

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

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

(d) 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. Commanders are responsible for ensuring proper procedures of late light privileges

when granted.

(e) 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. **FIRE CALL:** The bugle will be sounded for actual campus fires and practice fire drills. Units will execute actions prescribed under Fire Regulations. Practice drills may be scheduled or unannounced.

l. All commanders will conduct **Cadet Professional Development (CPD)** training once per week using the lesson plan provided by the Assistant Commandant. When properly annotated on the company 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 when scheduled.

3.03 OTHER EVENTS:

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

3.04 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 late. Individuals who do not arrive within 15 minutes or before the activity is completed, whichever comes first, are considered absent.

Chapter 4

AUTHORIZATIONS AND PRIVILEGES

4.01 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 will be excused from specified physical activities based on written instructions from Student Health Services (Infirmary). Cadets will bring the original light duty form issued by Student Health Services to the Assistant Commandant's Office for review and signature. Cadets are required to maintain one copy of the signed light duty with them at all times and post one copy in the barracks per unit policy. These cadets will attend alternate, non-physical training unless otherwise directed.

4.02 SPECIFIC PRIVILEGES:

Privileges may be granted to recognize satisfactory, above average, or outstanding performance if they do not detract from the overall effort of the Corps of Cadets. Privileges may be disapproved or revoked with cause by the cadet chain of command (the Assistant Commandant must be notified of each case immediately). Privileges may be revoked with or without cause by the Commandant or Assistant Commandant. Additionally, punishment may be assigned for abuse of privileges.

a. **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.

(1) GENERAL LEAVE:

(a) General 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 general 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.

(b) Cadets are authorized general leave daily from Reveille until Quarters (Taps for those excused from Quarters) except for the following:

- (1) When scheduled for classes, formations, or other duties.
- (2) When on room arrest or restriction to limits.
- (3) When prohibited by medical authorities.

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

(d) Cadets on general leave will not travel outside a 45-mile radius of campus.

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

(2) WEEKEND AND HOLIDAY LEAVE:

(a) 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.

(b) ELIGIBILITY:

(1) Cadets, other than first semester students, are granted weekend leave privileges subject to the following conditions:

(a) The cadet does not have scheduled duties, room arrest or restriction to limits, nor is confined to quarters by medical authorities.

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

(2) Policies with respect to weekend absences for first semester cadets will be established by the Commandant. These policies and associated procedures for the Cadet Corps will be published in an administrative memorandum by the Assistant Commandant.

(c) PROCEDURES:

(1) First semester cadets will submit written application for approval by the Company Commander and the Tactical Officer.

(2) All eligible cadets will sign out on the door absence card.

(d) Weekend and holiday leave will be terminated not later than 2000 hours on the night before classes resume. A cadet who is not required to observe Quarters will terminate his leave in sufficient time to comply with the Taps schedule.

(3) GROUP LEAVE:

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

(b) Requests will be made on the Group Leave form, typed in triplicate, and endorsed by the faculty sponsors.

(c) Requests will be submitted to the Commandant/Assistant Commandant for approval no later than 72 hours before departure. After his approval, the leave will be submitted to The Vice President for Student Affairs for approval. Following approval, one copy will be furnished the Vice President for Student Affairs, one copy to the Assistant Commandant, and one copy to the Associate Dean of Students twenty-four (24) hours before departure.

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

(e) 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.

(f) Upon return of the group, the senior or responsible cadet will notify the Office of the Assistant Commandant, specifying individuals not returning and their reasons for not returning.

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

(4) **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. 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 other wise and similar circumstances.

(5) **EMERGENCY LEAVE:** Cadets may request leave telephonically to the Cadet Staff Duty Officer (SDO) for valid Emergencies. Approval is normally limited to death or serious illness in the immediate family. Cadets should sign out on absence cards if circumstances permit.

(6) GENERAL PROVISIONS:

(a) Any cadet who is unable due to emergency reasons to return on time from leave (general, weekend, or special) will report the circumstances briefly by telephone to 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.

(b) 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 not 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.

(c) All outside doors to the barracks are locked at Taps. Cadets returning to the barracks after Taps must enter their access code for the Access Control System. Doors will not be propped open and residents will not be

disturbed.

(7) **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.

(8) **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 through the Assistant Commandant.

b. **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.

c. **QUARTERS:**

(1) Cadets assigned to Quarters will be published by the Assistant Commandant's Office at the beginning of each semester. Cadets are assigned to Quarters based on data recorded in the Assistant Commandant's Office, and all questions about Quarters status should be directed to that office. Cadets will not be added to or removed from published Quarters List by any member of the chain of command without written approval from the Assistant Commandant.

(a) All first semester cadets (regardless of transfer credits) and cadets who have less than 15 hours academic credit will be assigned to Quarters.

(b) All cadets with 15-29 hours credit and less than a 2.50 GPA will be assigned Quarters.

(c) Effective August 2003 cadets with 30 or more hours must achieve 2.20 cumulative GPA to get off Quarters.

(d) Cadets who receive Georgia Military Scholarship (GMS) benefits will observe Quarters if their cumulative GPA is below 2.50 regardless of their hours earned.

(e) 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 by the Assistant Commandant based on a continuous showing that quantitative results can be better achieved for the specified individual through a different program.

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

(2) Cadets not assigned to Quarters will not disrupt the academic atmosphere. All cadets assigned to Quarters will be 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.

(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.

(e) To perform Corps duties.

(f) To attend scheduled on-campus academic, sports, or entertainment events as a spectator or participant, but not to include practice, rehearsals, or attendance at routine activities such as campus movies.

(3) Cadets granted such permission will be at the location indicated or directly enroute to or from and will wear the appropriate uniform of the day.

(4) Unit CQ's will know the exact location of all cadets assigned to Quarters. Sign-outs will be verified by a member of the cadet chain-of-command.

d. **CIVILIAN CLOTHING:** Appropriate civilian clothing may be worn as indicated below:

(1) Daily from 1700 until 2000 hours (until Taps for individuals not required to observe Quarters) except for duty personnel, individuals on room arrest or restriction, and first semester students.

(2) Open weekends except for duty personnel and individuals assigned punishment tours, room arrest or restriction, and first semester students.

(3) 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 (see Chapter 10).

(4) 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" battle dress uniform pants.

(5) PT Uniform may be worn into the Dining Facility immediately after or preceding group or unit physical training. PT uniforms must be clean and complete (as directed by the Cadet Brigade Commander).

e. **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.

f. **PERSONAL WEAPONS:** Weapons are inappropriate for university campuses. The University has no facility for storage and security of weapons and none should be brought on campus.

(1) **KNIVES:** Only utilitarian knives are permitted on campus. This is generally restricted to pocketknives with blade length under 2.5 inches. Special purpose knives, such as hunting knives, may be maintained under lock in the cadet's footlocker but may only be used off campus.

(2) **FIREARMS:** 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. This specifically prohibits keeping firearms in a motor vehicle or any other place on University property.

g. **COMMUTER PRIVILEGES:** Commuting members of the Corps of Cadets are subject to all requirements with the following exceptions.

(1) Military commuters are required to attend all unit physical training formations Monday through Friday mornings. This is normally 3 times per week. Cadets attending PreCamp training will attend required Pre-Camp physical training.

(2) Military commuters are excused from Quarters and Taps.

(3) Military commuters are excused from wear of the uniform of the day while they are off campus.

h. COMMUTER RESPONSIBILITIES:

(1) Military commuters are required to perform all assigned duties, and attend all required formations (i.e. drill, white collar inspections, PT tests, rehearsals, reviews, briefings, flag detail, etc.)

(2) Military commuters are required to contact their cadet chain of command daily.

(3) Military commuters are responsible for all information posted on the official bulletin board adjacent to the Assistant Commandant's Office. Military commuters are also responsible for checking all current "command" information posted on the NGCSU home page on a daily basis. They will comply with directives, which pertain to them and/or their subordinates.

(4) Military commuters must have a phone number 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.

(5) Military commuters are required to check their campus e-mail

(6) Effective Fall Semester 2003, students who request military commuter status must agree in writing to live with parents/grandparents within 25 miles of Dahlonega.

i. 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 cadet athlete must score at least 60 points on each of the three events. 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 retested 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 for study or preparation for the day's activities.

(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.

j. **OFFICIAL ACTIVITY PRIVILEGE:** Participating members of organizations officially representing the University may be permitted to sleep-in if the activity prevented the return to campus prior to 2400 hours the evening before. The senior cadet will advise the Assistant Commandant the next duty day.

k. **HONOR COMPANY:** Privileges awarded for honor company competition will be announced by separate directive. 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.

Chapter 5

MILITARY COURTESY AND SOCIAL CUSTOMS

5.01 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 thoroughly with the subject matter of this chapter so that they can with confidence, on a continuing daily basis, apply the principles and Practice the specifics enunciated. Obviously, in a short chapter such as this, only basic fundamentals can be covered and then in only a cursory manner. For this reason, all cadets, and in particular those contemplating an Army career, are encouraged to procure for their own use a standard reference text on this subject such as The Officer's Guide. Also, it should be noted that while this chapter is entitled Military Courtesy and Social Customs, the good manners and common sense rules of deportment and gentlemanly conduct herein defined have application in a non-military or civilian environment as well. Current guidance on customs and courtesies may be found in Memorandum entitled "Customs and

Policies 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, reduced to basics, is simply an expression of consideration for others. It pays the largest returns for the least effort of anything one can do. In military life, where individuals are required to live and work together more intimately and with perhaps less freedom of choice in the selection of their associates than in civilian life and where cooperative effort is all important, courtesy is of vital importance in promoting teamwork and developing esprit de corps.

d. Courtesy is shown to all, to subordinates as well as superiors. The courtesy shown to a superior is recognition of the responsibility and authority of his position; that shown to a junior acknowledges the essential part he plays as a member of the military unit or organizational team. (On this specific subject, a cadet is expected to demonstrate the same respect and courtesy to the civilian faculty and staff as he does to military instructors.)

e. 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. Slovenly, grudging, or perfunctory compliance with these requirements is discourteous.

f. The courtesy that marks military ceremonies has a profound meaning. A salute to the flag is a declaration of loyalty to the United States and an expression of dedication to the principles of liberty, justice, human dignity, and freedom for which our nation stands.

5.02 SALUTES:

The salute is an important military courtesy because it is the most obvious and the most 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/her unit. The junior member renders the salute first and maintains the salute until returned by the senior member.

a. **SALUTING ON CAMPUS:**

(1) **OUTDOORS:**

(a) Cadets will salute all 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 the 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, or at the nearest point of approach if it is apparent that he is not going to approach within this distance. 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 privates and non-commissioned officers 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 bring the formation to attention and render the salute and greeting. Exceptions to this are when cadets are executing prescribed drill or involved in an athletic event; then only the senior cadet will render the salute and greeting.

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

(2) **INDOORS:** Cadets do not salute indoors except when reporting to an officer (see reporting instructions below). Individuals will, however, stand at ATTENTION when the Colors are presented or honors played indoors.

b. **SALUTING OFF CAMPUS:**

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

(2) Cadet privates and non-commissioned officers will salute all cadet officers.

(3) 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:** 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**.

(2) **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 out of doors.

(b) Individuals participating in games 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 latter 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.

5.03 REPORTING PROCEDURES:

a. **GENERAL:** the subordinate when reporting to a superior individual of rank always renders The salute. The salute will also be rendered at the termination of the interview on leaving.

b. THE COMMANDANT OR ASSISTANT COMMANDANT OF CADETS:

A cadet reporting to the Commandant or Assistant Commandant will first report to the Staff Duty Officer (SDO), or the civilian secretary, who will arrange for him/her to report to the Commandant or Assistant Commandant. He/she will state the nature of his business and wait until ushered into the Commandant's or Assistant Commandant's Office. Upon entering the office, a cadet will advance to within 2 paces of the desk, salute, and report as appropriate: "Sir, Cadet (name) requests (has) permission to speak to the Commandant or Assistant Commandant)" or "Sir, Cadet (name) reports to the (Commandant or Assistant Commandant) as directed." The salute is held until the report is completed and the salute has been returned. A cadet will stand at attention while conversing unless directed otherwise. When his business is completed, he salutes, holds the salute until it has been returned, executes an about-face, and departs. (It is grossly unmilitary to lean on the desk of a senior while holding conversation with him. Also, it is unmilitary to place one's headdress on the desk of a senior when the junior has been directed to be seated. If head dress is not left outside, the proper place for

it is either on one's lap or on the floor.)

c. **OFFICER CADRE MEMBERS:** cadets entering the office of an officer cadre member will follow The same procedures as above.

d. **NON-COMMISSIONED OFFICER CADRE MEMBERS:** When reporting to an NCO, the cadet will knock, state his business, report by stating, "Sergeant, Cadet (name) requests permission to speak," or "Sergeant, Cadet (name) reports to Sergeant_____ as requested." He then comes to the position of parade rest. Upon completion of stated business, he will come to the position of attention, do an about-face, and move out smartly.

5.04 COURTESY WITHIN THE BARRACKS:

a. DAYROOMS:

(1) When an officer assigned to the Commandant's Office, Military Department or other Armed Forces visits the dayroom of a barracks, the first cadet to notice the visitor(s) will call all those present to attention. Cadets present will remain at attention until directed otherwise.

(2) When the President or a Vice-President of the University enters the dayroom, the first cadet to notice the visitor will announce the visitor and all present will remain at ease.

b. **HALLS:** When an officer assigned to the Commandant's Office, the Military Department, or other Armed Forces enters a unit's hall, the first cadet to notice will call the hall to attention (**except during Quarters**), at which point the visiting/inspecting officer will render further instructions.

c. **ROOMS:** When an officer (cadet or military) enters a cadet's room, cadets present will stand at attention until the officer directs otherwise or leaves the room. When more than one person is Present, the first to observe the officer will command ATTENTION in a loud and clear voice. During inspections, the unit escort for the inspecting officer will command ATTENTION.

5.05 PERSONAL HONORS:

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

5.06 MISCELLANEOUS RULES:

a. A request by any responsible officer is considered a direct order.

b. Never keep anyone waiting unnecessarily.

c. Custom demands that troops in uniform be meticulous about their personal appearance. As cadets, you represent North Georgia College and State University. Those who observe you form their opinion of the University largely based on your appearance. **Look sharp!**

d. Be courteous. **Courtesy to subordinates is equally important as courtesy to superiors.** A sure test of an individual is his employment of authority. Commendation when commendation is due, and admonition when admonition is necessary are vital in developing morale. Commendations should be made in public when practical; admonitions or reprimands should always be administered privately.

e. As one junior in rank, make it a general habit to give the same recedence to and show the same deference for your seniors that any courteous person does to his elders.

f. The hat is never worn indoors except when under arms.

5.07 INTRODUCTION TO SOCIAL CUSTOMS:

a. 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.

b. In the following paragraphs are discussed briefly a few of the more important social customs. 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.

5.08 THE TRADITION OF BEING A LADY OR A GENTLEMAN (Adapted in part from the Army Officer's Guide):

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. 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).

5.09 CORRECT SPEECH:

- a. **GENERAL:**

(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.

b. 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.

c. USE OF TELEPHONE:

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

(2) When answering a telephone in the barracks, a cadet says "(Barracks) Hall, Cadet (name) speaking."

5.10 INTRODUCTIONS:

a. Names - Always enunciate the names of both persons clearly and distinctly.

b. Use of titles - Officers on active duty and retired officers should 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.

c. 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.

d. Procedure - An introduction, however quickly done, should be made the occasion of some 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."

e. On being introduced - Acknowledgement 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.

f. 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.

g. 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. Beard." The civilian husband of an active duty officer or NCO should be referred to as "sir" or "Mr. Beard."

5.11 SOCIAL AFFAIRS:

a. RECEPTION:

(1) Upon entering a reception or living room, one should immediately seek out the hostess and pay his respects to her. His movements to her from the door should be direct. Having greeted the hostess, he proceeds to greet each of the ladies present. He then exchanges greeting with the host and with the other men present and joins in the conversation.

(2) When one wishes to depart from a reception or living room, one need

only indicate to the 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 overextended visit. Having risen, the guest should go once to the hostess, make his adieus briefly, and depart.

b. **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.

c. **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.

d. **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 beneficiaries. 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 money 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 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.

5.12 TABLE MANNERS:

a. **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.**

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

c. **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.

d. **SELECTION OF IMPLEMENT:** Not infrequently 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 trepidation, for a mistake is of no great consequence. However, to avoid any possible embarrassment, the best course is to observe the hostess and follow her lead. Otherwise, a generally safe rule is to start at the outside and work in.

5.13 INVITATIONS, ACCEPTANCE, AND REGRET:

a. 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 informal, 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.

b. 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.

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

(1) R.S.V.P. **Requires** the host be advised in the **affirmative or negative** of your attendance.

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

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

d. In preparing for University activities, it is frequently necessary to canvas cadets and coeds in order to plan participation. When such surveys are made and you indicate a desire to participate, make good on your commitment. Nothing more quickly and effectively kills the willingness of staff and faculty members to support student activities than a demonstration or irresponsibility toward commitments.

5.14 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 excepts 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 he or she is popular in the minds of subordinates it is a by product of leadership, human fairness, knowledge, and wise decisions. Aggravated violations of the tradition may be handled as an infraction.

5.15 FRATERNIZATION WITH UNDERCLASSMEN:

The Cadet Company is the focal point of cadet life, particularly for the first class (freshmen). Commanders are expected to instill in them the traditions of the Corps and develop a competitive, cohesive, academically and physically strong first 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. This specifically prohibits any formal or informal rushing (among other things) of freshmen by Greek letter societies during their first semester. Aggravated violations of the tradition may be handled as an infraction.

5.16 FRATERNIZATION WITH MEMBERS OF THE OPPOSITE SEX (adapted in part from the Army Officer's Guide):

In today's Cadet Corps, where female cadets make up an increasingly large percentage of both the leader component and subordinate ranks, this matter deserves close attention. Since we are all human, there are bound to be occasions when leaders, male or female, are attracted to members of their chain-of-command or to freshman cadets of the opposite sex. Such a relationship is highly undesirable and is prejudicial to good 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 freshmen 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 the regimented environment. Commanders should be prepared to counsel individuals lacking mature judgment skills and to be exceedingly punitive against individuals who abuse their authority for their own purposes. Aggravated violations of the tradition may be handled as an infraction.

Chapter 6

APPEARANCE, CLOTHING AND EQUIPMENT

6.01 PERSONAL APPEARANCE:

a. 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 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.

b. Haircuts, without reference to style, will conform to the following standards.

(1) MALE CADETS:

(a) The hair on top of the head will be neatly groomed. The length and/or bulk of the hair will not be excessive or present a ragged, unkempt, or extreme appearance. Hair will be tapered and, when combed, it will not fall over the ears or eyebrows or touch the ears or collar except for the closely cut hair at the back of the neck. In all cases, the bulk or length of hair will not interfere with the normal wear of all standard military headgear. Commanders will exercise judgment as to the appropriateness of haircuts.

(b) Sideburns will be neatly trimmed. The base will not be a clean-shaven horizontal line that will not extend downward beyond the lowest part of the exterior ear opening, nor will it be cut above the ear lobe so as to present an extreme or faddish appearance. In all cases, sideburns will conform with the taper of the hair.

(c) The growth of mustaches, goatees, beards, or hair anywhere on the face is prohibited. Cadets will be clean shaven.

(2) FEMALE CADETS: Hair will be neatly groomed. The length and bulk of the hair will not be excessive or present a ragged, unkempt, or extreme appearance. Hair will not fall over the eyebrows or extend below the bottom edge of the collar. Hairstyles will not interfere with proper wearing of military headgear. Hairnets will not be worn. Hair holding ornaments must be transparent or similar in color to the hair, and will be inconspicuously placed.

c. Female cadets are authorized to wear cosmetics that are applied conservatively and in good taste. Extreme shades will not be worn. Cosmetics should compliment the uniform. Lipstick and nail polish may be worn with all uniforms as long as the color is conservative and compliments the uniform. Females are not authorized to wear make-up in uniform during Freshman Orientation.

d. Fingernails will be kept clean and neatly trimmed.

e. The wearing of a wristwatch and not more than two rings is authorized unless safety prohibits. All styles must be conservative and in good taste. A conservative tie tack may be worn along with the black four-inch hand necktie. Female cadets are authorized to wear screw-on, clip-on, or post-type earrings. They will be of silver, gold, diamond, or white pearl and will not exceed 1/4 inch 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 Class D's and earrings will not be worn by male students at any time.

f. Conservative civilian prescription eyeglasses that are not photosensitive are authorized for wear. Conservative prescription and non-prescription sunglasses are authorized for wear except in formations. Glasses that are faddish or have lenses or frames with initials or other adornments are not authorized for wear. Tinted or colored contact lenses are not authorized for wear with the military uniform.

g. Cadets will not carry umbrellas while in uniform.

6.02 UNIFORM STANDARDS:

Cadets will wear the prescribed uniform when outside the dormitory except as specifically authorized. The following standards apply to the wear of the uniform:

- a. Frayed, torn, soiled, or unsightly clothing or equipment is not permitted at any time.
- b. Shoe leather and brass will be highly shined at all times.
- c. No item will be worn with or on the uniform except as specifically authorized.
- d. Outer garments will be cleaned and pressed.
- e. Incomplete or mixed uniforms will not be worn.
- f. All buttons will be buttoned and zippers closed.
- g. All broken or missing buttons will be replaced.
- h. Shirt collars will be buttoned when the tie is worn.
- i. Sleeves will not be rolled except as directed for the fatigue shirt.
- j. Trousers will be fitted and worn with the lower edge of the waistband at the top of the hip bone (plus or minus 1/2") so that the center of the waistband is at the natural waistline. The front crease of the slacks will reach the top of the instep and will be cut on a diagonal line to reach a point approximately midway between the top of the heel and the top of the standard shoe in the back.
- k. Shirts will not be tailored to the point that body movement is restricted or horizontal creases are formed.
- l. Cadets will wear the specified head gear while outside, even while seated, unless under a permanent structure or as directed otherwise.

m. Only U. S. Army and NGCSU approved uniform items will be worn with the Uniform of the Day.

n. Knee-length skirts and dresses will not be more than 1" above or 2" below the crease in the back of the knee.

o. At no time will cadets wear currently issued Army or NGCSU issued uniform items mixed with civilian clothes. This includes items purchased at the cadet's expense. Uniform items that are not current issue may be mixed and/or modified. Current Army issued items are listed in AR 670-1.

p. The Class B Uniform is the standard uniform of the Corps of Cadets. Class A, Class D, Ceremonial, PT, and Dress Uniforms will only be worn when directed by the chain of command, normally in writing as the prescribed Uniform of the Day.

6.03 AUTHORIZED UNIFORMS:

The uniform of the day will be prescribed by the Weekly Training Schedule or announced through the chain of command.

a. **CLASS A:** Green blouse, trousers, and garrison cap; green long sleeve shirt; black four-in-hand tie, low quarter shoes, socks, and belt with brass buckle and tip; insignia, patches, badges, plastic name tag, awards and decorations. The black overcoat is optional and/or the blouse may be removed except as prescribed for in-ranks formations. Only insignia of rank, ROTC brass, and name tag will be worn on the green shirt. Cadet officers will wear the green service cap.

b. **CLASS B:** Green garrison cap and trousers; green shirt; black campus jacket, low quarter shoes, socks, and belt with brass buckle and tip. The campus jacket is optional except as directed for in-ranks formations. Combat and special skill badges (regular or half size) may be worn on the green shirt. Arrangement and priority will be as prescribed in AR 670-1. Insignia of rank, ROTC brass and name tags will be worn on the green shirt.

c. **CLASS D:** Battle Dress Uniform (BDU) cap, jacket and trousers, field jacket; black boots, laces, and belt with subdued buckle and tip; insignia, patches, cloth name tag, and badges. Trouser legs will be bloused. The field jacket is optional except as prescribed for in-ranks formations. Only the black combat style or Corcoran style boot will be worn. Special environmental styles such as the jungle boot, Danner boot, Rocky, etc., can be worn after duty hours and during field training exercises. Cadet Officers can wear jungle boots any

time except in a formation, when uniformity in appearance is required. The Gortex parka is authorized for wear with the BDU. The Boar's Head Brigade Distinctive Brass Belt Buckle and Black Leather Belt is authorized for wear by Senior Cadets.

d. **CEREMONIAL UNIFORM:** Class A, B, or D uniform with appropriate head gear as prescribed, company colored scarf, and boots with white laces.

e. **DRESS UNIFORM:** Blue cap, blouse, and trousers; white shirt (long sleeved with barrel or French cuffs and standard turn down collar); black bow tie, low quarter shoes and socks; insignia of rank, ROTC brass, patches, plastic name tag, badges, awards and decorations. The black overcoat is optional. The green cap, blouse, and trousers may be substituted for those individuals who do not have blues. Cadets may sew the branch sleeve emblem on their Dress Blues when they receive their branch. The cadet epaulet will be kept on until graduation.

f. **TORCHES:** All cadets except officers will wear the NGCSU torches parallel to the edge of the collar on Class A and Dress Blue Uniforms.

g. See Appendix II for more information on wear of the uniform.

6.04 LIGHT DUTY UNIFORM:

a. The standard light duty uniform is the Uniform of the Day. In the event that University medical personnel determine that wear of a complete uniform would aggravate an illness or injury or cause undue pain, they may recommend to the Assistant Commandant that the following uniforms be worn in order of priority:

(1) The Uniform of the Day minus headgear if a head injury is involved.

(2) The Class D uniform with tennis shoes if a foot injury is involved.

(3) The NGCSU cadet PT uniform if necessary to avoid abrasion of clothing against a wound or if a brace or cast will not permit the uniform of the day to be worn.

b. In no case will civilian clothing be authorized for light duty wear.

c. If a light duty uniform is recommended by University medical authorities, the cadet will report immediately to the Assistant Commandant's Office with his light duty slip for review and approval.

6.05 BLACK OVERCOATS AND BLACK WINDBREAKER:

Black overcoat is authorized to be worn with any authorized uniform when needed or directed. The overcoat may be worn with civilian clothes if all insignia is removed. The windbreaker will only be worn with the Class B uniform. Rank insignia for both the overcoat and windbreaker will be worn on the shoulder epaulet, centered, 5/8" from the shoulder seam.

6.06 GLOVES:

Except for dress uniforms, plain black gloves may be worn with uniforms when needed or when directed. White cloth gloves will be worn with the Class B Ceremonial uniform and with the Class D uniform for drill as directed.

6.07 SCARVES:

Each company has a unit color. Cadets will wear scarves of the company color when directed. Company colors are:

- a. Brigade and Battalion Staffs... White
- b. Headquarters Company (-).... White
 - (1) Band..... Maroon
 - (2) Drill Platoon.....WhitewithDrillPlatoonEmblem
 - (3) Ranger Challenge..... Camouflage
 - (4) Color Guard..... White
- c. Alpha Company.....Red
- d. Bravo Company..... Blue
- e. Charlie Company..... Gold
- f. Delta Company..... Orange
- g. Echo Company..... Green
- h. Foxtrot Company..... Grey

- i. Whiskey Company..... White

6.08 INSIGNIA:

a. **SHOULDER SLEEVE INSIGNIA, ARMY LEADERSHIP EXCELLENCE:**
Worn by all cadets on the left sleeve on the upper part of the outer sleeve of the green blouse, field jacket, and BDU jacket. The top of the insignia will be centered one-half (1/2) inch below the top of the shoulder seam.

b. **SHOULDER SLEEVE INSIGNIA, NORTH GEORGIA COLLEGE & STATE UNIVERSITY:** Worn on the right sleeve in the position corresponding to the Army ROTC shoulder sleeve insignia and is worn on the same uniforms.

6.09 DECORATIONS, SERVICE MEDALS, BADGES, PATCHES, AND AWARDS:

Only Senior ROTC and armed services decorations, service medals, badges, patches, and awards are recognized for wear at this institution. Under no circumstances will Junior ROTC accouterments be worn. The following are authorized for wear on uniforms of authorized cadets:

a. **DECORATIONS AND AWARDS:**

(1) Service related awards, decorations, and badges which are documented by a valid DD Form 214 or appropriate orders. Documentation must be on file in the cadet's records.

(2) Distinguished Military Student (worn centered above the right breast pocket).

(3) Ranger Tab, Parachutist Badge, Marksmanship Badge, and other badges of the military services (worn as outlined in AR 670-1).

(4) ROTC Recondo Badge will be worn only on the Class A Blouse. It will be centered left to right, top to bottom, on the right breast pocket of male cadets. Female cadets will wear Recondo Badge centered under the name plate, even with the second button.

(5) Precedence of ribbons worn on the cadet uniform (worn over the left breast pocket from right to left, top to bottom, following decorations and awards of the United States or foreign nations in the order of preference indicated):

- (a) DA Cadet Command Medal for Heroism.
- (b) DA Superior Cadet Award.

- (c) Region Commander's Leadership Award.
- (d) Camp Commander's Leadership Award.
- (e) Platoon Leadership Award.
- (f) Superior at Advanced Camp Award.
- (g) Excellence at Advanced Camp Award.
- (h) Advanced Camp Graduate.
- (i) Brigade Ranger Challenge Winner.
- (j) Ranger Challenge Team Member.
- (k) One-Shot-One-Kill Award.
- (l) Basic Camp Graduate.
- (m) Commandant's Academic Award.
- (n) Commandant's Athletic Award.
- (o) Association of the United States Army Award.
- (p) Armed Forces Communication and Electronics Association Award.
- (q) American Legion Scholastic Excellence Award
- (r) American Legion Military Excellence Award.
- (s) American Veterans (AMVETS) Award.
- (t) Sons of the American Revolution.
- (u) Military Order of World Wars.
- (v) The Retired Officer's Association.
- (w) The Golden Feather Award.
- (x) The Outstanding Staff Officer Award.
- (y) The Outstanding Company Commander Award.
- (z) Outstanding Non-Commissioned Officer.
- (aa) Outstanding Platoon Sergeant.
- (bb) Outstanding Squad Leader.
- (cc) Outstanding Band Cadet.
- (dd) Scholastic Honor Bars.
- (ee) Good Conduct Ribbon.
- (ff) Organization Awards (Colombo, Aggressors, Band, BRR, Color Guard, AUSA).
- (gg) NCOA Ribbon.

NOTE: Ribbons will not be worn concurrently with the respective decorations, medals, etc. Decorations and awards will be worn on the blouse and on the shirt when the latter is worn as an outer garment. Ribbons are not worn on the campus jacket or green shirt.

(6) Other awards presented for cadet excellence include:

- (a) Reserve Officer's Association.
- (b) Daughters of the American Revolution.
- (c) Daughters of Founders and Patriots of America.

- (d) Association of Military Schools & Colleges of the U.S. (AMSCUS).
- (e) Society of the War of 1812.
- (f) USAA Award.
- (g) Outstanding Staff Officer
- (h) Outstanding Platoon Leader.
- (i) Lamar Pittard Award.
- (j) Outstanding Rifle Team Member.
- (k) Meader's Award.
- (l) Best Drill Awards.
- (m) Brigade Freshman of the Month.
- (n) Honor Company.

b. **UNIT SHIELDS:** A cloth shield, designating the unit to which assigned, will be worn on the right sleeve of the green blouse. The shield will be centered on the outside of the right sleeve with the lower edge of the shield four (4) inches above the end of the sleeve.

c. **NORTH GEORGIA COLLEGE & STATE UNIVERSITY CREST:** On the Green Blouse, centered on the black shoulder boards, with base of crest pointed toward the shoulder seam.

d. **FOURRAGERE:** Cadets are authorized to wear fourrageres around the left shoulder of the Class A uniform. Only one fourragerere may be worn at any one time.

- (1) Honor Company.....Blue and White
- (2) Band Gold
- (3) Blue Ridge Rifles..... Blue and Gray
- (4) Rifleteam..... 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) Order of Colombo..... Yellow and Green
- (10) Combatives GroupBlack and Red

e. **INFANTRY CORDS:** Cadets authorized to wear the Infantry Cord may wear it on the right shoulder of the Class A and Dress Uniform.

6.10 HONOR COMPANY AND UNIT RIBBONS:

Worn centered over the right breast pocket on Class A and Class B uniform.

6.11 WEARING OF DISTINCTIVE UNIFORM ARTICLES:

The distinctive articles indicated below are authorized for wear under the conditions prescribed:

a. AGGRESSOR PLATOON:

(1) The distinctive ribbon may be appropriately worn with Class A uniform. The fourragere may be worn on the left shoulder with the Class A and B uniform.

(2) The maroon beret may be worn with the Class D uniform only when attending Aggressor Platoon meetings.

b. ORDER OF COLOMBO MOUNTAINEERING PLATOON:

(1) The distinctive ribbon with snap-link device may be appropriately worn by qualified personnel with Class A uniform. The fourragere may be worn on the left shoulder with the Class A and B uniform.

(2) Uniforms other than Class A, as described in paragraph 17 of the Platoon by-laws, may be worn when participating in Platoon-sponsored activities.

c. **RIFLE TEAM:** Members of the Rifle Team may wear their distinctive patch centered on the left pocket of the BDU jacket.

d. **BLUE RIDGE RIFLES:** Members of the Blue Ridge Rifles may wear their distinctive ribbon and fourragere with the Class A and Drill uniforms. The distinctive patch may be worn centered on the left pocket of the BDU jacket.

e. **GOLDEN EAGLE BAND:** Members of the Golden Eagle Band may wear their distinctive ribbon and fourragere with the Class A and Drill uniforms. The distinctive patch may be worn centered on the left pocket of the BDU jacket.

f. **RANGER CHALLENGE:** The Ranger Challenge tab may be worn on the left shoulder 1/4" below the shoulder seam and above the leadership excellence patch if a team member has been to competition.

g. **COLOR GUARD:** Members of the Color Guard may wear their distinctive ribbon and fourragere with the Class A and Drill uniforms. The distinctive patch may be worn centered on the left pocket of the BDU jacket.

h. COMBATIVES: Members will wear their distinctive ribbon and fourragere with the Class A and Dress Blue Uniforms. The distinctive patch may be worn centered on the left pocket of the BDU jacket. **NOTE:** The above cited field type uniforms with distinctive articles will only be worn during activities sponsored by the respective organizations. During normal cadet functions/formations, the uniform of the day will be worn.

6.12 UNIFORM ISSUE:

a. INITIAL UNIVERSITY PURCHASE: New students will be issued a standard clothing bag of garrison cadet uniforms. Quantities are considered adequate to last at least two years, and with proper care, most items should last four years. The cadet is responsible for maintaining this issue and replacement of worn out, outgrown, lost, or damaged items will be at the cadet's expense.

A mandatory uniform fee of \$950 will be paid by each cadet prior to beginning Freshmen Orientation. Cadets who are enrolled for 45 days in the ROTC program will receive a check from the federal government to assist in purchasing additional uniforms. Cadets will receive an additional payment from the federal government during their sophomore year which also equals the uniform fee paid their freshmen year. Cadets who pursue a commission with the U.S. Army and sign a contract at the beginning of their third (junior) year will receive an additional payment to assist in purchasing additional uniforms.

b. INITIAL ARMY ISSUE: The Military Department supply room will issue certain items of field type uniforms. These items remain the property of the U. S. Army and must be turned in upon graduation or withdrawal. Items may be exchanged for proper fitting or to replace fair wear unserviceable items. The government must be reimbursed for shortages or items that become serviceable through other than normal wear. Failure to do so will be cause for placing an administrative hold on University records and/or a federal lien against the individual's SSN.

6.13 ITEMS TO BE PURCHASED BY THE STUDENT AND WHICH REMAIN HIS PROPERTY:

Various personal clothing, bedding, and utilitarian items are needed by all dormitory students. The University catalog and the New Freshman Orientation information letter mailed to each cadet accepted list the required and recommended personal clothing and equipment items that a cadet should bring. Uniforms purchased become the property of the cadet.

6.14 EQUIPMENT:

Military operations are highly dependent upon the availability and operational condition of required equipment. Cadets are required to safeguard and maintain individual and organizational equipment. Failure to do so will result in financial reimbursement and appropriate punishment. This equipment includes the following categories:

a. UNIVERSITY EQUIPMENT:

(1) **DORMITORIES:** Individuals will sign for rooms and contents. Condition will be noted when moving into and out of rooms and the University will be reimbursed for loss or damage. Designated unit commanders will sign for dayrooms and other common areas, ensure proper safeguarding and maintenance, and identify individuals causing damage.

NOTE: It is the responsibility of the student to be familiar with the University room reservation policy and cancel rooms in writing in advance of departure. See Student Handbook for deadlines and details of policy. Failure to follow established procedures will result in forfeiture of room deposit.

(2) **ATHLETIC EQUIPMENT:** Cadets wishing to use University athletic equipment will sign equipment in and out with the University equipment room and will be held accountable for loss or damage. Unit A & R personnel will work with the equipment room to coordinate equipment needs for the unit's intramural program.

b. U. S. ARMY EQUIPMENT:

(1) One of the cadet's most serious obligations is to safe guard and maintain his/her assigned weapon. The following rules will apply:

(a) Weapons will not be loaned or exchanged among cadets.

(b) Weapons will not be altered in any manner.

(c) Cadets will memorize the serial number and keep the weapon clean at all times.

(d) Cadets will draw and turn in their own weapon. It will be taken directly to and from the place of use and will be held at all times. When weapons cannot be held, they may be properly stacked and guarded.

(e) Malfunctioning weapons will be reported immediately to the Supply Sergeant.

(2) Other government equipment may be signed out of the supply room upon advance written request and approval. Turn in will be accomplished immediately upon completion of use or at the directed time. The Supply Sergeant is prohibited from accepting any soiled or altered clothing or equipment.

6.16 ATHLETIC UNIFORMS:

a. **VARSITY SPORTS:** Athletic uniforms for intercollegiate sports will be as determined by the Athletic Director.

b. **INTERCOLLEGIATE SPORTS PRACTICE:** Uniform while at practice sessions will be determined by the coach responsible for the practice session. While going to and from practice sessions, cadets will either be in the uniform of the day, the uniform specified for practice, or the NGCSU cadet PT uniform. Civilian attire will not be worn.

c. **INTRAMURAL ATHLETIC EVENTS:** The uniform for participants will be the appropriate athletic attire. Spectators will wear the Uniform of the Day, or civilian clothing if after 1700 hours. Commanders may specify a unit uniform for spectators consisting of the Class D uniform with a unit jersey substituted for the fatigue shirt. This is permitted only if all members of the unit have such a jersey and if jerseys are standardized in cut and color. If such a uniform is specified by the unit commander, all other prescribed items of the usual Class D uniform will be worn i.e., boots, cap, etc. Such uniform may only be worn while a spectator at an intramural event, not for practice sessions.

d. PHYSICAL TRAINING UNIFORM:

(1) The military uniform for unit physical training will be the Improved Physical Fitness Uniform (IPFU). The IPFU consists of one of the following:

- (a) Jacket, running, gray and black.
- (b) Pants, running, black.
- (c) Trunks, running, black, moisture-wicking.
- (d) T-shirt, gray, short sleeve, moisture-wicking.
- (e) T-shirt, gray, long sleeve, moisture-wicking.
- (f) Cap, knit, black.

(2) Combination of the above stated shirt and pants as indicated by the

commander depending on the activity and weather conditions. Commanders may authorize the wear of commercial running shoes, calf-length or ankle-length, plain white socks with no logos, gloves, reflective belts or vests, long underwear, and other items appropriate to the weather conditions and type of activity. If cadets wear long underwear or other similar items, they must conceal them.

(3) When participating in individual PT between 0615 and 1700 hours, only the IPFU and appropriate athletic shoes may be worn. Cadet sponsored organizational shirts may be worn when participating with that organization prior to 1700 hours. No civilian headgear is authorized for wear with the IPFU.

(4) The uniform for individual sports or PT after 1700 hours and during periods when civilian clothing is authorized is appropriate civilian athletic attire. Military uniforms and civilian attire will not be mixed.

e. Only a conservative swimsuit or the individual PT uniform items listed above will be authorized for wear while sunbathing. Cadets going to and from the pool/sundeck will wear the PT uniform or the Uniform of the Day during duty hours.

f. Cadets participating in NGCSU collegiate sports may wear the uniform as prescribed by their coach to the athletic event, ~~during the event, and to return to the location where they changed.~~

g. At no time will athletic or PT uniforms 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 Cadet Corps Regulations.

h. The new improved Army Physical fitness Uniform (IPFU) will be worn effective 1 September 2002 by all members of the Corps and by members of the Military Department.

6.17 SPECIAL DRILL UNITS:

The Blue Ridge Rifles, Color Guard, Combatives, Ranger Challenge and Golden Eagle Band may wear a modified Class D uniform consisting of fatigue trousers, fatigue cap, unit jersey, and tennis shoes only if attending a practice session. All outdoor practice sessions will be conducted in a full, standard uniform. The modified Class D uniform may be worn in the dining facility only if the practice session terminates within 30 minutes of the scheduled closing time of the dining facility.

6.18 OPEN WEEKENDS:

On Fridays of open weekends, cadets may change into civilian clothing immediately prior to departing campus. After changing into civilian attire, cadets must proceed directly to their automobile and depart campus and the local areas. Cadets may not check campus mail, sign out at the Assistant Commandant's Office, have any meetings or appointments, or conduct any other activity in civilian clothes en route to their automobile. First semester cadets will not wear civilian clothes unless extenuating circumstances arise.

6.19 T-SHIRTS:

a. BATTLE DRESS UNIFORM:

(1) When in the Class D Uniform (BDU) and not participating in special activities, the cadet will wear an Army brown T-shirt or a white T-shirt in accordance with the cadet's status. The color of the T-shirt worn will be an indicator of status within the Corps of Cadets. T-shirts will be worn as follows:

(a) An Army brown T-shirt will be worn by cadets who have earned that privilege at North Georgia College & State University. New military cadets may be authorized to wear the Army brown T-shirt after the privilege is earned.

(b) All new military cadets (FROGs) will wear a white T-Shirt until the privilege is earned to wear the Army brown T-shirt.

(2) When in The Class D Uniform (BDU) and participating in special unit or inter-unit activities such as athletic or military competitions or practices, as either a participant or spectator, a distinctive unit T-shirt may be worn. The T-shirt may be worn at the discretion of the unit commander.

(3) When in the Class D Uniform (BDU) and participating in military organization (Aggressor, Colombo, Pre-Camp, Special Cadre) functions, training, and activities, a distinctive organizational T-shirt or an Army brown T-shirt may be worn as authorized by the cadet in charge of the organization.

(4) When in the Class D Uniform (BDU) and when preparing for or participating in activities of a tactical nature (i.e., Pre-Camp), an Army brown T-shirt may be worn by cadets not normally authorized to do so, at the discretion of the cadet in charge of the activity.

(5) Special T-shirts (see para 2 and 3) may be worn to the dining facility if the competition, practice, function, or activity terminates within 30 minutes of the scheduled closing time of the dining facility.

b. PHYSICAL TRAINING UNIFORM:

(1) When in the Army physical training uniform, cadets may wear the Army gray T-shirt, a white T-shirt, distinctive unit T-shirts, or distinctive organizational T-shirts.

(2) When in the Army physical training uniform, cadets engaging in unit or other mass military organized physical training will wear the T-shirt prescribed by the commander to ensure uniformity.

(3) Distinctive unit physical training uniforms, which are authorized by the Assistant Commandant may be worn to unit activities and practices, as well as under all circumstances in which the Army physical training uniform may be worn.

c. SPECIAL ATHLETIC UNIFORMS:

(1) Special athletic uniforms may be worn to competitions or practices as directed by the person in charge of the team or organization.

(2) Special athletic uniforms may be authorized by the Assistant Commandant and worn to the dining facility if the competition or practice terminates within 30 minutes of the scheduled closing time of the dining facility.

6.20 TATTOOS and BODY PIERCING:

Tattoos or brands that are visible in Class A Uniform or Dress Blue Uniform are prohibited. Tattoos or brands that are extremist, indecent, sexist, or racist are prohibited, regardless of location on the body, as they are prejudicial to good order and discipline. When on campus or other places under military control, cadets may not attach, affix, or display objects, articles, 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. For female cadets, earrings may be screw-on, clip-on, or post-type in gold, silver, white pearl, or diamond. Earrings will not exceed 6 mm or 1/4 inch in diameter, and will fit snugly against the ear as a matched pair with only one earring per ear lobe.

Chapter 7

BARRACKS

7.01 AGENTS:

No cadet or commercial agent shall engage in buying or selling or act as an agent for furnishing any articles, services, or entertainment without the approval of the Assistant Commandant of Cadets and the Vice President for Student Affairs. Any commercial agent observed soliciting on campus will be immediately reported to the Assistant Commandant.

7.02 BAGGAGE:

a. **STORAGE:** A trunk room is provided in each barracks in which cadets will store trunks, suitcases, or other bulky luggage items. Loose articles are not authorized for storage in the trunk room. Weapons or flammable materials will not be stored in the trunk room. Baggage will be stored the day following a cadet's initial arrival on campus or before First Call the morning following his return from leave. Cadets may store items only while enrolled and participating as a cadet.

b. **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 printed or typed.

c. **ACCESS TO 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. Only the Cadet Company Commander or Cadet First Sergeant will have possession of the trunk room key. The responsible individual will safeguard the key at all times. Duplication of the trunk room key is not authorized.

d. **SUMMER STORAGE:** Cadets may not store baggage during the summer unless authorized by the Assistant Commandant.

e. **RESPONSIBILITY:** The University assumes no responsibility for losses due to fire or theft for any personal property placed in a trunk room.

f. **ABANDONED PROPERTY:** Abandoned property of cadets absent without authority, deceased, confined, or on extended leave will be inventoried within five duty days and turned in to Military Supply. The Commander will appoint an inventory officer in the grade of c/MSG or higher and a witness to

coordinate with the Military Department Supply Sergeant and conduct the inventory. Failure to dispose of absentee property in a timely and proper manner is a serious breach in accountability procedures, subjecting the responsible Commander to disciplinary and/or financial action.

7.03 BARRACKS AREAS:

The Cadet Company Commander or senior cadet 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. Barracks areas will meet minimum inspection standards of 750 points each weekday from Reveille until Retreat and will be in a neat and orderly state at all other times. If inspection standards are not met, units will be re-inspected.

7.04 BATHING:

Cadets may bathe any time between breakfast and Taps except during inspections and Quarters (cadets may bathe during break at Quarters). Cadets will be properly robed when going to and from the showers.

7.05 CLOTHING ARRANGEMENT: See Paragraph 7.19 l.

7.06 DAY ROOMS:

The day room is a part of the barracks area provided as a convenient place where cadets may relax and enjoy a snack and recreation; all regulations pertaining to good order and gentlemanly conduct will apply. The following rules will be observed in the day rooms:

a. The uniform for cadets in the day room or passing through the day room will conform to good taste. From 1200 hours Friday to 2000 hours Sunday, dress will consist of a minimum of outer shirt, trousers, and shoes.

b. Card games may be played only in the day room. Gambling is prohibited.

c. 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.

d. Footgear will not be placed on furnishings at any time.

e. Each Battalion Sergeant Major is responsible for the good order and discipline of the unit day room and will establish day room policy.

7.07 LIVE ANIMALS:

Live animals of any kind (including science projects) will not be kept in the dormitory.

7.08 SECURITY: North Georgia College and State University cannot insure personal property against theft and cannot recognize claims for thefts that occur in the barracks. 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. Keys will not be hidden in common areas. Any key found will be turned in to the Assistant Commandant's Office immediately. Commanders will periodically conduct a show down key inspection to ensure all residents have individual keys. 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, wallet, 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 barracks.

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 social security number. Commanders will record all high dollar items, by cadet, on a consolidated list. One copy will be forwarded to and graded by the Assistant Commandant Office at the beginning of each semester. Engraving pens will be made available through the Corps S2 to mark property.

f. Paragraph 7.21 and 7.22 of the Regulations for the Corps of Cadets govern who is authorized to be in the barracks and under what circumstances. Cadet leaders are expected to be familiar with this regulation and to actively (but tactfully) challenge any person who seems to be in the barracks without authority. Unresolved issues will be referred to the Tactical Officer or the Cadet Staff Duty Officer.

g. The Staff Duty Officer will ensure the barracks are locked at Taps.

Cadets arriving after Taps must utilize the Access Control number to gain access to the barracks. The barracks will be unlocked daily at 0530 and locked at 2400.

h. 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.

i. Any cadet that is found altering, tampering or damaging the Access Control System equipment will be severely punished.

7.09 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 iron, one razor, one submersible heating coil, one desk lamp, one personal computer.

(2) **Per room:** One radio, one stereo system, one electric coffee maker, one refrigerator (of the size rented by the SGA), one telephone, one fan, and one television not to exceed a 21" screen. Large screen TVs are prohibited.

7.10 EQUIPMENT:

All rooms are equipped with beds, mattresses, and chairs at the rate of one (1) for each occupant. Desk and chest of drawers are furnished at the rate of one (1) per each two (2) occupants. Mirror, waste basket, broom, and dust pan are furnished at the rate of one (1) for each room. Additional items will not be provided by cadets. All equipment issued to a room will be marked as directed by the Tactical Officer and kept in that room and not switched out.

7.11 FOOD IN THE BARRACKS:

a. Cadets will not cook or prepare food in the barracks. Small amounts may be purchased from the Canteen 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. Only one food container per cadet is authorized. It is imperative that Commanders maintain an area free of food residue and spills.

b. Food may be brought to the barracks from the dining facility.

c. Cadets must keep food properly stored so rodents will not infest the room. Insects such as roaches are also attracted to food.

7.12 CUSTODIAL SERVICE AND SUPPLIES:

a. A custodian is provided for each barracks. 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. 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 or for a detail may be obtained through the Unit Maintenance NCO. Cleaning supplies, mops, brushes, etc., will not be left in rooms after use, but will be returned to the proper storage area. Mops may not be stored inside buildings at any time. Only University-issue supplies or same brand supplies will be used.

7.13 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 only for the purpose of studying.

7.14 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.

7.15 RADIOS, TELEVISIONS AND STEREOS:

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 earphones 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.

7.16 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 IAW these regulations.

b. **LATRINES** - All water closets (commodes), lavatories (sinks), mirrors, and shaving ledges shall be cleaned daily. All trash will be placed into the proper receptacle. Any abandoned hygiene articles will be placed in the custody of the c/1SG and will be disposed of if not claimed within 48 hours. The custodial staff assigned to each area will maintain floors, showers, urinals, and walls

c. **LAUNDRY ROOM** - The laundry room should be policed each morning for trash and abandoned articles. Abandoned clothing should be bagged and retained by the Battalion S4 for five (5) days then turned in to the Assistant Commandant's Office with a complete inventory to be disposed of as abandoned property. The custodial staff will clean washers, dryers, and floors.

d. **POLICE CALL** - The lawns beneath barracks windows 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 direct the policing of cadet parking areas as **needed**.

e. **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.

f. **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.

7.17 NOTICE TO CADETS IN BARRACKS:

When a cadet is summoned officially and he is not in his room, an official notice of the call will be paper clipped to the room card. Upon return to his room, the cadet summoned will follow the instructions on the notice.

7.18 ROOM ORDERLY:

a. **RESPONSIBILITY:** The general police, order, and care of all common property in a cadet's room is the responsibility of the room orderly. 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.

b. **TOUR OF DUTY:** Unit Commanders will establish a system of rotation of room orderly duties which ensures an equitable distribution of those duties between the rooms' occupants.

7.19 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.

b. **UNIT ROOM TRANSFERS:** Cadets who desire to transfer from one room to another (within the same unit or to a different unit) will complete a Form 32 and receive approval of the Tactical Officer prior to moving.

c. **INITIAL INSPECTIONS:** After a brief inspection seminar, eight hours of cadre training will be dedicated to preparing accountability reports and barracks maintenance. All cadre will sign for assigned barracks, draw a pass key, maintenance files, and forms. Each Unit Commander will supervise the preparation of room condition reports, common area reports, and maintenance requests. These reports will serve as the basis of individual and command accountability. Commanders should pay particular attention to the following on room condition reports:

Tape residue/stickers/graffiti/stains/marks/scuffs.

Door stops.

Holes/broken blocks/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/dist pans.
Desk and dresser surfaces.
Ceiling (water damage).

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 these duties, he will make an appointment with his Unit Commander or 1SG for clearance of his assigned room. He will obtain in advance all required forms (Room Clearance Form, Exit Counseling Form, University Withdrawal Form or Commuter Clearance Form). At the time of final clearance, the individual cadet will be present. All personal clothing and equipment belonging to the cadet will have been removed from the room. The Unit will check the room Commander/1SG using the Room Condition Form for cleanliness and for any damages to University property, and the condition of the room will be noted on the Room Clearance Form. After receipt of the room key, Blue Book, and completed Room Clearance Form, the Tactical Officer will clear the cadet and sign the Withdrawal Form or Commuter Clearance Form. In the event a cadet cannot be present for final clearance due to medical reasons, final clearance of his room will be accomplished by the Cadet Commander and/or the Tactical Officer. The cadet last to leave the room will be responsible for all damage found in the room, unless the damage is already noted on the Room Condition Form and reported on the Room Clearance Form of the cadet that has already departed. The only exception will be if the cadet who has already left admits to the damages. The Cadet Commander, First Sergeant, or Staff XO assumes responsibility for any damages not noted on the Room Condition Statement or charged to room occupants. See para 7.19 **m (3)**.

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 one female freshman (after Frog Week only), one male freshman (after Frog Week only), one female upperclassman, and one male upperclassman in private rooms if they cannot be paired with another member of the unit or adjacent units.

(3) 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.

(c) The individual reports to the Business Office, pays the private room fee for one semester, and receives a receipt.

(d) The individual returns to the Tactical Officer to provide a copy of the receipt and signs for new key. The individual will then post the original (yellow copy) receipt in the room above to the light switch.

(4) Commanders and NCOIC's are financially liable to North Georgia College and State University for unauthorized private rooms in the amount of the private room fee per semester per unauthorized private room.

f. **ABSENCE CARDS:** Beginning with Quarters at 1900 hours, cadets will note their whereabouts on the absence card posted for that purpose on the outside of their rooms. A marking of an authorized 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 absence cards printed in **green ink**. Cadets not on Quarters will have absence cards printed in **black ink**. All cadets will have a 3 x 5 inch note card listing their semester class schedule taped under the absence card. Additionally, cadets on Quarters will sign out with the Unit CQ.

g. **ROOM ARRANGEMENT:**

(1) **ATHLETIC EQUIPMENT:** All athletic equipment must be neatly arranged on the floor, top shelf of the closet, or between the bed and window.

(2) **BEDS:** Beds will remain as placed by the University and will not be rearranged. Each bed will display name cards as directed. Beds will be made to ensure head to foot sleeping.

(3) **BED MAKING AND BEDDING:** Beds will be made before departing rooms for the first academic class or similar required activity. On weekends and other days when no activities are required, beds will be made before departing rooms for an extended period.

(a) **HOW MADE:** Each bed will be made with mattress, sheets, pillow with case, and two (2) blankets. The pillow will be capped with the second

blanket. The folded edge of the second blanket will be approx. twenty-one (21) inches from head of bed.

(b) **FRIDAYS:** The bed will be made.

(c) **ANNOUNCED FORMAL INSPECTIONS:** The bed will be made with clean bed linens. The pillow will not be capped. The top sheet and blanket will have a six (6) inch cuff fold with the tip edge of the fold twenty-one (21) inches from the head of the bed. The blanket normally used for capping will be folded and placed on the foot of the bed.

(d) **SLEEPING BAGS:** Use of sleeping bags is optional. If used, sleeping bags will be rolled up, tied off, and neatly stored on the foot of the bed.

(e) **EXTRA BLANKET:** Use of an extra blanket or comforter is optional. If used, the extra blanket or comforter will be stored neatly on the foot of the bed.

(4) **BOOKS:** All books and papers will be neatly arranged in desk shelves. The bound edges of books and the folded edges of papers and magazines will be facing outward. Size permitting, all books and papers will be upright and flush with the outer edge of the shelf in order of height from left to right. Books and papers too tall to stand upright will be placed on the shelf, largest to smallest, from bottom to top. Excess books or papers may be stored on top shelf of the closet.

(5) **BOXES:**

(a) **SHOE SHINE BOX:** On floor of closet as directed. All shoes and brass shining equipment will be placed therein and contents neatly arranged at all times.

(b) **STATIONERY BOXES:** Two (2) stationery boxes may be kept in the room of each cadet, neatly arranged in the desk drawer. They will be open for scheduled inspections.

(c) **STORAGE BOXES:** See para 7.19 1 (1) (b).

(d) **BRASS BOX:** Top drawer of chest. Open for scheduled inspections.

(e) **ALL BOXES:** Will be painted black. Painting will not be done in the building, on the walks or walls, but in an area designated by the Cadet Sergeant Major.

(6) **BICYCLES IN THE BARRACKS:** The only authorized storage area for bikes is secured by lock in one of the outside bicycle racks. University staff will remove bikes stored in other areas. Bikes will not be brought into the barracks. Bicycles will be registered with the Tactical Officer.

(7) **BROOM:** Bristles down, behind wastebasket.

(8) **BULLETIN BOARDS:** Bulletin boards/chalk boards are authorized for personnel in command pay positions. The purpose of this authorization is to facilitate execution of their duties. Use of the boards will be for official purposes only. Items affixed to boards must be neatly arranged and maintained. Upperclassmen are authorized an unofficial bulletin board in each room not to exceed 3' x 5'. Tape is the only authorized method of attaching bulletin boards. All residue must be removed at clearance. Unofficial bulletin boards will also be neatly arranged and maintained.

(9) **CALENDARS:** One 9" x 12" calendar per cadet may be displayed on the wall adjacent to the desk. Method of affixing to wall will be as specified in para 7.19 k.

(10) **CARPET:** Sergeant First Class & above are authorized one piece of tight weave carpet, 7' x 7' or less. It must be kept clean.

(11) **CHAIRS:** Chairs not in use will be facing against the desk and pushed underneath. 1SG & above are authorized one civilian chair.

(12) **CHEST OF DRAWERS:** Chest will remain as placed by the University and will not be rearranged. Female cadets will modify Diagram 7-1 and 7-2 as directed by the Unit Commander.

(13) **CLOCK:** A clock may be kept either on the top of the chest or on the top of the desk. Commanders will not allow the continuous sounding of alarms on the hall.

(14) **UNIVERSITY CATALOG AND CORPS OF CADETS REGULATIONS:** In desk drawer.

(15) **COMPUTERS:** Personal computers may be kept in rooms. Additional furnishings are authorized at the discretion of the Unit Commander for the limited purpose of supporting computers and accessories. Authorized items must improve the utility of the room and not detract from it.

(16) **FILE CABINETS:** One small individual file cabinet is authorized

per cadet.

(17) **HEAD GEAR:** The following order of alignment will be used for head gear to be stored in a single line on the bottom shelf of the closet.(a)First item next to the center partition will be the garrison cap(s) standing.

(b) Working outward, second item will be fatigue cap(s) side-by-side (not more than three).

(c) Third item will be the service cap (green, blue, or both if applicable).

(d) Fourth item will be the white helmet liner if applicable.

(e) Last item will be civilian hats (no more than the remaining space provides).

(18) **DESKS:** Desks will remain as placed by the University and will not be rearranged.

(19) **DRAWING BOARD:** In closet as directed.

(20) **DUST PAN:** In corner of room behind waste basket.

(21) **HAND BAG:** On shelf of closet as directed.

(22) **LAMP:** One (1) lamp per cadet, of approved design, placed on desk near the wall.

(23) **LAUNDRY BAGS:** Hanging at end of bunk or as directed by unit SOP and used for soiled clothing only. Cadets will launder clothes as necessary not to retain more than thirty soiled items at any time. Facilities are provided in the barracks. Unit Commanders will direct policy on the drying of PT gear.

(24) **MIRROR:** Mirror will remain as placed by the University and will not be rearranged.

(25) **MUSICAL INSTRUMENTS:** On floor in rear of closet or as directed.

(26) **NAME CARDS:** On outside of room; on bed and closet as directed.

- (27) **PICTURES:** Each occupant is allowed to place pictures, trophies, and/or other personal mementos on the dresser. These objects must be labeled with the owner's name and must be kept neat, clean, and orderly. They will not obstruct use of the mirror. Pictures, paintings, or other articles must be proper. Those of a questionable or distasteful nature will not be allowed. Salacious or provocative pictures are not allowed. Fraternity letters and pictures are not authorized for display.
- (28) **RADIO:** Located on the desk near the wall. If over 12" x 12" desk space is required for radio, it must be placed on a special rack.
- (29) **SABERS AND SABER HARNESS:** Hanging from the hook inside closet or as directed by the chain of command.
- (30) **SHELVES:** Clothing and equipment arranged thereon as directed.
- (31) **SHOES:** Arranged with toes aligned with edge of bed, from the end of the bed toward the center, beginning under the occupant's head in the following order: boots, low quarters, civilian shoes, athletic shoes, and house shoes. Shoes will be clean, polished, laced to the top, tied, and free of dust.
- (32) **SHOE TREES:** Leather shoes may be displayed with shoetrees.
- (33) **STEREOS:** Stereo systems, to include speakers, must be placed on the desk. Maximum space occupied is the width of the desk, 18 inches in depth, and 24 inches in height.
- (34) **TA-50:** Will be clean and placed at the end of the bunk or in the closet as directed by the Unit Commander.
- (35) **TELEVISION AND VCR:** All individuals are authorized one TV and VCR per room. Cadets on Quarters will not be allowed to watch television during Quarters. Cable service is provided to individual rooms.
- (36) **TOILET ARTICLES:** All toilet articles and kits will be neatly arranged in the top drawer of the chest as prescribed by the Cadet Company Commander (see Diagrams 7-2 and 7-3).
- (37) **TOWEL:** One (1) white towel per cadet folded once lengthwise and hung at head of bed with folded edge toward center of room. One (1) wash cloth folded and hung in a like manner, on top of towel. Where no bar is on the bed, the towel will be hung as directed. Unit Commanders will set policy on "inspection" towels.

(38) **WASTE BASKET:** Inside corner of room near desk or as directed, and empty for all scheduled inspections.

(39) **ADDITIONAL FURNISHINGS:** the Unit Commander as an upperclassman privilege may authorize Additional small items. Items may include a small nightstand, shelf, stacked baskets, and/or small plants. Authorized items and upperclassman privileges will not detract from the utility or military appearance of the room. These items are authorized as privilege to enhance the comfort and function of the room. Commanders will not allow rooms to become cluttered.

h. **CLEANLINESS OF ROOMS:** Floors will be kept clean, buffed, and free from dust and stains. Paste wax will not be used on tile floors. All furniture, ledges, shelves, windows, radiators, etc., will be kept clean and free of dust.

i. **WINDOWS:**

(1) Cadets will not sit in windows or sit or stand near windows unless dressed properly. When undressed or undressing, cadets will draw shades.

(2) Cadets will not leave or enter barracks through windows. If this occurs, violators will be prosecuted.

(3) Cadets will not communicate through windows.

(4) Cadets will not shout from windows or make remarks at any time to an individual or group.

(5) Throwing of articles from windows is prohibited.

j. **DOORS:**

(1) All outside doors, inside fire doors, and latrine doors will remain closed at all times except when used. Room doors will be closed when room is unoccupied.

(2) Throwing articles from doors is prohibited.

(3) Brass door locks will not be shined.

(4) Paraphernalia is not authorized to be displayed on doors. Doors will not be forcibly opened, scratched, dented, or pitted in any form.

k. **WALLS AND OTHER SURFACES:** Items will not be taped or tacked to

any finished, painted, or glass surface. At no time will any articles be appended to the heating/air-conditioning unit. Block surfaces or bulletin board surfaces are the only authorized type of surfaces for displaying items. Cadets will not mark any surface except as specifically allowed in this regulation (including dry erase markers).

(1) Commanders are authorized to allow (by unit SOP) up to two plastic hooks and two recognized military organizational stickers (i.e. Colombo, Aggressors, BRR, RC) per individual cadet (as issued by organization commanders). These items are in addition to those listed at (2) below. These items will be completely removed, including all residue, when clearing or cadets signed for the room will be charged a cleaning fee.

(2) Personnel are authorized to append articles to one wall as indicated below (SEE CORPS OF CADETS, CADET CLASSIFICATION). Such articles will not be appended to the wall with windows or the wall alongside the beds.

(a) Freshmen - none.

(b) Sophomores - one article each.

(c) Juniors - two articles each.

(d) Seniors - three articles of the nature authorized for juniors.

(3) 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.

(4) 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.

1. **CLOTHING ARRANGEMENT:** 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. Cadets are provided funds for the purchase and maintenance of certain uniforms, accessories, and equipment. Cadets are required to purchase and maintain

items of the quantity and quality directed by the Assistant Commandant. The chain-of-command will routinely inspect for proper quantity and quality of items.

(1) **CLOSETS:**

(a) Clothing on closet poles will be arranged as indicated in Diagram 7-1, with the hooks of the hangers facing the wall and the buttons facing the center closet partition. All buttons on jackets, coats, and shirts will be buttoned. Trousers will be hung on the same hanger as shirt or jacket. Cadets will not retain an unreasonable amount of any of the items of clothing allowed in the closet. Should the accumulation of any type of clothing not representative of clothing used daily (BDU's, civilian clothes, gym clothing, etc.) render the closet crowded and unmilitary in appearance, the excess clothing will be removed to the appropriate storage area. National Guard/Reserve uniforms will be arranged behind the similar type NGCSU uniform. All uniforms must have all prescribed patches.

(b) Clothing on closet shelves will be arranged as directed. Each cadet will be allowed two storage boxes. Storage boxes will be allowed on the top shelf only and will present a neat military appearance. Food is **not** to be stored in these boxes unless it is **sealed in an airtight plastic box**. The storage boxes will be subject to regularly scheduled inspections, including area inspections.

(c) Floor space in the closet will be used for storage of National Guard and Reserve military issue items in duffle bags and for other miscellaneous items used by the cadet throughout the week. This includes such items as athletic equipment for the intramural sports in season and items used in physical education classes in which the cadet is enrolled. Personal items not in use throughout the week will not be stored on floor space.

(2) **CHEST OF DRAWERS:** Clothing and equipment will be arranged as indicated in Diagrams 7-2 (First Class Cadets) and 7-3 (Second, Third and Fourth Class Cadets). Cadets are required to maintain the general purpose of each drawer as shown in Diagram 7-2 and 7-3 but are not limited to the specific items or amounts shown. All clothes must be folded and arranged in an orderly manner in dresser drawers instead of just thrown in a haphazard manner. All items in drawer's number 1, 2, 3, and 4 will be placed on a clean white towel. Drawer 5 may be arranged and filled in any manner as long as a neat and ordered appearance is presented. All drawers are subject to inspection at any time. Towels will

be placed in the bottom of drawers 1, 2, 3, and 4, affixed to cardboard cut to the dimensions of the drawer.

(3) **FOOTLOCKERS:** One footlocker of standard size (appx 32" long x 17" wide x 16" high) per person is authorized as a means of providing security for personal items of clothing and equipment. Arrangement of contents is not specified; however, items will be maintained in a neat and orderly manner. Footlockers and all contents are subject to inspection at any time upon the request of a University official.

m. **ROOM ARRANGEMENT DURING BREAKS:**

(1) Cadets are not authorized to remain in barracks during vacation periods or between semesters. Specific periods of closure will be published at appropriate times.

(2) Rooms will be prepared as follows:

- (a) Bed broken down per SOP.
- (b) Chairs placed on the desk resting upside down on the chair seat.
- (c) Trash cans empty and clean.
- (d) Window blinds at half mast (center of the window).

- (e) Electrical appliances unplugged and cords wrapped around the appliance with plug visible (includes refrigerators).
- (f) All opened food items removed from room. Refrigerators empty of all food.
- (g) Dresser and desk drawers closed.
- (h) Floor damp mopped; shelves and table free of dust.
- (i) Lights turned off; heater/AC turned on low setting.
- (j) Windows and doors locked.
- (k) Halls and stairwells free of loose garbage.
- (l) Faucets and showers turned off.
- (m) Lights in halls and latrines turned off.
- (n) 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. Commanders will not depart until their entire area is secured and the Tactical Officer or Assistant Commandant releases them.

7.20 UNAUTHORIZED ARTICLES:

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

7.21 VISITING CADETS:

a. **VISITING DEFINED:** A cadet is visiting when, after going to a 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 other than during Quarters, except as prohibited in c below.

(2) During Quarters for the purpose of group study or in the performance of official duties.

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) During Quarters except as indicated in b (2) above.

(3) 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 of the opposite sex pursuant to military duties.

(2) Cadets may utilize the lobby areas of Corps dormitories for official business, leisure, and for study.

(3) Cadets may visit the room of a cadet of the opposite sex by invitation to study or visit. At no time will a cadet be in the room of a cadet of the opposite sex with the door closed; **the door will be completely open.**

(4) Cadets will always be in uniform (PT uniform is acceptable) when

visiting cadets of the opposite sex.

(5) Cadets who develop interpersonal relationships with cadets of the opposite sex within the same unit will be referred to the Assistant Commandant. In most instances, at least one of the parties will be transferred out of the unit.

7.22 OTHER VISITORS IN BARRACKS:

a. **OTHER VISITOR DEFINED:** An “other visitor” to the cadet barracks is defined as any person not officially enrolled as a cadet at North Georgia College and State University.

b. **OTHER VISITORS:**

(1) No visitors, to include alumni and prior students, may enter barracks unless escorted by a University official or a cadet. University employees on official business are not considered visitors.

(2) Except for authorized, registered overnight guests, visitors are **not** permitted between Taps and Reveille.

(3) During Quarters, visitors are permitted as invited guests in barracks day rooms. Relatives are permitted in individual rooms. Same sex prospective students are also allowed into individual rooms. Guests in the unit area must be approved by the Company Commander and signed in with the Staff Duty Officer.

(4) Former students who were expelled or suspended from the University for disciplinary reasons are not authorized to visit in barracks at any time.

(5) It is the responsibility of the Company Commander to check overnight visitors for paid receipts issued by the Assistant Commandant’s Office.

(6) Visitors of the opposite sex who are relatives of a cadet, or who accompany relatives, may visit in the room and must be escorted. On special occasions exceptions may be announced to permit visiting in individual rooms.

(8) Female students at North Georgia College and State University and other young ladies who are neither relatives nor in the company of relatives, may not visit the barracks unless authorized by special announcement. Exceptions to this regulation, including pep rallies and bake sales, 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 events.

(9) The Cadet Brigade Commander may apply to the Assistant Commandant for periods and conditions of open house hours (when non-cadet guests of the opposite sex may visit a cadet's room). All guests must be registered and escorted by their sponsor. The cadet's door must be open at least six inches during visitation.

c. **BILLETING OF VISITORS:** Cadets who desire visitors to be billeted overnight in the barracks will make all arrangements with the Assistant Commandant. Registration of all overnight visitors is required, and fee must be paid in advance (fees subject to change as required). Overnight visitors are normally limited to prospective students (through Student Recruiting), relatives, and personal friends of cadets. Non-military students will not remain overnight unless registered as guests or unless in case of inclement weather and will not be registered as guests on a recurring basis. Overnight registration is a privilege, and the Assistant Commandant reserves the right to deny access at any time due to abuse of privilege, disorderly conduct, or any reason that the overnight registration would be contrary to good order and discipline of the Corps.

7.23 BARRACKS INSPECTION, SEARCH, AND SEIZURE:

Although students 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. North Georgia College and State University 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 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 in the Office of Student Affairs.

(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) Except in cases involving drugs, evidence seized during a search will normally not be used in a court of law unless a search warrant had been issued authorizing the search. However, such evidence can 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.

7.24 MAINTENANCE REQUESTS AND DAMAGE REPORTS:

a. Effective accountability and maintenance of assigned billets is essential to a successful command.

b. First line supervisors are responsible for identifying and reporting maintenance deficiencies and damage in their assigned areas.

c. The Unit Commander will appoint a Unit Maintenance NCO to post maintenance activity to room condition cards.

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.

7.25 TOBACCO: Tobacco (including smokeless tobacco) will not be utilized by cadets anywhere on campus, to include in or outside the barracks.

7.26 LATRINE POLICY:

- a. The Cadet Command Sergeant Major is responsible for latrine policy.
- b. One latrine in each barracks will be designated for female cadet usage
- c. Policies will be posted on a poster board sign adjacent to the respective latrine. No males shall enter the latrine during female hours for any reason, and vice versa. This policy shall be altered only by the Tactical Officer in cases where no female is living on the hall.

Chapter 8

HONOR

8.01 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.

“Men may be inexact or even untruthful in ordinary matters and suffer as a consequence only the disesteem of their associates or the inconvenience of unfavorable litigation, but the inexact or untruthful soldier trifles with the lives of his fellow men and with the honor of his government...”Secretary of War Newton D. Baker

8.02 HONOR DEFINED:

Webster defines honor as “Esteem due or paid to worth; manifestation of respect; hence, fame, credit, good name.”

8.03 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 North Georgia College and State University is based on the principles that a cadet will not lie, cheat, steal, evade the truth, conspire to deceive, nor will he/she 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 of another person, 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.

8.04 JURISDICTION AND VIOLATIONS OF THE HONOR CODE:

The Honor Code applies to all cadets from the day they enroll in North Georgia College & State University until the day they graduate. Those who find that they cannot abide by the principles of the Honor Code may be dismissed from the University or less severely punished as provided in the Regulations for the Corps of Cadets.

8.05 PURPOSE AND COMPOSITION OF THE HONOR COUNCIL:

Each year the members of the Corps elect cadets from their ranks to administer, enforce, and perpetuate the Honor Code. These elected cadets will form the Corps Honor Council, from which members will be chosen to form an Honor Board. Each company will elect four cadets, based on MS level and rank; one MS I cadet (c/PVT-c/PFC), one MS II (c/CPL-c/SSG), one MS III (c/SFC-c/1SG), and one MS IV (c/2LT-c/CPT).

Cadets will vote for a representative in their respective MS level and company. Nominees must win the run-off vote by fifty percent plus one between the highest two nominees in each group. Names of representatives will then be submitted to the Honor Council Chairman.

The Commandant of Cadets will select a cadet officer to be the Honor Council Chairman. In the capacity as Council Chairman, the Chairman will discharge his/her duties and responsibilities. The Honor Council will be advised by an active duty Army officer appointed by the Commandant of Cadets with input from the Professor of Military Science. In the capacity as council advisor, he aids the Corps Honor Council in the discharge of its duties and responsibilities.

8.06 INVESTIGATION AND REPORTING OF ALLEGED HONOR VIOLATIONS:

Violations of the Honor Code should be reported immediately to the company/unit commander. In cases where it is not reported first to the commander, he/she will be notified as soon as possible. After the commander has done a preliminary investigation and determines that evidence may exist, he will then notify the Honor Council Chairman. The Honor Council Chairman will immediately notify the Commandant of Cadets and select three members of the Honor Council to conduct a formal investigation. No member of this committee shall be from the same unit as the accused. The purpose of the investigation is to gather facts, not hearsay. When in the official investigation, the accused is expected to answer questions in a forthright and honest manner. This investigation is conducted in strict confidence so that unfounded incriminations may not hurt innocent persons.

Upon completion of the investigation, all evidence is turned over to the Chairman of the Corps Honor Council and a written report is prepared. The Corps Honor Council Chairman will determine from the report if there are sufficient grounds for conducting a formal hearing. The investigation and report shall be completed no later than 72 hours after the reporting of an alleged violation (additional time may be granted by the council advisor when unusual circumstances dictate).

8.07 COMPOSITION OF AN HONOR BOARD:

If it is determined an honor violation has occurred, the Chairman of the Honor Council, will designate five council members to serve as an Honor Board to hear the evidence. The five Honor Board members will vary, based on the rank of the accused. No member of the Honor Board will be of lower rank than the accused. If the accused is a non-commissioned officer (c/CPL-c/MSG), the board will consist of two cadet officers (c2LT-cCPT), and three cadet non-commissioned

officers holding equal or higher rank than the accused. If the accused is of officer rank (c/2LT-c/CPT), then the board will consist of five cadet officers holding equal or higher rank. If the accused holds the rank of c/SGM or c/MAJ-c/COL, then the Commandant of Cadets will determine the Honor Board's composition. None of the cadets on the Honor Board may be members of the same company as the accused. The selection of members of the Honor Board will be completely random; names of all cadets elected to the Corps Honor Council will be placed in a box and names blindly drawn by the Chairman of the Honor Council until all spaces are filled. The Chairman will serve as moderator and participate in the hearing as a non-voting member of the Board. As in the investigative phase, the Honor Board hearings are completely confidential. The members of the Honor Board, the witnesses, and the accused are all personally notified when and where to report. The Honor Council Chairman will invite the Chairman of the Discipline Committee to sit as an observer at the hearing.

The purpose of a Corps Honor Board is to determine beyond a reasonable doubt if a cadet so accused is innocent or guilty of violating the Honor Code. The responsibility of making that decision rests upon the members of the Corps Honor Board.

In the conduct of the Honor Council hearings, an accused cadet is informed of the charges against him, and he is then asked how he pleads. If a not guilty plea is entered, the defendant is questioned, witnesses are questioned individually, and all evidence in the case is carefully reviewed. The accused cadet will be present during the entire hearing of witnesses.

The accused cadet is allowed to have an advisor of his own choice, selected from the Corps.

When the Chairman of the Honor Council feels that all necessary testimony and evidence have been heard, he conducts 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 guilty, a majority of the members of the Honor Board must vote guilty based on the weight of the evidence.

If an accused cadet is found innocent by the Corps Honor Council all charges and proceedings are dropped. If a cadet is found guilty of violating the Honor Code, a report of the hearing along with the recommendation is immediately referred to the Assistant Commandant of Cadets for review, after which the case will be referred to the Commandant of Cadets and Vice President for Student Affairs for disposition. This process will take no more than 48 hours following the investigative phase.

It is imperative that factual evidence be the determining factor between guilty or

innocent. The investigative sub-committee will not rely on rumors involving the accused.

8.08 HEARING PREPARATION:

After the composition of the Honor Board is determined, the Chairman will deliver a copy of the following documents to each board member and to the accused:

1. Notice of Charges
2. Notice of Hearing
3. Appropriate attachments (i.e., written statements or incident report)

These documents are to be kept completely confidential and destroyed immediately after the hearing is complete. It is the responsibility of the Chairman to discuss the documents with the accused. The accused must understand the format of the hearing and his/her rights during the hearing. The hearing will be held 48 hours after distribution; however, the accused has the right to request an earlier hearing. The Chairman will personally notify all persons involved in the hearing as to the date, time and location.

On the day of the hearing, the Brigade Sergeants Major will prepare the room for the Honor 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 and his/her advisor.
3. Table for the recorder.
4. Chair for a testifying witness.
5. Chair for the Commandant of Cadets.
6. Chairs outside of the room for witnesses waiting to testify.

When in the course of an official investigation at North Georgia College & State University, 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.

No person living under the Honor Code at North Georgia College & State University may compel any other person living under the Code to incriminate himself or to answer any question which may tend to incriminate him. No person suspected of an offense may be required to make a statement concerning the alleged violation without first informing him of the nature of the accusation and being advised that he does not have to make any statement regarding the offense of which he is accused or suspected; that if he does make a statement it may be used against him; and that his silence will in no way be held against him. If an

individual does wish to testify or make a statement at a hearing, he then subjects himself to cross-examination.

8.09 HONOR BOARD HEARING:

The purpose of the Honor Board hearing is determine beyond a reasonable doubt if a cadet so accused is innocent or guilty of violating the Honor Code. The responsibility on making that decision rests with the members of the Honor Board.

The Chairman, being a non-voting member of the Honor Board, will serve as moderator/director of the hearing. As in the investigative phase, the Honor Board hearings are completely confidential. When the Honor Board meets, they must decide two things. First is the issue of innocence or guilt. If the weight of the evidence is not sufficient to establish guilt, then the accused must be considered innocent. It takes a majority vote of the Honor Board to reach a finding of guilty. If the finding is innocent, then the matter is referred at once to the Commandant of Cadets for review and action. If the finding is guilty, the Board must then make a recommendation of punishment to the Commandant of Cadets.

8.10 PROCESS OF THE BOARD:

The Chairman reads his opening brief, during which the accused is sworn in, the charges are read, and a plea is entered. If a not guilty plea is entered, the Board will present its case. Witnesses may be called in for questioning, questioned first by the Honor Board members, and then cross-examined by the accused. Members of the Investigative Sub-committee are considered witnesses and may be called individually for questioning. Once the Chairman has finished calling witnesses, individual Board members are given the opportunity to question the accused. After the Board is finished presenting its case, the accused may present his/her case by providing information, evidence, or by calling witnesses. Physical evidence may be submitted and examined by both sides. All evidence in the case is to be carefully reviewed. The accused is permitted a closing statement. If a guilty plea is entered, then the accused will be given the chance to present any statements of information to the Board as well as call any character witnesses. The Honor Board may then question the accused. The accused is permitted a closing statement.

A recorder (appointed by the Chairman), will be present to write down the minutes as well as operate the audio tape recorder. The Chairman must ensure the accused gives permission to have the proceedings taped. He/she will control

the door when a witness is called or steps down. The recorder will not be present for deliberations by the Honor Board.

When the Chairman determines all necessary testimony and evidence has been heard, he conducts a closed discussion with the Honor Board members. At the completion of the discussion, a written, secret ballot is taken. If the weight of the evidence is not sufficient to establish guilt, then the accused must be considered innocent. If the accused is found innocent, all charges are dropped.

If the accused is found guilty, the Board must decide if this is an isolated act of poor judgment in someone who is otherwise of strong character or whether the incident, in itself or in context with other matters, suggests a weakness of character. If the first case holds true, then a recommendation of Corps punishment is appropriate (i.e., room arrest, extra duty). If the finding is of the second case, then a recommendation for referral to the University Discipline Committee is appropriate. Any member of the Board, except the Chairman, may make a motion for a specific punishment. After a motion is made, the Chairman will ask for a second to the motion. Upon a second, the Chairman will ask for any further discussion. When the Chairman feels all necessary discussion has been heard, an open vote on the motion will take place. A majority vote is needed to establish the motion as the Honor Board's recommendation for punishment.

Once a verdict and punishment, if applicable, have been determined, the accused, his/her advisor, and the recorder will be called back into the room. The Chairman will read the Board's findings aloud. If the accused is guilty, the Chairman will inform him/her they have 48 hours to appeal their case to the Commandant of Cadets. The Chairman will immediately upon completion of the hearing, forward a report of the hearing containing the minutes and recommendations to Commandant. He will then destroy all documents that pertain to the hearing. After the findings are forwarded, the Commandant and the Assistant Commandant meet to review the case and decide final disposition.

Chapter 9

CONDUCT

9.01 GENERAL:

- a. Respect for legally constituted authority and appreciation for individual and group discipline required for successful team effort are important objectives of the training of the Corps of Cadets. Any organized group requires a set of rules to govern the conduct of its members and a system of sanctions to enforce the rules. Systems of rules and sanctions are encouraged in military organizations. The development of self-discipline,

understanding of the purpose of group discipline, and appreciation of senior-subordinate relationships are important assets for an individual in an organized society.

b. The Corps of Cadets is a military organization, and a high standard of military discipline is expected. Military discipline may be described as the individual and group attitude that ensures prompt, willing, and intelligent response to instructions and initiation of appropriate action and conduct in the absence of instructions. It is a state of mind achieved by adhering to a social code of conduct established by appropriate regulations which are fairly and uniformly administered.

c. The Corps of Cadets is governed by “cadet regulations” and the rules and policies established by the University. Discipline shall be administered through the Cadet Corps Chain of Command, the Commandant of Cadets, the Vice President for Student Affairs, and the President of the University. Violations of these regulations shall be recorded officially as delinquencies in the conduct records maintained on each cadet by the Assistant Commandant. Violations of cadet regulations and/or University rules which are of paramount concern to the University may be referred to the Vice President for Student Affairs for action.

d. Corps of Cadets companies provide a setting of organization and discipline that fosters individual skills. Sub-relationships between two individuals cause the erosion and destruction of the greater social purpose of the larger organization. We recognize the right and value of such relationships; however, their proper place is outside the Corps of Cadets. (See paragraph 5.14 - 5.16 on fraternization.) The Corps of Cadets model at North Georgia College and State University is not an end to a social organization, but rather a means to the development of a capable individual.

e. In compliance with the FERPA Act of 1974, the Commandant reserves the right to contact the parents of all cadets who commit drug/alcohol offenses.

f. In compliance with Article XXI, Student Code of Conduct, cadets who violate state or local laws off campus may be referred to the University Disciplinary Board. Further, administrative punishment (demerits/tours/restriction) may be adjudged for off campus violations of improper cadet behavior, including LORAILP, CUAC, CTTPOGOAD, DC, V, OC, FWSOU, and others.

9.02 DELINQUENCIES:

a. **DEFINITION:** Delinquencies are all violations of, or failure to observe, the cadet regulations or other rules of the University.

b. **CLASSES OF DELINQUENCIES:** Delinquencies fall into three classes (I thru III) according to the general nature of the infraction.

(1) **CLASS I** Delinquencies: Violations of an extremely serious nature,

which are cause to examine carefully the advisability of continuing an individual as a member of the Corps of Cadets. Class I delinquencies will be administered through the Commandant of Cadets and may be referred to the Vice President for Student Affairs upon a finding that continuing the delinquent cadet in good standing will be detrimental to the mission, discipline, or welfare of the Corps of Cadets and that the sanction of dismissal, suspension, or probation is warranted.

(2) **CLASS II** Delinquencies: Deliberate or negligent acts which are in direct violation of established regulations or which adversely affect the rights, privileges, or welfare of others and are contrary to acceptable standards of personal conduct or military discipline.

(3) **CLASS III** Delinquencies: Activities, failings, or shortcomings which are contrary to the high standards of individual or group performance expected of members of the Corps of Cadets.

c. **SEXUAL MISCONDUCT:** The Corps of Cadets at North Georgia College and State University considers anything sexually oriented as unacceptable in the conduct of duties. Sexual overtures violate acceptable standards of integrity and impartiality required of all cadets and interfere with mission accomplishment and unit cohesion. Cadet leaders at all levels are responsible for taking both preventive and appropriate corrective action to combat this unacceptable form of behavior. Definitions of violations:

(1) **ABUSE OF AUTHORITY FOR SEXUAL PURPOSES:** Any cadet who, through behavior of a sexual nature, attempts to control, influence, or affect the performance, job, or life of another cadet.

(2) **PHYSICAL CONTACT OF A SEXUAL NATURE:** Any cadet who makes physical contact of a sexual nature with another cadet. This includes unwarranted touching of any kind.

(3) **SEXUAL ASSAULT:** Any cadet who makes abusive physical contact of a sexual nature with another cadet. This includes unwarranted contact of a sexual nature, attempted forced sexual contact, or violent behavior of a sexual nature toward another cadet.

(4) **SEXUAL GESTURES:** Any cadet who makes deliberate gestures of a sexual nature that are offensive.

(5) **SEXUAL HARRASSMENT:** Sexual harassment is an unwelcome form of sex discrimination. It can occur at almost any place. Many acts and neglects that constitute sexual harassment are prohibited and punishable under military and civil laws as criminal acts of a sexual nature, and

should be treated as such. **Sexual harassment includes all of the violations defined in this section.**

(6) **SEXUAL INNUENDO:** Any cadet who makes deliberate verbal comments of a sexual nature that are offensive.

d. **SPECIFIC DELINQUENCIES:** A list of specific infractions, grouped according to class, is provided for reference in paragraph 9.12. An alphabetical listing of delinquencies is provided at Appendix I.

9.03 DELINQUENCY PENALTIES:

Penalties awarded 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.

9.04 DEMERITS:

a. **HOW AWARDED:** Except for Class I delinquencies, all unsatisfactorily explained delinquency reports against a cadet shall be cause for the award of one or more demerits. The number of demerits awarded shall be determined by the severity of the offense. Examples are provided in paragraph 9.12.

b. **HOW RECORDED:** Demerits shall be recorded on the official conduct record maintained on 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: First class - 20; Second Class - 15; Third Class - 12; Fourth Class - 12.

d. **EFFECT OF EXCESSIVE DEMERITS:**

(1) Demerits accumulated in excess of the number allowed per

computation period will result in award of punishment tours (see paragraph 9.08). 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: First Class - 40; Second Class - 30; Third Class - 24; Fourth Class - 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.

9.05 TYPES OF PUNISHMENT:

Cadet leaders are expected to enforce these regulations and maintain high standards in all actions. Cadet leaders are encouraged to develop a full range and complete set of tools and techniques to influence their subordinates. Cadet leaders have the authority to conduct task-specific remedial training (non-punitive), conduct formal counseling (non-punitive), issue verbal and written (punitive) reprimands, and recommend the imposition of punishment. Cadet leaders do not have the authority to impose punishment in any form (except for reprimands) without the express approval of the Vice President for Student Affairs, Commandant, Assistant Commandant, or Tactical Officer. The imposition of unsanctioned punishment is grounds for relief from command and/or other disciplinary actions.

a. **DISMISSAL, SUSPENSION, OR PROBATION:** May be awarded only for Class I delinquencies, which requires adjudication by the University Discipline Committee or the Vice President for Student Affairs.

b. **ROOM ARREST:** May be awarded only for Class I and Class II delinquencies and requires the approval of the Commandant or Assistant Commandant of Cadets. See paragraph 9.09 for a description of room arrest.

c. **RESTRICTION TO LIMITS:** May be awarded only for Class I and II delinquencies or for cadets declared deficient in conduct and requires the

approval of the Assistant Commandant. See paragraph 9.10 for a description of restriction to limits.

d. **DEPRIVATION OF PRIVILEGE:** May be awarded by the Commandant or Assistant Commandant.

e. **REDUCTION OF OFFICERS AND NCO'S:** May be awarded as a punishment only for Class I and II delinquencies and requires the approval of the Assistant Commandant of Cadets. (Note: Reduction in rank may occur at any time for inefficiency or other appropriate reasons. Commanders who wish to recommend a reduction in rank should turn in the appropriate Recommendation for Reduction form with supporting paperwork to the Assistant Commandant.)

f. **PUNISHMENT TOURS:** Awarded by the Assistant Commandant as a result of excessive demerits in a computation period per paragraph 9.04 d or in lieu of other punishment. See paragraph 9.08 for descriptions of the three types of punishment tours: walking tours, restricted tours, and work tours.

g. **COMBINATIONS OF PUNISHMENTS:** Punishments b through e above, in addition to demerits, may be awarded commensurate with the class of delinquency.

h. **COMMUNITY SERVICE:** May be awarded by the Commandant or Assistant Commandant in addition to those punishments listed above.

i. **SCHOOL OF THE SOLDIER:** The purpose of School of the Soldier is to give the Corps of Cadets greater authority in maintaining good order and discipline. Cadets committing Class II and III violations qualify for participation and are recommended by commanders to the Assistant Commandant by annotating "SOS" on the bottom of a delinquency report form. Delinquent cadets may appeal nomination to the Assistant Commandant as appropriate. The school is a command program under the supervision of the Corps Sergeant Major. The scope of the program may include white-collar inspections, physical training, remedial drill, and other activities in the spirit of rehabilitation or professional development. A list of delinquencies for which School of the Soldier is authorized is annotated by * in para 9.12, Index of Delinquencies. All nominations and SOS programs must be approved by the Assistant Commandant or higher authority. This program is normally for those cadets who habitually violate rules of the Corps and are not performing to standard.

9.06 MAXIMUM PUNISHMENTS:

a. The following are **maximum** punishments for each class of delinquency:

(a) Class I - As determined by the Assistant Commandant or higher authority, to include dismissal.

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

(c) Class III - 10 demerits.

b. Reductions in rank and deprivation of privileges may be awarded in addition to punishments if deemed appropriate.

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

d. The Assistant Commandant may direct punishment or other actions without regard to limitations imposed in these regulations for unusual or aggregate delinquencies upon his finding that such direction is in the best interest of the individual and the University community.

9.07 MERITS:

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

b. **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.

c. **HOW APPROVED:** The Assistant Commandant or Tactical Officer will review all recommendations for merits before posting.

d. **NUMBER AWARDED:**

(1) One or more merits may be given for each inspection by the Tactical Officer.

(2) Two merits may be awarded for the exceptional appearance of areas such as halls, day rooms, trunk rooms, latrines, etc.

(3) One merit may be awarded for outstanding personal appearance during inspections or other appropriate occasions.

(4) Cadets serving voluntarily on work details may be awarded one merit for each hour worked, provided prior approval is obtained from the Assistant Commandant.

(5) Other merits may be awarded for particularly significant personal contributions of time and effort according to the nature of the activity.

e. **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.

9.08 PUNISHMENT TOURS:

a. **HOW AWARDED:** A cadet will be awarded one punishment tour for each demerit in excess of the number allowed for any computation period (see paragraph 9.04 d).

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

c. **TYPES OF PUNISHMENT TOURS:** Three types of punishment tours may be assigned by the Assistant Commandant.

(1) **WALKING TOURS:** Walking tours are served in the area outside Memorial Hall. Cadets will report to the Staff Duty Officer 10 minutes prior to the scheduled formation. The Staff Duty Officer will take accountability; conduct inspection, and brief conduct of tours prior to execution. He will award credit for all tours completed satisfactorily on the provided tour roster.

(a) Served by cadets at the direction of the Assistant Commandant.

(b) Walking tours will be conducted on Saturday from 1300-1800 hours and Monday-Friday 1730-1930 hours. Additional times may be scheduled with the Tactical Officer.

(c) The uniform for walking tours will be BDU with rubber M16 rifle. Each cadet on walking tours will sign for a rifle from the Tactical

Officer prior to the first required formation and will secure the rifle until all tours are complete. Cadets who report without equipment or in unacceptable attire will be corrected.

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

(e) 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.

(f) 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.

(g) Cadets under room arrest or restricted to limits will serve walking tours if required.

(h) Cadets will not receive credit for tours improperly performed.

(i) Only the Tactical Officer or higher authority may grant leave from a given tour formation. Cadets not on approved special leave will report to each consecutive tour formation until tours have been completed.

(j) Only the Assistant Commandant may assign an alternate punishment in lieu of walking tours. Such assignments will be made in exceptional circumstances only.

(2) RESTRICTED TOURS:

(a) Normally served by cadets in the rank of Sergeant First Class and above, as assigned by the Tactical Officer. Restricted tours will be served on Saturday from 1300-1800 hours and Monday-Friday 1730-1930 hours.

(b) Cadets serving restricted tours will report to the Staff Duty Officer to supervise walking tours, to study in the MSI Classroom, or complete prepared work assignments.

(d) Cadets serving restricted tours will report to the Staff Duty Officer every hour, on the hour, during the punishment tour period.

(e) Cadets serving restricted tours will wear the uniform of the day or the appropriate uniform.

(3) WORK TOURS:

- (a) Work tours may be assigned by the Assistant Commandant or higher authority.
- (b) Work tours will be completed as assigned and coordinated with the Assistant Commandant's Office to ensure that proper credit is posted.
- (c) All work performed will be of a constructive nature.
- (d) The uniform for work tours will be designated by the Tactical Officer.
- (e) Rest breaks will be provided as appropriate.
- (f) Cadets in room arrest or restricted to limits may serve work tours if assigned.

d. WHEN SERVED:

- (1) Walking tours: Saturday from 1300-1800 hours and Monday-Friday 1730-1930 hours.
- (2) Work tours: As assigned by the Assistant Commandant and coordinated with the Tactical Officer.
- (3) Restricted tours: Saturday from 1300-1800 hours and Monday-Friday 1730-1930 hours.
- (4) All cadets assigned tours will report to the appropriate duty personnel in the Assistant Commandant's Office ten minutes prior to the scheduled tour period. **All punishment tours unless excused will be served consecutively on days scheduled for tours until completed.**
- (5) Punishment tours will be completed prior to departing for the semester.
- (6) A tour roster will be posted in the Assistant Commandant's Office and distributed to each unit on Wednesday. Posting of this tour roster in and adjacent to the Assistant Commandant's Office is 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) The Tactical Officer exercises general supervision of all punishment tours.

(2) The Cadet Staff Duty Officer will have direct supervision of all walking and restricted tours. Unit First Sergeants will review the tour roster and ensure the presence and preparation of their personnel assigned tours.

(3) All cadets scheduled for punishment tours will be formed in front of the Assistant Commandant's Office. Cadets with walking tours will be inspected and briefed by the Staff Duty Officer. Cadets with restricted tours will be inspected and briefed by the Cadet Staff Duty Officer. Walking and restricted tours will be started promptly on the scheduled hour.

(4) Five minutes before each subsequent tour hour, those on walking tours will be formed and the roll called from the tour roster. The 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) Each individual on restricted tours will report on the hour. Staff Duty Officer will check the tour roster, record credit for tours served on the tour roster, and dismiss those who have completed their tours.

(6) A cadet will be relieved during a punishment tour only when urgently necessary. If on walking tour, he will halt, call "Duty Officer," and resume walking until the Duty Officer arrives.

(7) In case of inclement weather during walking tours, determination will be made by the Staff Duty Officer, acting under standing or verbal instructions from the Assistant Commandant, on completion of the tours.

(8) A representative of the Cadet Brigade Commander may be tasked to oversee the conduct of Working Tours.

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 from walking tours to restricted tours by the Staff Duty 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 Staff Duty Officer and an emergency leave processed for accountability.

(4) Deferment of punishment tours for the purpose of study may be granted **by the Tactical Officer**. Request may be made in person or through the Staff Duty Officer. When permission is granted, the individual will be moved to the MSI classroom for study. Study periods requested in this manner will **not** count toward tour credit. A special leave form will be processed for accountability.

9.09 ROOM ARREST DESCRIBED:

a. **WHO MAY ASSIGN:** Room arrest may be assigned as a punishment only upon approval of the Commandant, Assistant Commandant of Cadets, or upon direction by higher University authority. 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 and members of the University faculty and staff. **In all such cases, the Commandant or Assistant Commandant will be notified immediately.**

b. 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 the dormitory room (including latrine facility) 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 supplies in the bookstore.

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

(3) When leaving the room for any reason, the cadet will sign out and in

on a sign-out roster posted adjacent to his/her 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 Staff Duty Officer in the Assistant Commandant's Office.

(5) No visitors are allowed in the room occupied by a cadet in room arrest except to study or to conduct official business. Visitors for study will sign-in and out with the Unit Commander or his representative.

(6) On weekdays, the cadet will report to the Staff Duty Officer at 1700 and 1900 to sign the room arrest register. On Saturdays and Sundays, the cadet will report to the Staff Duty Officer every two hours from 0800-2200 hours.

(7) A cadet serving room arrest will not exercise command.

(8) A commuting cadet serving room arrest will report to the Tactical Officer to obtain a room on campus to reside in during the duration of room arrest. **Military Commuting Cadets will be moved into the dorms if the situation dictates or if punishment received is room arrest or campus restriction.**

(9) 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 PT. This is the only time that the PT uniform is authorized for cadets on room arrest. **Cadets will be in the uniform of the day when signing in with the SDO. Cadets will not plan personal PT to end prior to allotted sign-in time.**

(10) Cadets in room arrest will serve walking tours if required. Any restricted tours awarded shall be deferred until completion of the period of room arrest.

(11) **The use of a motor vehicle (as operator or passenger) during room arrest periods is not permitted.**

(12) 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.

c. **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.

9.10 RESTRICTION TO LIMITS:

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.

b. CONDITIONS OF RESTRICTION TO LIMITS:

(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 Dahlonega. In case of the above exceptions, he shall sign out and in with the Staff Duty Officer in the Assistant Commandant's Office. 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.

(5) The use of any motorized vehicle (as operator or passenger) during periods of restriction is not permitted.

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

(7) Commuting cadets will be moved into the barracks.

(8) Cadets serving restriction will report to the Staff Duty Officer in the Assistant Commandant's Office at 1700 and 1900 each weekday to sign the restriction register. On Saturdays and Sundays, the cadet will report to the Officer of the Day every two hours from 0800-2200 hours to sign the restriction register.

- c. **EXCEPTIONS:** Same as for room arrest (see paragraph 9.09c).

9.11 REPORTING PROCEDURES:

a. **GENERAL:** Conduct reporting procedures for delinquencies/merits are designed to keep a specific cadet and appropriate members of the chain of command informed of the conduct status of members of the Corps. This procedure serves as a means for recognizing excellence, exposing areas where assistance is needed or improvement required, and administering discipline.

b. **DELINQUENCY REPORTS:**

(1) A cadet may be reported for any infraction included in, **but not limited to**, those listed in paragraph 9.12. Reports may be submitted at any time by any member of the University staff and faculty or by any cadet superior in rank to the cadet being reported. (**NOTE:** Relative cadet rank does not enter into cases involving character, honor, hazing, Class I offenses, or where a cadet is acting in an official capacity such as Officer of the Day.) A Delinquency Report, Form 3, will be used to specify the infraction.

(2) The reporting individual will make a reasonable effort to discuss the report with the cadet being reported. Delinquency reports should reflect a complete and concise investigation without extraneous commentary.

(3) All delinquency reports prepared by cadets or University staff will initially be submitted to the Tactical Officer. In many instances, the Tactical Officer will be able to summarily adjudicate the delinquency without further process. This will be the case when facts are not in issue and a clear consensus as to the outcome exists among the parties. The Tactical Officer will submit any Class II actions that he adjudicates to the Assistant Commandant for review. Any party to actions adjudicated in this manner (reporting individual, reported individual, victim, Commander) has one (1) duty day in which to appeal to the Assistant Commandant.

(4) Infractions of an extremely serious or aggravated nature or in which the Commandant's Office has a special interest will be submitted directly to the Assistant Commandant. The Unit Commander of the individual charged will be given a copy of the delinquency. The Unit Commander has two (2) duty days in which to appear before the Assistant Commandant with all parties to the delinquency (reporting individual, reported individual, victim) and any witnesses.

(5) Infractions involving breaches of the Honor Code may be referred directly to the Chairman of the Cadet Honor Council.

(6) In all instances, the Unit Commander may be directed to complete an investigation/recommendation and submit it for review to the Assistant Commandant.

(7) Delinquency reports other than those processed as above will be adjudicated by the Assistant Commandant. Upon a determination by the Assistant Commandant, the Unit Commander of the reported individual must:

(a) Complete an investigation/recommendation.

(b) Review the investigation with the reported individual.

(8) These regulations do not preclude regulation by other laws and authorities. For example, every cadet is also subject to the Student Code of Conduct, campus traffic regulations, and the laws of the State of Georgia. The jurisdiction of other laws and authorities does not preclude jurisdiction of Regulations for the Corps of Cadets. For example, a cadet who is drunk on campus (a Class I delinquency) might well find himself in violation of various other laws, codes, and regulations.

c. **MERIT REPORTS:** Approved merits and recommendations for merits will be recorded on Merit Report Form 23 and submitted to the Office of the Assistant Commandant.

d. **PENALTY ASSESSMENT:**

(1) Class I delinquencies may be referred to the Vice President for Student Affairs, who may take action within his/her authority, return the delinquency to the Assistant Commandant for action as a lesser offense, or refer the delinquency to the University Discipline Committee for consideration. The University Discipline Committee comprised of both faculty and student representatives may recommend penalties judged appropriate to include expulsion or indefinite suspension. Cadets required to appear before the Discipline Committee may present information and witnesses, if desired, on their behalf (see Student Handbook).

(2) Class II delinquencies will be reviewed and penalties assessed by the Assistant Commandant of Cadets. The reported infraction will be discussed with the cadet reported, who may present information and mitigating circumstances as desired. If considered appropriate, the Assistant Commandant may appoint a board of cadet officers to review

the reported infraction and make recommendations for action.

(3) Class III delinquencies will be reviewed and penalties recommended by the Unit Commander and approved by the Tactical Officer. The reported infraction will be discussed by the commander with the cadet reported, who may present information and mitigating circumstances as desired. Commanders will take action, as they deem appropriate. (See paragraph 9.12 c for table of punishments.)

e. PENALTY AND MERIT NOTIFICATION:

(1) Penalties assessed as a result of a delinquency report will be recorded on the Form 3 and on the official conduct record. The Form 3 will be returned through channels to the individual for information concerning the penalty awarded for the particular infraction. The Form 3 will also indicate the cumulative status of demerits and punishments as of the date the delinquency is officially recorded.

(2) If room arrest or restriction is awarded, notification will be given to the individual as to the specific period of the penalty.

(3) Merits will be recorded on the Merit Report Form 23 and on the official conduct record and returned to the individual through channels.

(4) Commanders will ensure merit and demerit reports are delivered to appropriate individuals.

f. PUNISHMENT TOUR SHEET: Each Wednesday a tour sheet prepared by the Assistant Commandant's Office will be distributed to each company. This sheet will list by name those cadets with unserved tours, room arrest, and restriction. This sheet will be posted on each company bulletin board and is official notification that the individuals listed are to report at the start of the next scheduled punishment tour formation. Cadets are considered to be in fact notified of tours when the tour roster is posted in the Assistant Commandant's Office regardless of any deficiency on the unit bulletin board.

g. REQUEST FOR APEALS/RECONSIDERATION:

(1) If a cadet believes that a delinquency report is incorrect, he/she should note this on the Form 3 when signing. The cadet chain of command and the Assistant Commandant will consider such a notation when processing the report.

(2) If a cadet believes that penalties awarded for a delinquency are unjust, he may submit a written request for reconsideration through the chain of command. Such requests are to be submitted within 48 hours following return to the individual of the Form 3 with the penalty award entered.

(3) If a cadet believes that he/she is being treated unjustly or inequitably, it is his/her privilege and responsibility to state his/her case to appropriate members of his/her cadet chain of command, the Tactical Officer, the Unit Advisor, the Assistant Commandant, and the Commandant of Cadets (progressively in that order) as considered necessary by the individual. It is appropriate to make appointments for such matters so that sufficient time may be arranged for discussion.

h. SUSPENSION OF PUNISHMENTS: It is within the authority of the Commandant of Cadets to suspend all or any part of punishments awarded under his authority. Suspension of punishments awarded will be considered only under exceptional circumstances.

9.12 INDEX OF DELINQUENCIES BY CLASS:

The following listings of delinquencies are furnished to provide guidance as to the offenses that constitute a particular class of delinquency. The punishments listed are the **maximum** punishments that may be awarded for that class. This is not intended as a complete list of punishable offenses, but a broad listing encompassing all possible contingencies. Community Service may be added to any of these delinquencies if deemed appropriate.

A	Assault.	I	Expulsion
AASP	Abuse of authority for sexual purposes.	I	Expulsion
C	Cheating.	I	Expulsion
COVOASL	Conviction of violation of a state law.	I	Expulsion
CTTPOGOAD	Conduct to the prejudice of good	I	Expulsion

order and discipline.

DADOC	Drunk and disorderly on campus.	I	Expulsion
DFTHASTR	Deliberately failing to heed a summons to report to an administrative official or faculty member.	I	Expulsion
F	Fraud.	I	Expulsion
G	Gambling.	I	Expulsion
H	Hazing.	I	Expulsion
L	Lying.	I	Expulsion
OC	Obscene conduct.	I	Expulsion
P	Plagiarism.	I	Expulsion
PCOSN	Physical Contact of a Sexual Nature	I	Expulsion
POUOEOP	Possession or use of explosives or Pyrotechnics on college property.	I	Expulsion
POUODP	Possession or use of drug paraphernalia on campus.	I	Expulsion
POUOF	Possession or use of firearms on college property.	I	Expulsion
PTIOCOAB	Possession, traffic in, or consumption of alcoholic beverages on campus.	I	Expulsion
PTIOUOID	Possession, traffic in, or use of illegal Drugs on campus.	I	Expulsion
RIORAR	Repeated infraction of rules and regulations which cumulatively indicate an Unwillingness or inability to conform to The North Georgia College & State University program.	I	Expulsion
S	Stealing (wrongful appropriation of	I	Expulsion

	federal, state, or personal property).		
SA	Sexual Assault.	I	Expulsion
SH	Sexual Harassment.	I	Expulsion
UTIOIDOC	Under the influence of illegal drugs on campus.	I	Expulsion
UVBOS	Unauthorized visit to the campus living quarters of or by the opposite sex.	I	Expulsion
V	Vandalism (willfully destroying federal, state, or private property).	I	Expulsion
VOASCL	Violation of a state criminal law.	I	Expulsion
VODR	Violation of disciplinary restriction.	I	Expulsion
ADDQ	Allowing disturbance during quarters.	II	8 demerits & 1 week restriction to limits
AFASD	Absent from assigned supervisory duty.	II	20 demerits, 1 week room arrest, & 1 week restriction to limits
AFDBTAR	Absent from dormitory between taps & reveille.	II	20 demerits & 1 week restriction to limits
AFRFOE	Absent from required formation or event.	II	10 demerits & 1 week restriction to limits
AIWEOC	Altering issued weapons, equipment, or clothing.	II	20 demerits, 1 week room arrest, & 1 week restriction to limits
AOP	Abuse of privilege.	II	15 demerits, 1 week room arrest, & 1 week restriction to limits
ATD	Attempt to deceive.	II	40 demerits, 2 weeks room arrest, & 2 weeks restriction to limits

CLDTNPP	Careless loss, destruction, or damage to non-personal property.	R	II	20 demerits, 1 week room arrest, & 1 week restriction to limits
CUAC	Conduct unbecoming a cadet.		II	40 demerits, 2 weeks room arrest, & 2 weeks restriction to limits
DAF	Deserting a formation.		II	10 demerits & 1 week restriction to limits
DATODCTQ	Disturbance after taps or during call to quarters.		II	20 demerits & 1 week restriction to limits
DC	Disorderly conduct.		II	40 demerits, 2 weeks room arrest, & 2 weeks restriction to limits
DOO	Disobedience of orders.		II	40 demerits, 2 weeks room arrest, & 2 weeks restriction to limits
DTCI	Disrespect to Colors (intentional).		II	20 demerits, 1 week room arrest, & 1 week restriction to limits
EACRWOA	Entering a cadet's room without authority.		II	20 demerits & 1 week restriction to limits
FTRAR	Failure to report as required (Commandant's Office)		II	8 demerits & 1 week restriction to limits
FTRFTAS	Failure to report for tours as scheduled.		II	30 demerits, 2 weeks room arrest, & 2 weeks restriction to limits
FWSOU	Fraternization with subordinates or underclassmen.		II	40 demerits, 2 weeks room arrest, & 2 weeks restriction to limits
GEA	Government equipment Abandoned (but recovered).		II	8 demerits & 1 week restriction to limits

IOA	Insolence or apathy.	II	20 demerits, 2 weeks room arrest, & 2 week restriction to limits
IOIPISP	Inefficient or improper performance in supervisory position.	II	20 demerits & 1 week restriction to limits
ITCOON	Insubordination to cadet officer or NCO.	I	40 demerits, 2 weeks room arrest, & 2 weeks restriction to limits
LORAILP	Lack of responsible action in leadership position.	II	20 demerits & 2 week restriction to limits
NOD	Neglect of duty.	II	40 demerits, 2 weeks room arrest, & 2 weeks restriction to limits
OORAOAT	Out of room or after taps.	II	10 demerits & 1 week restriction to limits
OOUWU	Out of uniform when unauthorized.	II	15 demerits & 2 weeks restriction to limits
POWP	Possession of weapons parts (military).	II	20 demerits, 1 week room arrest, & 1 week restriction to limits
RA	Rifle abandoned (but recovered).	II	15 demerits, 1 week room arrest, & 1 week restriction to limits
RFTR	Repeated failure to report (Commandant's Office).	II	10 demerits & 1 week restriction to limits
SG	Sexual Gestures.	II	15 demerits, 1 week room arrest, & 1 week restriction to limits.
SI	Sexual Innuendo.	II	15 demerits, 1 week room arrest, & 1 week restriction to limits.
SIB	Selling in barracks	II	8 demerits & 1 week

	(not authorized).	restriction to limits	
TOOIOLA	Trespassing on or in off-limits area.	II	20 demerits & 1 week restriction to limits
TWFFE	Tampering with fire fighting equipment or setting off false fire alarm.	II	40 demerits, 2 weeks room arrest, & 2 weeks restriction to limits
UTOC	Use of Tobacco on Campus	II	8 demerits & 1 week restriction to limits
UVCRA	Unauthorized visiting of or by a cadet in room arrest	II	8 demerits & 1 week restriction to limits
UVIB	Unauthorized visitors in barracks.	II	10 demerits & 1 week restriction to limits
VOFR	Violation of fire regulations.	II	20 demerits, 1 week room arrest, & 1 week restriction to limits
VOQP	Violation of quarters policy.	II	20 demerits, 1 week restriction to limits, & 1 week room arrest
VORAOR	Violation of room arrest or restriction.	II	40 demerits, 2 weeks room arrest, & 2 weeks restriction to limits
WA	Wrongful appropriation.	II	20 demerits, 1 week room arrest, & 1 week restriction to limits
ACNP	Absence card not posted.	III	4 demerits
AFLWU	Applying for leave when unauthorized.	II	6 demerits
BIDR	Bicycle in Dorm Room	III	6 demerits
BITRNT	Baggage (or boxes) in trunk room not tagged.	III	1 demerit
BNIGO	Barracks not in good order (Company Commander).	III	8 demerits & 1 week Restriction to limits

BNROC	Bicycle Not Registered on Campus	III	6 demerits
BDOOPIB	Bringing dogs or other pets into barracks.	III	15 demerits, 1 week room arrest, & 1 week restriction to limits
BFBR	Breaking formation before released.	III	2 demerits
CEMOIS	Cleaning equipment missing or improperly stored.	III	2 demerits
CNM	Clothing not marked (each article).	III	1 demerit
CRWA	Changing rooms without authority.	III	8 demerits
DB	Dirty brass.	III	1 demerit
DIBPTCTQ	Disturbance in barracks prior to call to quarters.	III	4 demerits
DTCC	Disrespect to Colors (careless).	III	6 demerits
EEOWOOR	Electrical equipment on while out of room.	III	4 demerits
FTAWP	Failure to assemble weapon properly.	III	6 demerits
FTCW	Failure to clean weapon.	III	6 demerits
FTCWI	Failure to comply with instructions.	III	6 demerits
FTCWIAC	Failure to comply with instructions after correction.	III	12 demerits
FTPA	Failure to police area (Company Commander).	III	6 demerits

FTPWCIS	Failure to place weapons card in slot (Armory).	III	4 demerits
FTRCBB	Failure to read company bulletin board.	III	4 demerits
HIPWIU	Hand(s) in pocket(s) while in uniform.	III	4 demerits
HNIGO	Hall not in good order (Company Commander).	III	8 demerits & 1 week restriction to limits
IIR	Inattention in ranks.	III	4 demerits
ILVOP	Improper language, vulgarity, or profanity.	III	8 demerits
IOCR	Ignorance of cadet regulations.	III	4 demerits
IOIPOAID	Inefficient or improper performance of an individual duty.	III	6 demerits
IR	Improper report.	III	8 demerits
ISOLB	Improper storage of laundry bag.	III	1 demerit
IU	Improper uniform.	III	4 demerits
LFOELTFM	Late, formation or event, less than five minutes.	III	1 demerit
LFOEFTTM	Late, formation or event, five to ten minutes.	III	2 demerits
LODOPT	Loafing on detail or punishment tour.	III	6 demerits
LOEOAW	Lending or exchanging of assigned weapons.	III	4 demerits
NIBATI	Not in bed at taps inspection.	III	6 demerits

OORBOHAOAT	Out of room but on hall at or after taps.	III	4 demerits
PDOAWIU	Public display of affection while in uniform.	III	20 demerits, 1 week room arrest, & 1 week restriction to limits
PIAPBLD	Participation in activities prohibited by light duty or medical excused list.	III	20 demerits, 1 week room arrest, & 1 week restriction to limits
PMA	Poor military appearance.	III	8 demerits
RDOID	Room dirty or in disorder.	III	8 demerits
RNRFI	Room not ready for inspection.	III	8 demerits
SIOOFAC	Signing in or out for another cadet.	III	6 demerits
SNOWNM	Serial number of weapon not memorized.	III	1 demerit
SNS	Shoes not shined.	III	1 demerit
TSPBR	Transferring school property between rooms.	III	6 demerits
UAORDOW	Unauthorized articles on room door or wall.	III	4 demerits
UCA	Unacceptable civilian attire.	III	8 demerits
UEAIB	Unauthorized electrical appliance in barracks.	III	6 demerits
UPOPDIR	Unauthorized posters or pictures displayed in room.	III	6 demerits
UII	Unserviceable uniform item.	III	4 demerits
UVDCTQ	Unauthorized visiting during call to quarters.	III	8 demerits

UVAOPOD	Unauthorized visitor at official place of duty.	III	6 demerits
WHIB	Wearing hat (military or civilian) in building.	III	4 demerits

9.13 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 (Form #24 Cmdt and/or 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 reporting individual may request reduction in grade as part of the recommendation on Form 3, Delinquency Report.

Chapter 10

ACCOUNTABILITY, ADMINISTRATION, AND PERSONNEL MANAGEMENT

10.01 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.

10.02 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 "POOP"** is an official publication of the Corps of Cadets.

- (1) The official section is directive in nature. The unofficial section is nondirective and is published for the convenience of individual cadets, cadet organizations, and college activities.

- (2) The bulletin will be published daily Sunday-Thursday when the Corps is in residence and on Friday prior to major events. It will be prepared during the period 1300-1800 hours and posted in all required locations by 1930 hours. All cadets will read the official section prior to 2400 hours on the day published.

(3) Recommended entries will be forwarded to the Cadet Brigade S1 through distribution to arrive not later than 2200 hours of the day prior to publication. Entries will be typed or written exactly as to be published. Requestor will indicate official or unofficial and the dates to be published, **not to exceed three days**. Requestor will state job title, local phone number, and sign the request. The Brigade S1 will approve, disapprove, or return request for correction. Entries should have wide application within the Corps.

c. **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.

d. **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.

10.03 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. Bulletin 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 unit bulletin board daily after 1800 hours.

c. The Public Address System in the Assistant Commandant's 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 letter format will be used for all correspondence for which a standard form or official publication format is not prescribed. An example of this format containing preparation instructions is shown at figure 10-A.

h. The Brigade Staff will use electronic media including email and the NGCSU 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 NGCSU 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 at least once per semester. It will be distributed to all cadets, their parents, alumni, and selected prospective cadets. The faculty advisor for the newsletter will be the Assistant Commandant.

10.04 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. Each company and staff will submit a unit status report (Form #38) to the Assistant Commandant's Office for the following formations, major events, and otherwise as required:

FORMATION DEADLINE FOR UNIT STATUS REPORT

Sunday Quarters	NLT 2130 Sunday night
Monday Drill	NLT 1730 Monday after drill
Tuesday Taps	NLT 0745 Wednesday
Friday PT	NLT 0745 Friday

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 PEPR 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, 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. Holding any job 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.

10.05 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

nonduty hours. Designated cadets will become familiar with duty instructions (published under separate cover) and report confirmation to the official indicated below as scheduled.

b. **DUTY POLICY:** Duty assignments for Staff Duty Officer, Corps Messenger, and Battalion Messenger for each battalion, 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 duty will report to the Assistant Commandant's Office 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**.

(c) Uniform for duty will be the Uniform of the Day. Uniform on "civies day" will be Class B Uniform.

(2) Weekend duty:

(a) Personnel assigned to weekend duty will report to the Assistant Commandant's Office 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 duty with a report time of 0800.

(c) Uniform for duty will be the Class B Uniform.

(3) Staff Duty Officer:

(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) Corps Messenger:

(a) Company responsibility for filling this position is assigned by the Brigade S1. 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 responsible company.

(c) Names assigned by companies to their respective duty dates listed on the duty roster will be turned in to the Brigade S1 as directed.

(6) Battalion Messenger:

(a) Company responsibility for filling this position is assigned by the Brigade S1. 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 responsible company.

(c) Names assigned by companies to their respective duty dates listed on the duty roster will be turned in to the Brigade S1 by 0800 Thursday of the week that the bulletin is issued.

(7) Personnel exempt from duty are:

Brigade Commander
Deputy Brigade Commander
Battalion Commanders
Company Commanders
Golden Eagle Band Commander
Blue Ridge Rifles Commander
Color Guard Commander
Ranger Challenge Commander
Brigade Command Sergeant Major
Battalion Sergeants Major; Unit First Sergeants

(8) Weekly Duty Roster Distribution: If directed by the S1, one week 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 Cmdt Administrative Assistant
1-Asst Cmdt Bulletin Board, Memorial Hall
1-S1 file

(9) Brigade, Battalions, and Companies will maintain Duty Roster. (Department of Army Form 6).

(10) Non-performance of Assigned Duty:

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

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 assigned person is responsible.

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 assigned person is responsible. Personnel must sign the new date of duty with the Tactical Officer.

(b) If a cadet is unable to perform duty due to an **emergency**, he/she 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.

(c) 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.

(11) Excused Activities:

(a) Personnel with Reserve Forces Training (i.e. Guard Drill) MUST NOTIFY THE S1 NO LATER THAN TWO WEEKS IN ADVANCE OF THE TRAINING SO THE DUTY ROSTER CAN BE PROPERLY ANNOTATED AND CONFLICTS MINIMIZED.

(b) Personnel who are members of intercollegiate teams (i.e. Baseball, Basketball, Rifle, Soccer) MUST NOTIFY THE S1 NO LATER THAN TWO WEEKS IN ADVANCE OF THE ATHLETIC OR TRAINING EVENT.

(c) Ranger Challenge training, Aggressor training, or Colombo training excuse personnel on FTX Weekends only. PRIOR COORDINATION FOR THESE ACTIVITIES SHOULD BE MADE WITH THE S1 IN ORDER TO AVOID CONFLICTS. THOSE ELIGIBLE FOR MESSENGER DUTY SHOULD NOTIFY COMPANIES OF ABOVE IF APPLICABLE. Pre-Camp cadets will attend all mandatory training.

(d) Personnel who advise the S1 (within the proper time frame) of excused activities will still be scheduled for the appropriate duty at a later date.

(12) If a unit is properly rostered, everyone is assigned duty as Staff Duty Officer, Messenger, or CQ.

c. **CQ DUTY:** CQ duty will be assigned to a cadet with 30 or more semester credit hours who holds the rank of c/CPL or higher 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 1945 - 0015 hours.

d. **FLAG DETAIL:** Each duty day, the Brigade S1 will designate a squad for flag detail. Special units will provide one squad. Flag detail will be graded by the Staff Duty Officer, and the results will apply toward Honor Company. If a squad is not designated, the flag detail will be made up of cadets who have messenger duty and will be supervised by the Staff Duty Officer.

e. **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 to same within 24 hours** of occurrence. Rosters will be in last name, first name, middle initial format. Nicknames will be shown only in parenthesis after middle initial. Floor plans will feature telephone numbers and the word "paid" designating individuals who have paid a private room fee (receipt must be posted).

f. **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.

g. **CLEARANCE AND WITHDRAWALS:**

(1) **CLEARANCE/WITHDRAWALS:** Cadets desiring 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 dormitory room, and/or depart the campus until the interviews have been completed. See para 7.19 d for details on withdrawal, room clearance, and exit counseling.

(2) **TRANSFER:** Cadets who request transfer of credit to other institutions are 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.

h. **GEORGIA ROTC GRANT:**

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

(a) The student must be a legal resident of Georgia.

(b) The student must be enrolled at North Georgia College and State University for a minimum of twelve semester hours.

(c) The student must be enrolled in and **fully participate** in the ROTC program.

(2) Criteria for receiving the Georgia ROTC Grant include:

(a) Enrollment in an appropriate military science course throughout the semester.

(b) Participation in leadership laboratories and military activities unless previously excused by proper authority.

(c) Wearing of the appropriate uniform at required times.

(d) A conduct record indicating a willingness and ability to comply with the rules and regulations of the Corps of Cadets, as determined by the Commandant of Cadets.

(e) Cadets must be in military uniform to pick up the ROTC Grant Check at the Business Office.

i. **LIGHT DUTY SLIP:** When a cadet is placed on light duty by University medical authorities, he is issued a light duty slip specifying conditions of light duty. The cadet will bring this copy to the Assistant Commandant's Office for approval, signature, and copy. Both copies will have Unit 1SG and Assistant Commandant Office signature. 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.

10.06 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 call the Dahlonega Fire Department (864-3633) and say, "This is cadet (name) of North Georgia College and State University. 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) Sound fire call and announce the fire and its location over the PA system.

(2) Ensure that the Fire Department has been notified.

(3) Notify the President of the College, Vice Presidents, Commandant, and Public Safety Director.

c. **FIRE FIGHTING:** The first cadet to arrive at the fire will direct fighting of the fire until the arrival of an official, utilizing available manpower and equipment to the fullest extent. However, no cadet will be directed to enter a burning building or take unnecessary risk.

d. **FIRE DRILL IN THE BARRACKS:**

(1) When fire drill is sounded all cadets will proceed immediately, utilizing published routes, to designated assembly areas outside the barracks 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.

(2) Cadets will depart the barracks, with fire extinguisher (if assigned), in tennis shoes, black rain coat, and appropriate headgear. Cadets will leave lights on, shades at half mast, and door unsecure. The Unit Commander will designate his Executive Officer or a senior platoon leader as fire marshall

(and the Academic NCO as his assistant. The fire marshall will have in his possession an up to date floor plan and ABC Roster. He and his assistant will personally check each room noting posted leave. They will turn off lights and close doors as they check. The fire marshall will report any locked doors to the Unit Commander at the assembly area.

(3) Unit Commanders or fire marshal's will secure a barracks pass key and (if conditions permit) check for missing persons and/or locked doors. It is imperative that leave procedures are enforced to avoid unnecessary risk.

(4) After accountability has been taken, alternate and primary fire extinguisher operators will report to the Academic NCO. They will immediately move to the area of the fire where the Brigade S2 will direct their efforts. Each Cadet First Sergeant will detail 5 cadets under the control of his maintenance NCO to stand by at assigned hydrants in the vicinity of each cadet barracks. All details will assist the fire department as directed. All movements will be at a double time. Noise will be kept to a minimum.

(5) The Corps Commander will immediately send for the Staff Duty Officer. The Officer of the Day will report to the Brigade Commander with the barracks pass key.

(6) All A & R's will report to the Brigade S3 with road guard vests and flashlights to direct emergency vehicles.

e. **FIRE PREVENTION:**

(1) A fire drill will be conducted each semester by the Brigade Commander after coordinating with the Assistant Commandant and the Public Safety Director.

(2) The cadet in charge of any group meeting in any campus building will, at the termination of such a meeting, personally inspect all sofa and chair cushions and the contents of all trash containers, ash trays, etc., to ensure that no fire hazard exists.

(3) All electrical appliances must be maintained in an excellent condition. No electrical fixtures or wiring will be altered or tampered with in any way.

(4) Smoking on campus is prohibited.

(5) Commanders will assign one cadet per company to serve as Fire Marshall. Fire Marshal's will make monthly fire prevention and safety inspections and assist the chain of command in monitoring compliance with fire regulations.

f. **FIRE SAFETY:** The following are prohibited.

(1) Tampering with fire safety/fighting equipment.

(2) Storage of flammable material in dormitories.

(3) Possession or use of incendiary devices on campus.

(4) False fire alarms.

(5) Smoking in the barracks.

g. **FIRES IN THE CITY OF DAHLONEGA:** In the event of a fire in the city of Dahlonega, all cadets will remain on the University campus unless otherwise notified.

h. All cadets are responsible for reporting a situation that constitutes a safety hazard to the appropriate authority. Cadet commanders will conduct

periodic inspections for the specific purpose of identifying and correcting safety hazards.

10.07 SECURITY:

Cadets are responsible for safeguarding their personal belongings. The locked footlocker will be used to secure valuables. Cadets will remove all personal belongings from the barracks when not participating in the Corps of Cadets. High dollar items are any items of \$100 or more in value. High dollar items will be engraved with the beginning initial of the last name followed by the last four digits of the social security number. Commanders will record all high dollar items, by cadet, on a consolidated list. One copy will be forwarded to the Assistant Commandant and one will be retained by the Commander. **KEEP YOUR DOORS LOCKED!**

10.08 UNIT PROGRAM POLICY: The dormitory programming 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 dorm residents. These funds are not for gifts, for personal clothing items (such as unit T-shirts), or other items of this nature. No money will be committed in advance of written approval as outlined below. All activities will be completed NLT two weeks before the semester ends; requests for activities during the last two weeks of school will not be approved. Procedures for approval are:

- a. The individual in charge of the activity will obtain an application form from the Assistant Commandant's Office.
- b. The form will be filled out completely and brought to the Assistant Commandant for review and approval **NLT two weeks prior to activity requested.**
- c. The Assistant Commandant will review all requests to determine eligibility for funds. If the request is approved, the Assistant Commandant will sign the request form, retain one copy for records, and forward the original (either through the mail or hand carry by individual in charge) to the VP for Student Affairs for final review/approval.
- d. The cadet in charge will report to the VP for Student Affairs to determine if the request is approved and make all arrangements for the procurement of funds. Receipts are required for reimbursement.

10.09 HONOR COMPANY COMPETITION: The Honor Company competition will be held during fall and spring semesters. Company standings will be announced at the start of each 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, semesterly progress tests, white collar inspections, MS grades, unit APFT averages, freshman of the week 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 semesterly score of inspections conducted under daily inspection standards.

(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.), currency of bulletin boards, 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 semesterly grade point average.

d. **INTRAMURAL ATHLETICS:** This portion of the competition is conducted under the supervision of the HPER Department. Companies will be evaluated semesterly for Honor Company points according to their 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.

10.10 ROOM RESERVATION AND ROOM DEPOSIT POLICY: In order to manage dormitory space, North Georgia College and State University 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 North Georgia College and State University 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 cancelled 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 in the Student Handbook, and each student is responsible for being familiar with this information. The University room deposit policy is administered for military students by the Assistant Commandant's Office.

10.11 APFT PROCEDURES: The purpose of this policy is to set the procedures for administering the PT 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.

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 Pre-Camp 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 Pre-Camp Staff reports scores to the Assistant Commandant's Office NLT 1200 hrs. of the day following the test. Always keep a copy of scores reported.

(3) Graders

(a) Conduct the APFT IAW FM 21-20 and AR 350-15.

(b) Ensure that all information on PT Card (DA Form 705) is correct and that all scores are annotated correctly.

b. TESTING PROCEDURES:

(1) The APFT will be administered when requested but not to exceed once per semester by the Pre-Camp Staff.

(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 report scores on the form provided to the Assistant Commandant's Office NLT 1200 hrs. of the day following the test.

(7) PT Cards will be maintained by unit commanders until the next test.

10.12 EMERGENCY PROCEDURES - STUDENT ILLNESS:

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

a. If a student should faint or become unconscious or have a serious accident,

(1) The nearest responsible person at the activity should:

- Immediately make the student comfortable,
- Call Student Health Services at 864-1948,
- Give the Nurse the name and location of the student.

(2) The Nurse on duty will:

- Call for an ambulance and direct the ambulance to the location of the student, Review the student's health record for previous medical conditions/allergies/etc.
- Advise EMT's of pertinent information through the hospital Emergency Room Clerk, Notify Public Safety and request that an officer be sent to the scene,
- Notify the Assistant Commandant's Office if the student is a cadet.

(3) The EMT's 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.

(4) The Public Safety Officer will:

- Proceed immediately to the scene,
- Transport students to Infirmary or dorm if requested by EMT's,
- Notify the Nurse on duty of final disposition of student.

b. If a student should collapse or faint or have a serious accident at a time when Student Health Services is closed (between the hours of 1900 and 0700 hours) Monday-Friday.

(1) The nearest responsible person should:

- Immediately make the individual comfortable,
- Call or notify Public Safety (864-1500) of the situation and give the location of the student,
- Remain on the scene.

(2) The Public Safety Officer will:

- Immediately call for an ambulance (864-3333) and direct them to the student's location,
- Proceed to the scene,
- Be prepared to transport the student if requested by the EMT's,
- Notify the Nurse on duty (by beeper) of the name and final disposition of student,
- Notify the Assistant Commandant's Office if the student is a cadet. Cadet Officer of the Day will notify the Assistant Commandant.

(3) The EMT's 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.

APPENDIX I

VIOLATIONS (ALPHABETICAL LISTING)

ABBREVIATION	VIOLATION	CLASS	MAXIMUM PUNISHMENT
A	Assault.	I	Expulsion
AASP	Abuse of authority for sexual purposes.	I	Expulsion
ACNP	Absence card not posted.	III	4 demerits
ADDQ	Allowing disturbance during quarters.(Cadet Leaders)	II	8 demerits & 1 week restriction to limits
AFASD	Absent from assigned supervisory duty.	II	20 demerits, 1 week room arrest, & 1 week restriction to limits
AFDBTAR	Absent from dormitory between taps & reveille.	II	20 demerits & 1 week restriction to limits
AFLWU	Applying for leave when unauthorized.	III	6 demerits
AFRFOE	Absent from required formation or event.	II	10 demerits & 1 week restriction to limits
AIWEOC	Altering issued weapons, equipment, or clothing.	II	20 demerits, 1 week room arrest, & 1 week restriction to limits
AOP	Abuse of privilege.	II	15 demerits, 1 week room arrest, & 1 week restriction to limits.

ATD	Attempt to deceive.	II	40 demerits, 2 weeks room arrest, & 2 weeks restriction to limits
BDOOPIB	Bringing dogs or other pets into barracks.	III	15 demerits, 1 week room arrest, & 1 week restriction to limits
BFBR	Breaking formation before released.	III	2 demerits
BIDR	Bicycle in Dorm Room	III	6 demerits
BITRNT	Baggage (or boxes) in trunk room not tagged.	III	4 demerits
BNIGO	Barracks not in good order (Company Commander).	III	8 demerits & 1 week restriction to limits
BNROC	Bicycle Not Registered on Campus	III	6 demerits
C	Cheating	I	Expulsion
CEMOIS	Cleaning equipment missing or improperly stored.	III	2 demerits
CLDTNPP	Careless loss, destruction, or damage to non-personal property.	II	40 demerits, 1 week room arrest, & 1 week restriction to limits
CNM	Clothing not marked (each article).	III	1 demerit
COVOASL	Conviction of violation of a state law.	I	Expulsion
CRWA	Changing rooms without authority.	III	8 demerits

CTTPOGOAD	Conduct to the prejudice of good order and discipline.	I	Expulsion
CUAC	Conduct unbecoming a cadet.	II	40 demerits, 2 weeks room arrest, & 2 weeks restriction to limits
DADOC	Drunk and disorderly on campus.	I	Expulsion
DAF	Deserting a formation.	II	10 demerits & 1 week restriction to limits
DATODCTQ	Disturbance after taps or during call to quarters.	II	10 demerits & 1 week restriction to limits
DB	Dirty brass.	III	1 demerit
DC	Disorderly conduct.	II	20 demerits, 1 week room arrest, & 1 week restriction to limits
DFTHASTR	Deliberately failing to heed a summons to report to an administrative official or faculty member.	I	Expulsion
DIBPTCTQ	Disturbance in barracks prior to call to quarters.	III	4 demerits
DOO	Disobedience of orders.	II	20 demerits, 1 week room arrest, & 1 week restriction to limits
DTCC	Disrespect to Colors (careless).	III	6 demerits
DTCI	Disrespect to Colors (intentional).	II	20 demerits, 1 week room arrest, & 1 week restriction to limits
EACRWOA	Entering a cadet's room without authority.	II	20 demerits & 1 week room arrest, 1 week restriction to limits
EEOWOOR	Electrical equipment on	III	4 demerits

while out of room.

F	Fraud.	I	Expulsion
FTAWP	Failure to assemble weapon properly.	III	6 demerits
FTCW	Failure to clean weapon.	III	6 demerits
FTCWI	Failure to comply with instructions.	III	6 demerits
FTCWIAC	Failure to comply with instructions after correction.	III	12 demerits
FTPA	Failure to police area (Company Commander).	III	6 demerits
FTPWCIS	Failure to place weapons card in slot (Armory).	III	4 demerits
FTRAR	Failure to report as required (Commandant's Office).	III	8 demerits & 1 week restriction to limits
FTRCBB	Failure to read company bulletin board.	III	4 demerits
FTRFTAS	Failure to report for tours as scheduled.	II	30 demerits, 2 weeks room arrest, & 2 weeks restriction to limits
FWSOU	Fraternization with subordinates or underclassmen.	II	40 demerits, 2 weeks room arrest, & 2 weeks restriction to limits
G	Gambling.	I	Expulsion
GEA	Government equipment abandoned (but recovered).	II	8 demerits & 1 week restriction to limits
H	Hazing.	I	Expulsion
HIPWIU	Hand(s) in pocket(s) while in uniform.	III	4 demerits

HNIGO	Hall not in good order (Company Commander).	III	8 demerits & 1 week restriction to limits
IIR	Inattention in ranks.	III	4 demerits
ILVOP	Improper language, vulgarity, or profanity.	III	8 demerits
IOA	Insolence or apathy.	II	20 demerits, 2 weeks room arrest, & 2 week restriction to limits
IOCR	Ignorance of cadet regulations.	III	4 demerits
IOIPISP	Inefficient or improper per- formance in supervisory position.	II	20 demerits & 1 week restriction to limits
IOIPOAID	Inefficient or improper per- formance of an individual duty.	III	6 demerits
IR	Improper report.	III	8 demerits
ISOLB	Improper storage of laundry bag.	III	1 demerit
ITCOON	Insubordination to cadet officer or NCO.	II	40 demerits, 2 weeks room arrest, & 2 weeks restriction to limits
IU	Improper uniform.	III	4 demerits
L	Lying.	I	Expulsion
LFOEFTTM	Late, formation or event, five to ten minutes.	III	2 demerits
LFOELTFM	Late, formation or event, less than five minutes.	III	1 demerit
LODOPT	Loafing on detail or punishment tour.	III	6 demerits

LOEOAW	Lending or exchanging of assigned weapons.	III	4 demerits
LORAILP	Lack of responsible action in leadership position.	II	20 demerits & 2 weeks restriction to limits
NIBATI	Not in bed at taps inspection.	III	6 demerits
NOD	Neglect of duty.	II	40 demerits, 2 weeks room arrest, & 2 weeks restriction to limits
OC	Obscene conduct.	I	Expulsion
OORAOAT	Out of room at or after taps.	II	10 demerits & 1 week restriction to limits
OORBOHAOAT	Out of room but on hall at or after taps.	III	4 demerits
OOUWU	Out of uniform when unauthorized.	II	8 demerits & 1 week restriction to limits
P	Plagiarism.	I	Expulsion
PCOSN	Physical contact of a sexual nature.	I	Expulsion
PDOAWIU	Public display of affection while in uniform.	III	20 demerits, 1 week room arrest, & 1 week restriction to limits
PIAPBLD	Participation in activities prohibited by light duty or medical excused list.	III	20 demerits, 1 week room arrest, & 1 week restriction to limits
PMA	Poor military appearance.	III	8 demerits
POUODP	Possession or use of drug paraphenalia on campus.	I	Expulsion
POUOEOP	Possession or use of explosives or pyrotechnics	I	Expulsion

	on college property.		
POUOF	Possession or use of firearms on college property.	I	Expulsion
POWP	Possession of weapons parts (military).	II	20 demerits, 1 week room arrest, & 1 week restriction to limits
PTIOCOAB	Possession, traffic in, or consumption of alcoholic beverages on campus.	I	Expulsion
PTIOUOID	Possession, traffic in, or use of illegal drugs on campus.	I	Expulsion
RA	Rifle abandoned (but recovered).	II	15 demerits, 1 week room arrest, & 1 week restriction to limits
RDOID	Room dirty or in disorder. I	II	8 demerits
RFTR	Repeated failure to report (Commandant's Office).	II	10 demerits & 1 week restriction to limits
RIORAR	Repeated infraction of rules and regulations which cumulatively indicate an unwillingness or inability to conform to the North Georgia College program.	I	Expulsion
RNRFI	Room not ready for inspection.	III	8 demerits
S	Stealing (wrongful appropriation of federal, state, or personal property).	I	Expulsion
SA	Sexual assault.	I	Expulsion
SG	Sexual gestures.	II	15 demerits, 1 week room arrest, & 1 week restriction to limits

SH	Sexual harrassment.	I	Expulsion
SI	Sexual innuendo.	II	15 demerits, 1 week room arrest, & 1 week restriction to limits
SIB	Selling in barracks (not authorized).	II	8 demerits & 1 week restriction to limits
SIOOFAC	Signing in or out for another cadet.	III	6 demerits
SNOWNM	Serial number of weapon not memorized.	III	1 demerit
SNS	Shoes not shined.	III	1 demerit
TOOIOLA	Trespassing on or in off-limits area.	II	20 demerits 1 week room arrest & 1 week restriction to limits
TSPBR	Transferring school property between rooms.	III	8 demerits, 1 week room arrest
TWFFE	Tampering with fire fighting equipment or setting off false fire alarm.	II	40 demerits, 2 weeks room arrest, & 2 weeks restriction to limits.
UAORDOW	Unauthorized articles on room door or wall.	III	4 demerits
UCA	Unacceptable civilian attire.	III	8 demerits
UEAIB	Unauthorized electrical appliance in barracks.	III	6 demerits
UPOPDIR	Unauthorized posters or pictures displayed in room.	III	6 demerits
UTIOIDOC	Under the influence of illegal drugs on campus.	I	Expulsion
UTOC	Use of Tobacco on Campus	II	8 demerits & 1 week restriction to limits

UUOTOC	Unauthorized use of tobacco on campus	II	8 demerits & 1 week Restriction to limits
UUI	Unserviceable uniform item.	III	4 demerits
UVAOPOD	Unauthorized visitor at official place of duty.	III	6 demerits
UVBOS	Unauthorized visit to the campus living quarters of or by the opposite sex.	I	Expulsion
UVCRA	Unauthorized visiting of or by a cadet in room arrest.	II	8 demerits & 1 week restriction to limits
UVDCTQ	Unauthorized visiting during call to quarters.	III	8 demerits
UVIB	Unauthorized visitors in barracks.	II	10 demerits & 1 week restriction to limits
V	Vandalism (willfully destroying federal, state, or private property).	I	Expulsion
VOASCL	Violation of a state criminal law.	I	Expulsion
VODR	Violation of disciplinary restriction.	I	Expulsion
VOFR	Violation of fire regulations.	II	20 demerits, 1 week room arrest, & 1 week restriction to limits.
VOQP	Violation of quarters policy.	II	20 demerits 1 week room arrest & 1 week restriction to limits
VORAOR	Violation of room arrest or restriction.	II	40 demerits, 2 weeks room arrest, & 2 weeks restriction to limits

WA	Wrongful appropriation.	II	20 demerits, 1 week room arrest, & 1 week restriction to limits
WHIB	Wearing hat (military or civilian) in building.	III	4 demerits

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