

**THE
PLANS
&
PROGRAMS
GUIDE**

**Corps of Cadets
Texas A&M University**

DRAFT – WORK IN PROGRESS

17 January 2013

INTRODUCTION

Four documents cover every facet of life in the Cadet Corps: The Standard, The Plans and Programs Guide, The Cadence, and The Cadet Resident Handbook.

The Standard is about who Corps members are and what they are endeavoring to become. It is about the Corps' mission, vision, priorities, and values. The Standard is at the very heart of the Corps' disciplined way of life. Its carefully crafted policies, guidelines, standards, and rules are designed to support each cadet's academic success, physical and mental well-being, and development as a leader. It includes information relevant to every cadet, regardless of rank or class, regarding administration, operations, discipline, honor, scholastics and cadet life.

The Plans and Programs Guide is an in-depth manual for Cadet Leadership. In instances where The Standard lacks detail on a given subject, cadets should refer to The Plans and Programs Guide. Specifically, the PPG includes information on Corps membership, Corps organizations, Cadet Command and position descriptions, additional Uniform regulations, the Corps Weight Control and Physical Training Programs, Intramurals, Awards, Safety, Risk Management, Assistance Programs, and Incident Reporting procedures.

The Cadence is a pocket-size summary of information specifically intended for freshman cadets.

The Cadet Resident Handbook includes specific housing and safety-related information relevant to every cadet.

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CHAPTER 1 CORPS MEMBERSHIP REQUIREMENTS

1. CORPS MEMBERSHIP

- A. Until a Cadet resigns, is removed, or completes his fourth year of membership, he is considered a member of the Corps and is subject to the rules and regulations of the Corps. However, each year, all cadets must reapply for Corps membership. POC for Corps applications is the Assistant Commandant for Administration. Approval authority is the Commandant.
- B. Those applying to be in the Corps must agree to comply with the following Corps membership requirements.
 - (1) Abide by all rules and regulations of Texas A&M University and the Corps of Cadets.
 - (2) Attend required drill periods, ceremonies and formations unless properly excused.
 - (3) Enroll as a full-time student at Texas A&M University, which requires a minimum of 12 hours of A&M courses (except for Blinn TEAM).
 - (4) Successfully complete appropriate ROTC course and/or SOMS course each semester.
 - (a) Freshman and sophomore cadets are required to take an ROTC course (associated with their class year) in the Fall semester, and both an ROTC and SOMS course (associated with their class year) in the Spring semester;
 - (b) Junior and senior ROTC contract cadets are required to take an ROTC course as specified by the PMS, PNS or PAS;
 - (c) Junior and senior Degree & Certificate (D&C) cadets (not contracted to pursue military commission) are required to take a SOMS course associated with their class year;
 - (d) Any junior or senior cadet contracted to pursue commission through an officer commissioning programs other than ROTC (i.e., PLC [Marine Corps Platoon Leader's Course], NUPOC [Nuclear Power Officer Candidate Program] Army Green to Gold cadets, etc.) may enroll in either the SOMS course associated with their class year or the appropriate 300 and 400 level ROTC class as a substitute for the SOMS classes. Cadets MUST receive advance permission from their respective PNS, PMS, PAS. If this choice is made, each cadet must remain on their respective ROTC track. SOMS and ROTC classes are not interchangeable during junior and senior year.
 - (5) Maintain at least a 2.0 overall GPR.
 - (6) Purchase an approved Corps meal plan each semester unless approved for day student status (if no Corps meal plan is purchased, one will be automatically added to cadet's bill.)
 - (7) Complete a Corps housing contract and pay for Corps dorm room unless approved for day student status.
 - (8) Meet Corps height-weight/body fat standards each semester.
 - (9) Pass the Corps physical fitness test (PFT) each semester.
 - (10) Agree to release any information from the Aggie Honor Systems Office to the Office of the Commandant.

- (11) Participate in the Corps random drug testing program (if selected).
- (12) Purchase a Season Football Ticket or an All-Sports Pass.
- (13) Complete any restricted weekends by the deadline and no later than the end of the semester.

C. Approval of Corps application is contingent upon compliance with the above membership requirements and the assessment of the cadet's performance by the chain of command. Application may be approved, approved but placed on probation, or disapproved. All applications are subject to review at the end of each semester.

2. ASSIGNMENT OF FRESHMEN AND TRANSFER STUDENTS

A. Band freshmen are assigned to the Aggie Band regardless of ROTC affiliation. The Band Director makes assignments to units within the band.

B. All other freshman cadets will normally be assigned to units based on ROTC affiliation. Army ROTC cadets will go to Brigade units, Navy/Marine ROTC cadets will go to Regiment units, Air Force ROTC cadets will go to Wing units. Exceptions must be approved by both of the affected ROTC Detachment Commander (PMS, PNS or PAS) and the Assistant Commandant for Academics, Operations, & Training (ACAOT).

C. Out-of-Cycle Cadets. Cadets who enter the Corps in a status other than the fall of their fish year (e.g., transfer students who are academically qualified above the freshman level and wish to assume that class status in the Corps) will be assigned to K-1 or Squadron-18 for their first semester. After completing a semester as a fish, these cadets may transfer to another unit or remain in K-1 or Squadron-18 as a member of the appropriate class with full entitlement of that class' privileges and rank.

3. REQUESTING DAY STUDENT STATUS

C. Cadets who wish to reside off-campus may request "military day student" status on their Corps application provided they meet one or more of the following criteria.

- (1) Married and plan to reside with spouse in Bryan/College Station area;
- (2) Plan to reside with parents in Bryan/College Station area;
- (3) Former active duty military service member; Enlisted in Guard or Reserve and completed basic combat training;
- (4) Graduate student;
- (5) Varsity or club athlete;

B. Day Students are assigned to one of the day student outfits (Company V-1 or Delta Company). Exceptions may be made for those cadets who get married and wish to remain in their outfit during their senior year only. Requests for exceptions to policy should be submitted to the Commandant via the Assistant Commandant for Administration.

4. INTERNATIONAL STUDENTS

International students are eligible to apply for corps membership provided they have the approval of their embassy and the university. Some international students may not be eligible to participate in an ROTC program. In such cases, the requirement to take an ROTC course will be waived.

5. REQUESTING A UNIT TRANSFER

- A. To request a unit transfer during the school year, a cadet should complete a *Unit Transfer Form* to the Commandant via the Assistant Commandant for Administration.
- B. To change outfits at the end of the school year (for the following year), a cadet should indicate their new outfit preference on the Corps application. A separate *Unit Transfer Form* is not required in this case.

6. REQUESTING A TEMPORARY LEAVE OF ABSENCE

Cadets may request a temporary leave of absence to participate in study abroad, internship, co-op, or other approved program. Cadets approved for leave of absence remain members of the Corps and subject to Corps and university rules. They may retain their Corps uniforms and participate in selected Corps activities as their schedules permit with the approval of their commander. POC for requesting leave of absence is the Assistant Commandant for Administration.

7. ADMINISTRATIVE BOARDS

- A. The purpose of an administrative board is to provide a recommendation to the Commandant regarding an administrative action or decision.
- B. The administrative board is organized by the Assistant Commandant for Administration, at the direction of the Commandant, and composed of officers and senior-ranking cadets (normally 2-3 each).
- C. The Commandant may direct an administrative board to meet with a cadet and provide a recommendation regarding that cadet's continued membership in the Corps, or the cadet's application for membership in the Corps for the following semester.
- D. Any cadet who is found responsible for academic dishonesty by the Aggie Honor System Office will be required to appear before an administrative board.

8. INVOLUNTARY TERMINATION

Membership in the Corps of Cadets may be terminated at any time for failure to comply with the membership requirements; for unsatisfactory performance in an ROTC or SOMS course; based on the recommendation of the commander; as the result of a disciplinary sanction; or for just cause as determined by the Commandant.

9. RESIGNING FROM THE CORPS

- A. Cadets who choose to resign from the Corps may initiate the process by obtaining a *Corps Resignation Form* from their Cadet Training Officer (CTO). Each cadet must complete the form and obtain the required signatures listed on the form.
- B. Normally, cadets enrolled in ROTC who withdraw from the Corps are dropped from the ROTC program. Where the PMS, PNS, or PAS determines completion of the ROTC course is in the best interest of the military, he/she will make such a request to the Commandant.
- C. Military Advisors should ensure the person responsible for the cadet's ROTC records is aware of the resignation and completes the required steps for ROTC disenrollment.
- D. Each person responsible for counseling cadets will endeavor to determine why the cadet has decided to resign and attempt to help the cadet resolve any problems. If, after such counseling, the cadet still desires to resign, the individual concerned will sign the resignation form and allow the resignation process to continue.

10. CORPS UNIT VALIDITY STANDARDS

- A. **Units must meet the specified strength, grade, retention, and conduct standards below to be considered in “good standing.”** These standards provide information the Commandant can use to make appropriate decisions regarding viability for unit awards, leadership positions, letters of warning/probation and disbandment. Units not in good standing will be given a letter of warning, put on probation, or disbanded by the Commandant. Normally, a warning and/or probation precede disbandment.
- (1) **Strength.** All companies/squadrons, except V-1, D Co, K-1 and Sq-18, are expected to attain a strength of at least 50 Cadets on the first day of class of the fall semester. All companies/squadrons, except V-1 and D CO, are expected to maintain a strength of at least 45 Cadets throughout the year. Cadets serving in staff positions outside the unit will count as unit members for validity computation. New units will be exempt from strength viability standards during the first year of their existence.
 - (2) **Grades.** The GPR for the Corps, outfits and Fish class are established and set as goals each semester. These GPR goals are known to all and are achievable. Units which fail to meet these standards will be subject to review for change of leadership, letters of warning/probation, and disbandment and will be given a specific target GPR which they must meet in the succeeding semester.
 - (3) **Retention.** Units are expected to retain a minimum of 75% of their fish through the freshman year based on the number of fish reporting-in on FOW Sunday. Overall unit retention for the school year is required to be 85% or better.
 - (4) **Conduct.** All Corps members are ultimately responsible for their own conduct. The unit commander is responsible for the overall conduct of the unit members. If any unit has an excessive number of individuals with conduct problems, the unit will be subject to review for change of leadership, letters of warning/probation, and disbandment.

11. DUES AND FUNDS.

- A. Each cadet contributes dues to the Cadet Corps funds. Collections will not exceed a total of \$50.00 per cadet annually, as follows:
- (1) Corps activity fund \$10.00/cadet.
 - (2) Major unit fund \$8.00/cadet.
 - (3) Outfit fund \$32.00/cadet.
 - (4) In the case of an outfit member being on staff, ½ of the cadet’s outfit level dues will be allocated to their respective staff fund.
 - (5) These dues are upper limits, and outfits are not required to collect the maximum amount unless it is needed. The major and minor units are responsible for informing their outfits of how much of the dues they need. Corps dues are required so that the minimum amount of dues to be collected from any one cadet will be \$10.00. After all dues have been deposited from their unit, the outfit fund custodian will have to write four checks from the outfit account to the following: (1) Major Unit fund, (2) Corps Operations fund, (3) Major Unit Staff fund, and (4) Corps Staff fund. Additional collections are authorized only by an approved military letter through the Deputy Corps Commander.

B. Description of Financial Accounts:

- (1) Corps Staff Fund - pays for activities and commodities which benefit all members of Corps Staff. The money in this fund comes from each Corps Staff member's outfit as described above.
- (2) Corps Operations Account - pays for financing activities of the entire Corps, such as expenditures for the military section of the Aggieland, intramural fees, Military Ball, flowers for Parents' Weekend, and expenditures approved by the Commandant. The fund custodian (normally the Deputy Corps Commander) prepares a budget, including proposed expenses for each planned activity throughout the year. The outgoing custodian will submit a budget to the Assistant Commandant for Administration.
- (3) Major Unit Staff Fund - pays for activities and commodities which benefit all members of the major unit staff. The money comes from each major unit staff member's outfit.
- (4) Major Unit Fund - pays for activities and commodities which benefit the entire membership of the major unit. This fund will be identified as the (Regiment/Brigade/Wing/Combined Band) Fund. The fund custodian is responsible for preparing a budget to include proposed expenses for each activity throughout the year. The fund advisor needs to receive the budget by October 1st.
- (5) Outfit Fund - this money will be spent on activities or merchandise (e.g., seasonal hall decorations, outfit awards for Parents' Weekend, etc.) that benefits the entire unit. These funds will not be expended for alcoholic beverages. The fund custodian is responsible for preparing a budget, including proposed expenditures for each activity throughout the year, and submitting it to the fund advisor by 1 October. Freshmen will neither be required nor expected to pay additional out-of-pocket expenses for spirit signs, unification items, or any item not required for the unit as a whole. Each outfit member, regardless of class, will pay the same amount into the fund.

(5) Funds.

- (1) Each unit must maintain its unit account at the Student Organization Finance Center. The Unit Commander is responsible for this account. The unit's Commander, Executive Officer, First Sergeant, and one additional Cadet are authorized to sign checks for the account, provided their names are on the signature card in the Student Finance Center. Usually, the unit Executive officer is designated as the "fund custodian", and is given primary responsibility for handling all unit funds. The unit's CTO and the Commandant's Business Coordinator serves as its "fund advisors" and must sign in advance to approve any expenditure of unit funds or any fund raising activities.
- (2) Unit funds should be used in a manner which benefits the entire unit. It is not a fish privilege to fund "special" outfit events (e.g., Halloween or Christmas decorations, or spirit signs). Commanders will keep accurate records on all unit funds.
- (3) Unit Fund Procedures.
 - (1) At the beginning of the school year, each fund custodian will obtain a signature card (Authorization Card) from the Student Organization Finance Center. The card will be completed by the fund custodian and hand carried to the fund advisor for signature. The signature card shall be hand carried by the Fund Custodian to

the Student Finance Center, where it will be filed. NOTE: University Student Activities Group Training Sessions may accomplish required training for fund custodians and advisors near the end of the spring semester prior to assuming these duties or at the beginning of the fall semester when the duties are assumed.

- (2) The fund custodian will maintain a record of funds collected from cadets using a unit roster. Each line should be initialed by the individual cadet contributing dues and by the fund custodian. The fund custodian will present a copy of the collection sheets to the fund advisor.
- (3) Each expenditure is paid by check signed by the fund custodian and countersigned by the representative of the Student Finance Center. Each time a payment is made, the fund custodian will obtain approval from the fund advisor prior to writing the check at the Student Finance Center.
- (4) All fund custodians will ensure funds are allocated to meet all expenditures incurred throughout the school year. All unit obligations which are incurred will be settled prior to the end of the spring semester. The fund advisor may require the fund custodian to clear any or all proposed expenditures before a transaction takes place.
- (4) All fund raising activities must comply with proper risk management (no fund raising in the "street") and legal restrictions, and represent a positive image of the Corps.
- (5) Funding a 'New Outfit': When a new unit is formed, funding from the Commandant's Office will not exceed \$100.00 for a guidon, \$450.00 for one outdoor sign, and \$8.00 per shirt for unit T-shirts (not to exceed \$400 total).

12. **LOGOS AND SIGNS.** Outfit logos and signs are intended to enhance unit pride and esprit. Logos also convey outfit goals and traditions to other cadets, students, faculty, parents, and observers of the Corps. Therefore, outfit logos and signs will exclude the following: alcohol, illegal substances and drugs, sadistic violence, and other references which could be reasonably interpreted as counter to the mission of the Corps of Cadets and the desired image of Texas A&M University. Also excluded from outfit logos and signs is the Confederate Flag or other inflammatory symbols. However, the proper incorporation of the flag of the United States of America into outfit logos and signs of units in the Corps of Cadets is encouraged.

13. **BULLETIN BOARDS.**

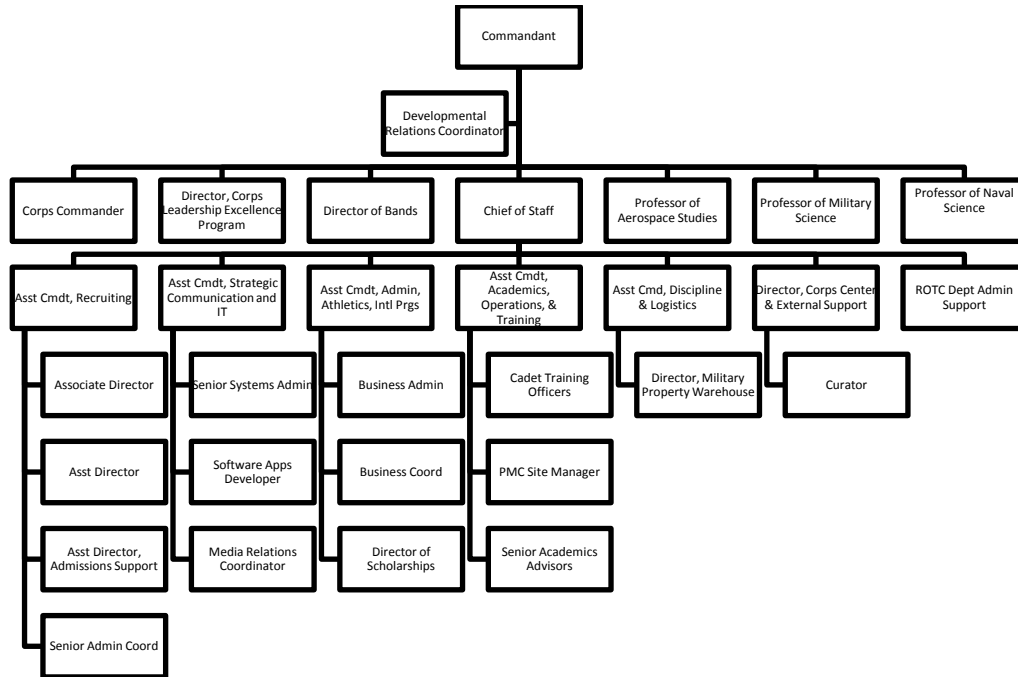
- A. Bulletin Boards will provide timely dissemination of information to all members of the unit. Commanders will require each member of their units to check the bulletin board at least twice daily for new information.
- B. The unit bulletin board is divided into three major sections. They are PERMANENT, TEMPORARY, and GOOD BULL, under which the following is posted:
 - (1) PERMANENT: Information of a general nature and of interest to the members of the unit; dealing with matters directive in nature which are not governed by a limiting date/time factor, such as fire regulations, standing operating procedures, command policy, or General Orders. Documents of this nature will not be removed unless rescinded or superseded by a replacing document.
 - (2) TEMPORARY: Information such as menus, football schedules, training schedules or any material which is effective for only a short period of time. Temporary notices will be removed promptly after their expiration.

- (3) **GOOD BULL:** Information such as notices, announcements, letters, and other publications which are not officially Corps oriented, but are of general interest to the members of the unit. These materials must be approved and initialed by the unit Cadet leaders or they will be removed.
 - C. All unit bulletin boards will have colored backgrounds. They will be neatly arranged with all announcements and notices tacked at all four corners. Bulletin boards will be kept current, clean and in good repair.
 - D. **Maintenance Responsibilities:** Although the bulletin board is regarded as a command responsibility, normal procedure is for Unit Commanders to delegate responsibility for the maintenance of the unit bulletin board to the unit First Sergeant, or at major unit level, to a senior noncommissioned officer assigned to the staff.
 - E. Notices, advertisements, stickers, etc., will not be attached to walls, but may be temporarily attached to fire doors in Cadet dormitories. Plastic notice sleeves provided on exit doors and adjacent windows on the first floor may be used for posting announcements of special events on a limited basis. Windows in stairwells may also be used for this purpose. These materials will be removed immediately after the announced event takes place. Commanders will ensure this takes place on their respective floors.
14. **ROSTERS.** Corps rosters are printed from the Cadet Management System (CMS) database. Commanders are responsible for the accuracy of the data in CMS. Strength Reports are generated from CMS. Corps housing produces the Corps “Alpha roster” from the housing database.
- A. Units will assign individuals to all positions in their command, e.g., Assistant Squad Leader, Squad Leader, Platoon/Flight Sergeant, Platoon/Flight Leader. The unit commander will maintain a copy of the most current position roster.
 - B. Positions other than those listed in the Table of Organization are not authorized, but may be assigned as additional duties. Additional duties will not merit promotion to a higher rank.
 - C. Personnel assigned to staffs will not appear in the outfit rosters nor will staff personnel be assigned duties in their old outfits.

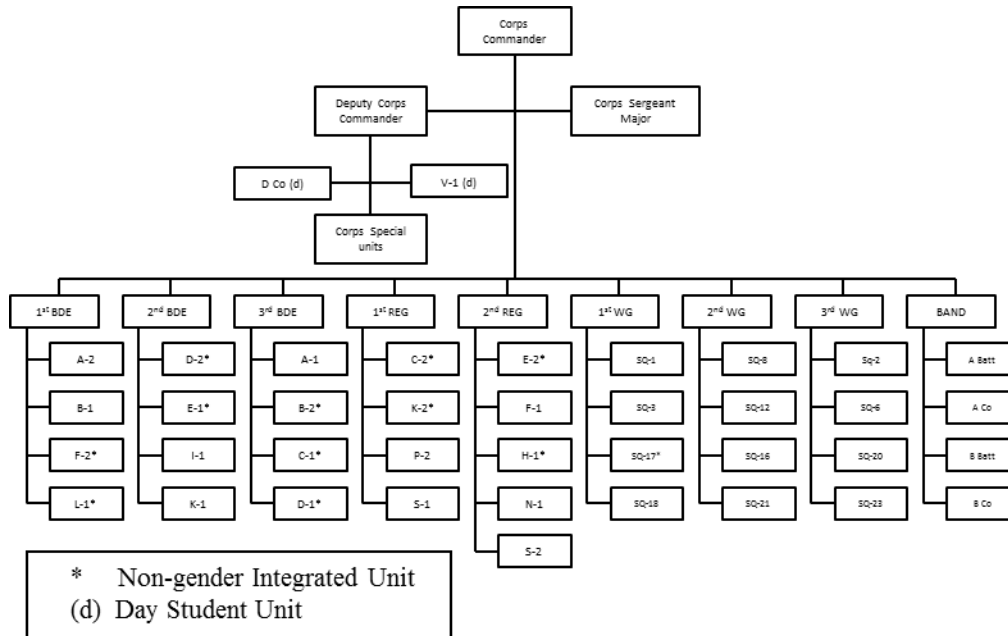
CHAPTER 2. CORPS ORGANIZATION

1. ORGANIZATIONAL CHARTS

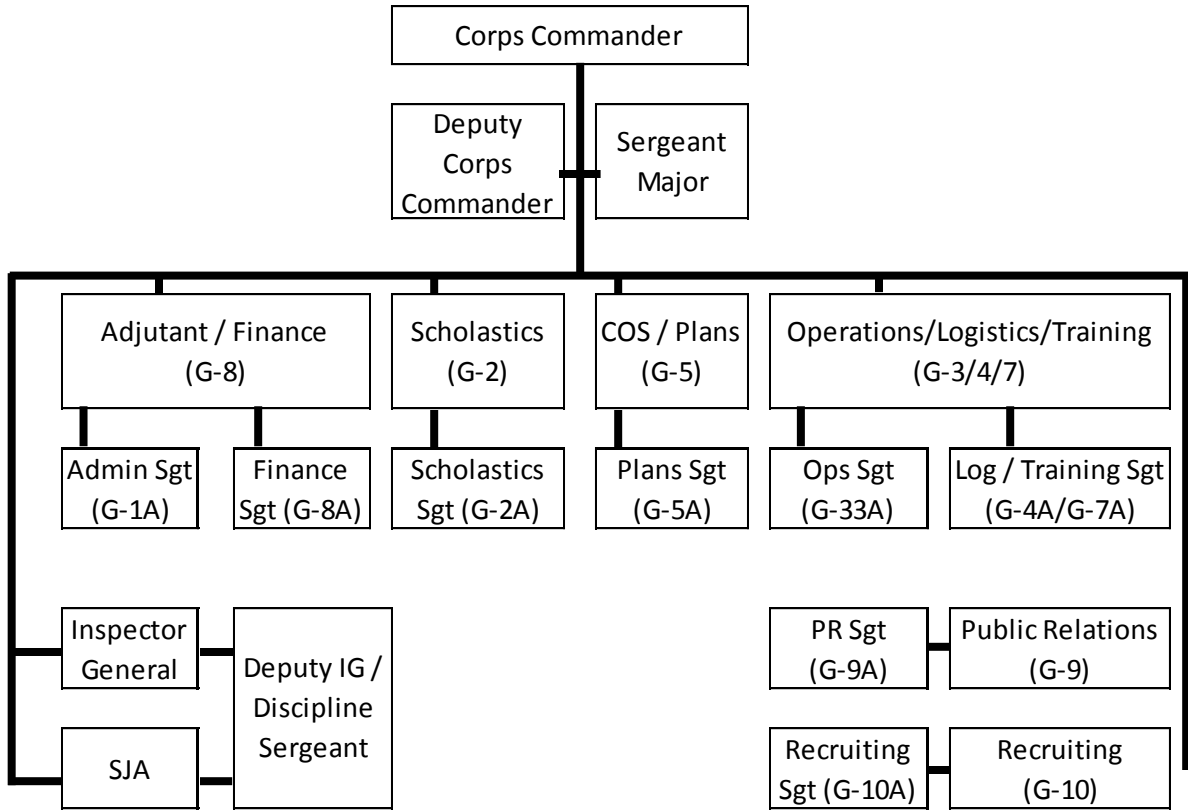
A. OFFICE OF THE COMMANDANT



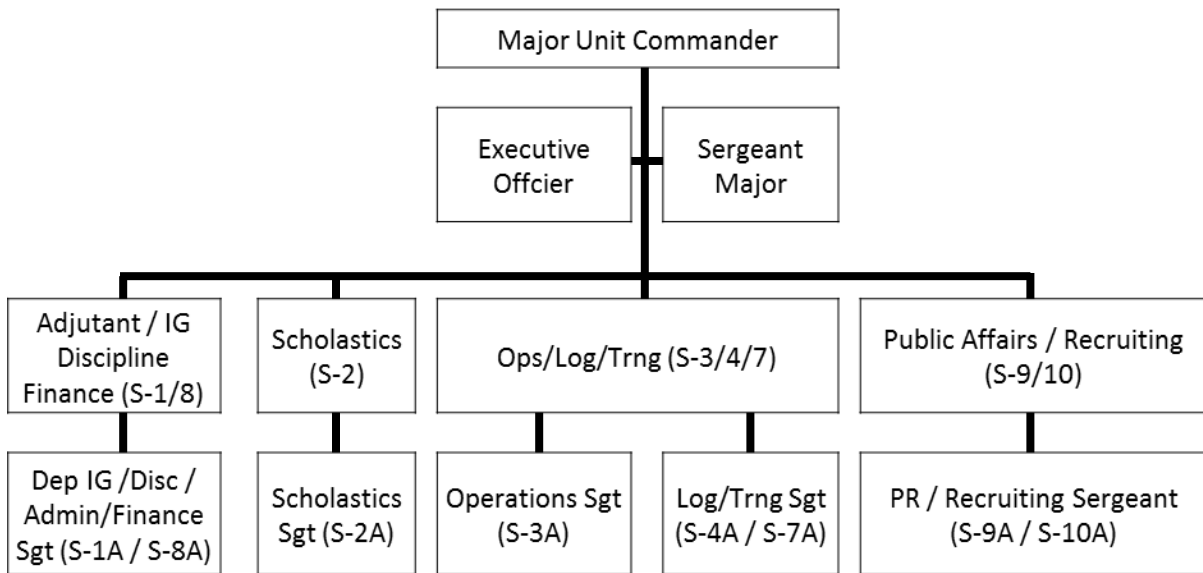
B. CORPS OF CADETS



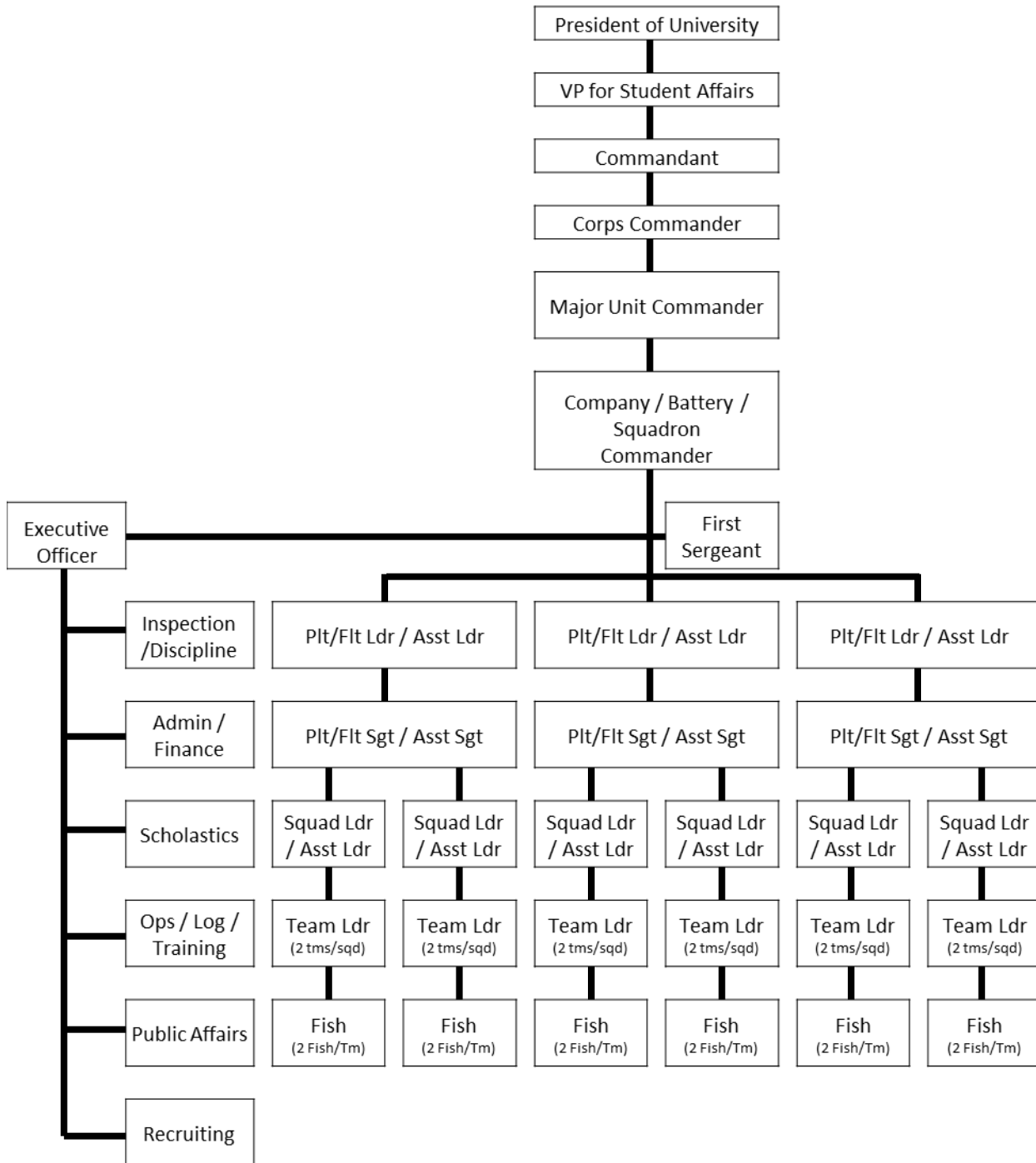
C. CORPS STAFF



D. MAJOR UNIT STAFF



2. CHAIN OF COMMAND



3. SPECIAL UNITS

The Corps of Cadets and ROTC programs sponsor a number of special units.

Corps Special Units	ROTC Affiliated Special Units
Ross Volunteer Company	Rudder's Rangers
Parsons Mounted Cavalry	Aggie Warrior Battalion
Corps Center Guard	Midshipmen Battalion
Corps Color Guard	Arnold Air Society
Fish Drill Team	Ranger Challenge
O. R. Simpson Honor Society	Recon
Summer Recruiting Company	SEAL Platoon
AMC Guard	Pathfinders
Aggie Eagle Post	Special Operations Training Unit (Currently, not ROTC affiliated)
Major General Thomas G. Darling Recruiting Company	Society of American Military Engineers

THE ROSS VOLUNTEER COMPANY

From fragments of early University history, compiled in 1953 by the University Archivist, the following is quoted: "With the full permission of the faculty, composed of Professor Lowry McInnis, Chairman; Professor William Lorraine Bringham, Vice Chairman, and of fifteen other members, permission is granted to organize a body of military students in the early part of the twelfth session..." The school year was 1887-1888, and the unit organized was a crack military company then called the Scott Volunteers. In 1891, the name of the company was changed to Ross Volunteers, honoring President Lawrence Sullivan Ross, former governor of the State of Texas. Following the death of Ross in 1898, the name of the organization was changed to Foster Guards, once again in honor of the newly appointed President of Texas A&M. When President H.H. Harrington, son-in-law of the late Governor Ross, became President of the College, he requested the company be given the permanent name of the Ross Volunteers, perpetuating the memory of this great man who had demonstrated his leadership as a general officer in the Confederate Army, as Governor of the State of Texas, and as an Educator and Scholar as President of Texas A&M. The Company disbanded in 1942 when Reserve Officer Training at A&M was interrupted by World War II. It was again activated in 1948 by another great leader, Colonel Guy S. Meloy, Jr., who was Professor of Military Science and Tactics, and Commandant of the Corps of Cadets.

The Constitution of the Company reads:

"The Ross Volunteer Company of Texas A&M University, as hereunder constituted, is a military organization of volunteers for the purpose of representing to the Administration, Faculty, and Student Body of Texas A&M University, and to the citizens of the State of Texas, and the Nation, an organization of military distinction and example, made up of a membership of Cadets whose dress, general bearing, and conduct of membership and their activities, will reflect credit upon the University."

The Ross Volunteer Company is composed of juniors and seniors in the Corps of Cadets. Interested juniors apply at the beginning of the fall semester and are elected by the senior members annually. All members are expected to exemplify the traits of Sul Ross, "Soldier, Statesman, and Knightly Gentleman." All Cadets are invited and encouraged to apply for membership in the organization.

PARSONS MOUNTED CAVALRY

The concept of a mounted cavalry unit designed to participate in Corps activities and to represent the University at agricultural and equestrian events throughout Texas was reborn in the spring of 1973. After approval by the Director of Student Affairs and the Commandant of Cadets, members of the Class of 1974 began to prepare to field the unit during the fall of 1973. The Association of Former Students, the Commandant and Vice President for Student Services provided the necessary tack. Dean John H. Fritz of Farleigh Dickinson University provided the accouterments essential to a cavalry unit. The members feed and care for the horses and maintain the student-built facilities at "Fiddler's Green," near the campus. Qualified sophomore, junior and senior cadets are encouraged to join the organization.

Horse mounted cavalry at Texas A&M has a rich heritage. It was the last active ROTC Cavalry Unit in the United States, and is the first to be reactivated. The unit takes its name from Colonel Thomas R. Parsons, Commandant of Cadets at the time the unit was formed.

The Constitution of the Troop reads: "Parsons Mounted Cavalry of Texas A&M University, as hereunder constituted, is a mounted military organization of volunteers from the sophomore, junior and senior class whose purpose is to attract attention to the University and its Corps of Cadets, recruit members for the Corps of Cadets, and to demonstrate pride in the heritage and traditions of Texas A&M."

To this end, the Cavalry marches with the Corps of Cadets at all home football games and reviews and travel on all Corps Trips for the parade. They appear at a number of events across the state to demonstrate the bearing, conduct and discipline of A&M Cadets that has reflected credit upon the University and the Corps of Cadets for over a century. All eligible cadets are encouraged to join the organization.

CORPS CENTER GUARD

The Corps Center Guard consists of cadets who volunteer their time and energy to serve as official greeters and guides for the Sam Houston Sanders Corps Center. The cadets are divided into special areas of interest, which include administration, public relations, museum displays, artwork, and building maintenance. The Corps Center Guard is composed of selected freshmen, sophomores, juniors, and seniors in the Corps of Cadets. Interested cadets apply at the beginning of the fall semester and are selected by a committee appointed by the Commandant. All eligible cadets are encouraged to join the organization.

COLOR GUARD

The color guard is a group of volunteer cadets who represent Texas A&M University and the Corps of Cadets at march-ins, reviews, special events, and as requested. Cadets are divided into teams composed of sophomores, juniors, seniors, and second semester freshmen who travel around the state to present the colors, serve as an honor guard, or recruit for Texas A&M University and the Corps of Cadets. The unit commander is a senior cadet advised by a commissioned officer or non-commissioned officer. A junior cadet serves as the senior non-commissioned officer for each team. All eligible cadets are encouraged to join the organization.

FISH DRILL TEAM

The team was begun when the freshmen were moved from the main campus to deal with the overcrowding and hazing issues that followed World War II and the return of war veterans to the A&M campus. The freshmen were moved to the Riverside Campus Annex and lived in the dorms of an old Air Force training base 12 miles from campus. They were bused to class

each day but lived in isolation from the rest of the Corps. Out of boredom, the freshmen organized themselves into the Fish Drill Team and made their debut performance among the jeers and laughter of their upperclassmen. By the end of the performance however, the team received a standing ovation and has been a tradition ever since.

The Fish Drill Team is open to any freshman in the Corps who is willing to work hard and accept the challenges of being on the team. The Fish Drill Team competes in precision drill competitions around the country each year. They represent the Corps of Cadets and Texas A&M in these meets and have gone on to win numerous national championships.

O. R. SIMPSON HONOR SOCIETY

O. R. Simpson Honor Society is a scholastic honorary society for sophomores, juniors, and seniors. Service to the Corps of Cadets and the University is expected of all active members.

SUMMER RECRUITING COMPANY

The Summer Recruiting Company (SRC) is a temporary company of cadets attending summer school at A&M from all units in the Corps. Its mission is to provide support for the summer recruiting programs and to maintain a visible presence on campus. Each unit is encouraged to provide three members from its regular ranks for each summer session. SRC members are billeted in the Corps dorms.

AMC GUARD

The AMC Guard is composed of juniors and seniors in the Corps of Cadets who make themselves available to render honors to military veterans of the WWII era. Interested cadets apply IAW the organization constitution. All “white belt” cadets are invited and encouraged to apply for membership in the organization.

GENERAL THOMAS G. DARLING RECRUITING COMPANY

The purpose of the Major General Thomas G. Darling Recruiting Company is to provide the means for highly motivated cadets to conduct planning, provide support, and represent Texas A&M University and the Corps of Cadets at selected recruiting events.

SPECIAL OPERATIONS TRAINING UNIT

The Special Operations Training Unit is a volunteer group of Texas A&M cadets who want extra experiences in “adventure” events such as rappelling, rock climbing, land navigation, team tactics, self-defense, CPR training, weapons qualification, leadership exercises, base visits and field training exercises.

RUDDER’S RANGERS

The Rudder’s Rangers Company is a voluntary group of ROTC cadets motivated to further develop leadership skills through small unit tactics, patrolling, and adventure training. The unit plays an essential role in the preparation for Army ROTC Advanced Camp as well as Airborne, Air Assault, Ranger and officer basic schools. The company is sponsored by a commissioned officer from the Army ROTC detachment. Senior cadets provide company leadership.

RECON COMPANY

The RECON Company is made up of volunteer members of the Naval ROTC Unit and participates in adventure training such as repelling, orienteering, rubber boat trips, and tactical field exercises. The Marine Officer Instructors of the Naval ROTC Unit staff advises the company; the company officers are senior cadets, and junior cadets serve as noncommissioned officers.

SEAL PLATOON

SEAL Platoon is a voluntary group of students motivated to serve in the Naval Special Warfare and Special Operations communities. Training evolutions are conducted every weekday and are designated to prepare its members for the physical and mental rigors of Basic Underwater Demolition/SEAL training (BUD/S), Explosive Ordnance Disposal, and Navy Dive School. All eligible and motivated students are encouraged to join.

ARNOLD AIR SOCIETY

The Arnold Air Society (AAS) is a national voluntary professional honorary service organization of Air Force ROTC Cadets and is affiliated with the Air Force Association. The local AAS Squadron is the Major Horace S. Carswell, Jr. Chapter named after the Class of '38 Medal of Honor winner. The Squadron is led by cadets and sponsored by a commissioned officer from the Air Force ROTC detachment. The objectives of AAS are to aid in the development of Air Force Officers, create a closer, more efficient relationship with AFROTC, further the USAF purpose and traditions, and advance air and space knowledge.

RANGER CHALLENGE

The Ranger Challenge is a nation-wide competition that involves tough, challenging events designed to test military field skills and marksmanship proficiency as well as the physical endurance of its participants. It is considered the "varsity sport" of Army ROTC. The Texas Aggie Ranger Challenge Team consistently takes top honors in the competition at all levels. Team members train year-round and compete in "shoot outs" with neighboring universities as well as regional and national competitions. All Army ROTC Cadets interested in this type of competition and military and physical fitness training are encouraged to join.

SOCIETY OF AMERICAN MILITARY ENGINEERS (SAME)

The Texas A&M Chapter of SAME is an organization sponsored by Army ROTC and open to all interested students. The chapter meets regularly to discuss and learn about topics of interest in the military engineering realm. Accomplished engineering leaders from industry, government, and the military are frequent guests of the chapter, speaking and leading seminars on current issues and career opportunities. Cadets with interest in engineering or other technical fields are encouraged to join.

PATHFINDERS

Aggie Pathfinders is a group of voluntary cadets motivated to develop skills in land navigation and basic orienteering. Cadets learn how to properly read a map, use a compass, and find set points in a field environment.

4. COMMANDANT'S STAFF POSITION DESCRIPTIONS.

A. **Commandant of Cadets/Head of the School of Military Sciences.** Acting under the authority delegated by the Board of Regents, the President, and the Vice President for Student Affairs, the Commandant has total responsibility for establishing policy governing the operation of the Corps of Cadets. As Head of the School of Military Sciences, the Commandant has coordination and liaison responsibilities for the Army, Navy/Marine, and Air Force ROTC and School of Military Science (SOMS) Leadership programs. The Commandant and his staff coordinate all Corps-related activities and supervise the daily operation of the Corps.

- B. Deputy Commandant/Chief of Staff.** The Deputy Commandant/Chief of Staff (CoS) represents the Commandant in his absence, and manages, supervises, and coordinates the Office of the Commandant's programs.
- C. Assistant Commandant, Administration, Athletics, and International Programs.** The Assistant Commandant for Administration (ACAAIP) is the principal staff officer for all matters concerning administration within the Office of the Commandant. The ACAAIIP supervisory responsibilities include Accounting, Resource Management, and Corps Scholarships. The ACAAIIP serves as departmental representative for all personnel actions/issues worked with Human Resources, serves as protocol officer and coordinates efforts of Fifth Year Support Group. As the Assistant Commandant for Athletics, the ACAAIIP coordinates and supervises the club sports teams within the Corps of Cadets. As the Assistant Commandant for International Programs, the ACAAIIP works with other departments on campus to orchestrate the Commandant's International Excursion Program as well as the Cadet Exchange program with Universities in other nations.
- D. Assistant Commandant, Discipline and Logistics.** The Assistant Commandant for Discipline and Logistics (ACDL) manages and coordinates the discipline and logistics programs for the Corps of Cadets. Disciplinary duties include investigating, assessing, and administering appropriate disciplinary actions; supervising and advising the Cadet Performance Review Board; and conducting primary liaison with the Student Conflict Resolution Services. Logistically the ACDL is responsible for the long range planning, daily operations, and administration of the Military Property Warehouse; provides guidance and direction and assists in setting priorities and allocating resources to support the Corps; and coordinates with other University level agencies as required ensuring support for the Corps.
- E. Assistant Commandant, Academics, Operations, & Training.** The Assistant Commandant for Academics, Operations, & Training (ACAOT) oversees academic programs and day-to-day operations of the Corps of Cadets. The academic duties include oversight and responsibility for all academic programs and direction of the operations of the Buzbee Leadership Learning Center (BLLC), which employs two full time academic advisors who provide tutoring, counseling, and guidance to the cadets. Operations and Training duties include monitoring cadet adherence to University/Corps rules, regulations, and policies; overseeing the planning, execution and grading of march-ins, reviews, parades, and other such activities; managing the Commandant's Duty Officer program; overseeing the Guard Room operation; and overseeing the coordination of all facets of the annual Corps events such as Parents' Day awards, March to the Brazos, and Freshman Orientation Week programs.
- F. Assistant Commandant, Recruiting.** The Assistant Commandant for Recruiting (ACR) oversees all recruiting efforts for the Corps of Cadets. The ACR develops and implements a strategic plan for recruiting to achieve the goals established by the Commandant; attracts and processes qualified prospects for the Corps of Cadets, using a systematic and highly personal approach; trains, supervises and evaluates professional and associate staff within the Corps Recruiting Office; assigns responsibilities to the Associate Director and Assistant Director; provides leadership and organization to ensure quality performance throughout the recruiting program; serves as liaison to the Aggie Corps Recruiter Program; performs budgeting and forecasting; delivers recruiting presentations; coordinates scholarships to qualified prospects as authorized by the Commandant; and produces high quality recruiting videos, brochures, and other materials that assist Cadet recruiting.

- G. Assistant Commandant, Strategic Communications and Information Technology.** The Assistant Commandant for Strategic Communications and Information Technology (ACSCIT) oversees the Information Management Office, establishing strategic planning and operational response goals for the Office of the Commandant's technology support staff. The ACSCIT develops and maintains a strategic plan for development to include the Office of the Commandant and Corps information management requirements. The ACSCIT acts as a liaison with other technology centers to ensure availability of network resources consumed by the Office of the Commandant and through the Corps Information Gateway/CMS.
- H. Cadet Training Officers.** Cadet Training Officers (CTOs) are positive role models for the cadets and provide military presence and oversight at cadet formations, in the dining hall and dorms, on the Quad, and at various Corps/Unit activities. They mentor, advise, counsel, and assist cadets on Corps, academic, and appropriate personal matters. CTOs assist cadets in the planning and conduct of events to include, but not limited to: Corps Trips, parades, reviews, ceremonies, march-ins, and training activities. They perform risk management and monitor cadet compliance with University and Corps rules, regulations, policies, and standards. CTOs also conduct inspections, teach SOMS classes, investigate events related to cadet violations of Corps University policies and regulations, and perform other staff and reporting functions as directed by the ACAOT.
- I. Senior Academic Advisor.** The Senior Academic Advisor is responsible for the management and supervision of the academic support program for the Corps of Cadets. This includes developing, implementing, and monitoring activities which help cadets maximize their academic performance. The Senior Academic Advisor also performs other staff and reporting functions as directed by the ACAOT.
- J. Corps Academic Mentors.** Corps Academic Mentors (CAMs) are faculty or staff members who serve as volunteer academic mentors and role models to each outfit in the Corps of Cadets. CAMs attend outfit functions, know the members of the outfit and provide academic and appropriate personal guidance as needed.
- K. Commandant's Duty Officer.** The Commandant's Duty Officer (CDO) is the official representative of the Commandant in all matters dealing with the Corps of Cadets in the absence of the Commandant and/or his representatives (normally during off-duty hours). Personnel assigned to the Commandant's staff and ROTC units may serve as the CDO after being designated a CDO by the Commandant. Cadets should contact the CDO through the Cadet Officer of the Day (COD) when any crisis, problem, or question arises beyond the COD's purview that demands attention.
- L. Military Advisors.** Military Advisors (MAs) are Commissioned and Non-Commissioned Officers of the Army, Navy and Marine Corps, and Air Force ROTC units who serve as advisors, mentors and role models to each unit in the Corps of Cadets. MAs attend unit functions, know the members of the unit, and provide military and personal guidance. ROTC staff members are recommended by the PMS/PAS/PNS for MA duties and approved by the Commandant.

CHAPTER 3. CADET POSITION DESCRIPTIONS

1. GENERAL

- A. The Corps Commander, Deputy Corps Commander, Major Unit Commanders, and the Sergeants Major at Corps and Major Unit level along with the Commanders and First Sergeants at Company-level are chosen through a strenuous interview and selection process. They serve at the pleasure of the President of the University and may be administratively replaced at the discretion of the Commandant. Command (along with staff officer) responsibilities begin at the end of the first pass of Final Review of the junior year and end after the first pass of Final Review of the senior year.
- B. Commanders are often selected to serve as Corps Housing Officers (CHO) due to their unique command position to effect command and control of cadets. The CHO position is an appointed, paid position working for Corps Housing, a part of Residence Life. CHOs are responsible for the administration, maintenance, and safety of cadet housing under their control. If employed as a CHO, a commander will retain housing responsibilities throughout the closure of the dormitories at the end of the year vice turning over duties during Final Review. Commanders not appointed as CHOs will assist in the administration, maintenance and safety of cadet housing as a part of their command responsibilities.

2. COMMAND RESPONSIBILITIES AND POSITIONS

The Table of Organization (T/O) below contains the authorized positions within the Corps of Cadets. Positions other than those listed may be assigned as additional duties provided they are authorized functions. Example: A Unit Training Sergeant may be charged with the additional duty of Athletics Sergeant. The responsibility with which the cadet has been charged is identified as an “additional duty” and does not merit higher rank than his/her primary position.

<u>Position</u>	<u>Rank</u>	<u>Position</u>	<u>Rank</u>
Corps Staff		Brigade/Wing/Regiment/Band	
Commander (<i>Note 1</i>)	COL of Corps	Commander (<i>Note 1</i>)	COL
Deputy Corps Commander (<i>Note 2</i>)	COL	Executive Officer	LTC
Chief of Staff/Plans Officer	LTC	Operations Officer	MAJ
Scholastics Officer	LTC	Scholastics Officer	MAJ
Recruiting Officer	LTC	Recruiting Officer	MAJ
Operations Officer	LTC	Adjutant	MAJ
Public Relations Officer	LTC	Sergeant Major	SGM
Adjutant	LTC	Operations Sergeant	MSG
SJA	LTC	Training/Log Sergeant	MSG
Inspector General	LTC	Recruiting Sergeant	MSG
Sergeant Major	SGM	Scholastics Sergeant	MSG
Scholastics Sergeant	MSG	Admin Sergeant	MSG
Operations Sergeant	MSG		
Training & Logistics Sergeant	MSG	Corps and Major Unit Color Guard	
Recruiting Sergeant	MSG	Senior Color Sergeant	SFC
Plans Sergeant	MSG	Color Sergeant (2)	SFC
PR Sergeant	MSG	Color Guard (2)	CPL
Discipline Sergeant	MSG		
Admin/IM Sergeant	MSG		
Finance Sergeant	MSG		

Color guard members are attached to staffs but live with parent units

Company/Squadron/Battery

Commander (<i>Note 1</i>)	MAJ	Fire Team Leader	CPL
Executive Officer	CPT	Guidon Bearer	CPL
Platoon/Flight Leader	CPT	Operations Corporal	CPL
Operations Officer	CPT	Scholastics Corporal	CPL
Scholastics Officer	CPT	Recruiting Corporal	CPL
Recruiting Officer	CPT	Discipline Corporal	CPL
Asst Plt/Flt Leader	1LT	Admin Corporal	CPL
Public Relations Officer	1LT	Finance Corporal	CPL
Admin Officer	1LT	Training/Athletic Corporal	CPL
Inspector/Discipline Officer	1LT	Logistics Corporal	CPL
First Sergeant	1SG	Public Relations Corporal	CPL
Platoon/Flight Sergeant	SFC	Mascot Corporal (E-2)	CPL
Operations Sergeant	SFC	Flag Bearer (Awd Win Unit)	CPL
Scholastics Sergeant	SFC		
Recruiting Sergeant	SFC	Special Units	
Assistant Plt/Flt Sergeant	SSG	Commander (<i>Note 2</i>)	MAJ
Admin/IM Sergeant	SSG	Operations Officer	CPT
Discipline Sergeant	SSG		
Finance Sergeant	SSG	Notes:	
Training/Athletic Sergeant	SSG	(1) Authorized to wear Green Tabs	
Logistics Sergeant	SSG	(2) Authorized to wear Gray Tabs	
Public Relations Sergeant	SSG	All seniors w/o positions are 2LTs	
Squad Leader	SSG	All juniors w/o positions are SGTs	
Asst Squad Leader	SGT/CPL	All sophomores w/o positions are PFCs	

3. CORPS STAFF POSITION DESCRIPTIONS

- A. **Corps Commander.** The senior ranking cadet officer in the Corps, the Corps Commander is ultimately responsible for all cadets and their actions as well as Corps events and activities. The Corps Commander may delegate authority to subordinates to act in accordance with directives, but he can never delegate responsibility for ensuring standards are met and policies followed by every member of the Corps. He supervises subordinate commanders, staff officers, and the Sergeant Major of the Corps and ensures units comply with all Corps and University policies while conducting proper risk assessments of organization activities. The Corps Commander is accountable to the Commandant.
- B. **Deputy Corps Commander.** The Deputy Corps Commander assists with the execution of Corps activities and supervision of cadets as directed by the Corps Commander. As the 'Second-In-Charge' (2IC) he may temporarily assume the duties, responsibilities and authority of the Corps Commander in his/her absence to ensure the commander's policies are followed and plans are executed to standard. He is the immediate cadet supervisor for Delta Company as well as Company V-1. The Deputy Commander also serves as the Cadet senior supervisor for all special units within the Corps. The Deputy is accountable to the Corps Commander and the Commandant.
- C. **Corps Sergeant Major.** The Corps Sergeant Major is the senior ranking cadet noncommissioned officer (NCO) in the Corps. He is the 'right-arm' of the Corps Commander and carries out duties and tasks as directed by the Commander. He works closely with the Major Unit Sergeants Major to ensure compliance with all Corps and

University policies and execution of proper risk assessments of organization activities. He is accountable to the Corps Commander.

- D. **Corps Staff.** Corps Staff consists of the Commander, Deputy Commander, the Corps Sergeant Major, eight additional officers, and nine additional sergeants serving in staff positions. The Commander, his deputy and the Corps Sergeant Major form the upper tier of the cadet command chain while the staff officers and their sergeants are responsible for eleven staff areas, each with its own chain of coordination and communication. Delegation to act (as granted by the Commander) includes authority for staff leads to develop and issue orders that task subordinate units based on commander's guidance. Sergeants on Corps staff are accountable to their staff functional area officer. Corps Staff Officers are accountable to the Commander. They communicate directly with and receive guidance from the Commander. At the same time these staff officers maintain a daily coordination and functional information flow with the Chief of Staff. In accordance with Commander's Guidance, the Chief of Staff has tasking authority over the staff.
- E. **Corps Chief Of Staff/G-5 Plans Officer.** The Corps Chief of Staff assists with Corps activities as directed by the commander; ensures the commander's policies are followed; manages the staff; and coordinates staff actions. While the same rank as other members of Corps Staff, the Chief of Staff is senior in position. He is charged with ensuring efficient and timely staff actions. As the Chief of Staff, he acts as a sounding board, mentor, and informal coordination chain for major unit Executive Officers. As the G-5 Plans Officer, he acts on the commander's guidance to develop skeleton plans and conduct preliminary coordination for future operations and activities to be conducted by the Corps of Cadets. These plans are subsequently handed off to the G-3 for detailed planning, coordination and execution. The G-5 maintains a long-range, broad focus and coordinates as required with university agencies and groups for future Corps-related events.
- F. **Plans Sergeant (G-5A).** The Corps Plans Sergeant assists with the development of skeleton plans and coordination for future operations and activities to be conducted by the Corps of Cadets. The G-5A maintains a long-range focus and coordinates as required with university agencies and groups for future Corps-related events.
- G. **Inspector General (IG).** The Inspector General coordinates inspection and administrative actions, conducts routine inspections, and works with major unit IGs to ensure effective management and execution of the Corps inspection program in accordance with the Corps inspection policy. He supervises IG personnel; ensures the accuracy of statistical information for compiling inspection reports; and accomplishes required administrative and inspection tasks per The Standard, The PPG, and other orders.
- H. **Deputy IG/Discipline Sergeant.** The Deputy IG/Discipline Sergeant assists with the management of the inspection program and executes routine inspections in accordance with The Standard, The PPG, and other orders. He coordinates all aspects of the cadet judicial system and ensures the integrity of the discipline program.
- I. **Staff Judge Advocate (SJA).** The Staff Judge Advocate is the director of the Cadet Performance Review Board, unless someone else is designated by the Corps Commander and approved by the Commandant. The SJA manages all aspects of the cadet judicial system. He coordinates with the Commander and major unit/outfit Discipline Officers to ensure the integrity of the discipline program. He accomplishes discipline program administrative tasks as required.

- J. **Adjutant/Finance Officer (G-8).** The Corps Adjutant coordinates personnel and administrative actions (including any Information Management issues) and works with subordinate Adjutants to ensure effective management of personnel data. He supervises admin and finance personnel; ensures the accuracy of statistical information for compiling personnel and financial reports; and accomplishes required tasks per The Standard, The PPG, and other orders. He serves as the Adjutant for Corps formations and parades. As the Finance Officer, the G-8 works with Student Activities regarding the management of funds for the entire Corps as well as specific Corps Staff activities.
- K. **Admin Sergeant (G-1A).** The Corps Admin Sergeant coordinates administrative actions and works with major unit admin personnel to ensure effective management of personnel data. He ensures the accuracy of statistical information for compiling reports and assists with information management tasks.
- L. **Finance Sergeant (G-8A).** The Corps Finance Sergeant works with Student Activities regarding the management of funds for the major units and assists outfit finance personnel as required.
- M. **Scholastics Officer (G-2).** The Corps Scholastics Officer coordinates scholastics activities and works with the Major Unit/Unit Scholastics Officers, the Corps Academic Advisors, and the Corps Academic Mentors to ensure scholastic personnel effectively manage Corps academic programs and inform all cadets of available academic tutoring programs, supplemental instruction, testing and counseling. The G-2 seeks to create additional opportunities for cadets experiencing academic difficulties to improve academically. He ensures the accuracy of statistical information for compiling/computing the various awards and recognition.
- N. **Scholastics Sergeant (G-2A).** The Corps Scholastic Sergeant assists in the coordination of scholastics activities and works with the scholastic chain and Corps Academic Mentors to effectively manage Corps academic programs; ensures cadets are aware of available academic tutoring programs, supplemental instruction, testing and counseling; and seeks to create additional opportunities for cadets experiencing academic difficulties to improve academically. The G-2A ensures the accuracy of statistical information for compiling/computing the various awards and recognition.
- O. **Operations, Logistics, and Training Officer (G-3/4/7).** The Operations, Logistics and Training Officer conducts detailed planning and coordinates the execution of the Corps operations, logistics and training activities. The G-3/4/7 works with Major Unit Operations Officers to ensure proper execution of operations and training for all cadets and the effective use of logistical resources. He supervises the preparation of orders, the incorporation of risk assessment, and the accounting of all logistical issues for all planned activities. As Corps Training Officer, he publishes the weekly training schedule and provides oversight of athletic programs within the Corps ensuring units and cadets receive credit for activities as well as the accuracy of statistical information for compiling/computing the various awards and recognition.
- P. **Operations Sergeant (G-3A).** The Corps Operations Sergeant assists with detailed planning, coordination, and execution of all operations. The G-3A coordinates the preparation of orders with the incorporation of risk assessment for all planned activities.
- Q. **Logistics and Training Sergeant (G-4A /G-7A).** The Corps Logistics and Training Sergeant assists with detailed planning and coordination of logistics, and training activities for Corps events. He works with major unit representatives to ensure proper execution of cadet training and the effective use of logistical resources. He accounts for

all logistical issues in support of planned activities. As the Training Sergeant he ensures the publication of the training schedule and assists with oversight of unit athletic programs ensuring units and cadets receive credit for activities as well as the accuracy of statistical information for compiling/computing the various awards and recognition.

- R. **Public Relations/Civic Officer (G-9).** The Public Relations Officer coordinates the Corps' public affairs program and works with the Office of the Commandant and Major Unit Public Affairs Officers to ensure an effectively managed public affairs program. The G-9 also coordinates cadet activities related to public outreach with the rest of the university and the surrounding community. He keeps the commander informed of all public relations matters pertaining to the Corps.
- S. **Public Relations Sergeant (G-9A).** The Corps Public Relations Sergeant assists in the coordination of the public affairs throughout the Corps. He assists in the coordination of cadet activities related to public outreach with the rest of the university and the surrounding community. The G-9A assists with information flow regarding public relations matters.
- T. **Recruiting Officer (G-10).** The Corps Recruiting Officer supervises the Corps' recruiting program and works with the Office of the Commandant, the Darling Recruiting Company, and Major Unit Recruiting Officers to ensure recruiting personnel effectively manage the Spend-The-Night-With-The-Corps (SNWC) program, the cadet recruiting chain, "phone push," and special recruiting opportunities [New Student Conference, "Spend the Day with the Corps" (SDWC), "Aggie For A Day," and "Aggieland Saturday"]. He ensures the accuracy of statistical information for compiling and computing the various awards and recognition.
- U. **Recruiting Sergeant (G-10A).** The Corps Recruiting Sergeant assists in the coordination of recruiting programs throughout the Corps. He assists with the coordination of recruiting activities and ensures the accuracy of statistical information for compiling and computing the various awards and recognition.
- V. **Corps Clerks.** Corps Staff employs the services of four Corporals (one each for the Band, Regiments, Brigades and Wings) to serve as Corps Clerks/Runners. They provide a vital, physical information linkage between Corps Staff and Major Unit Staffs.

4. MAJOR UNIT STAFF POSITION DESCRIPTIONS

- A. **Major Unit Commander.** The Major Unit Commander (MUC) is the senior ranking cadet officer assigned to a major unit. The MUC is ultimately responsible for all assigned cadets as well as their actions and activities. MUCs may delegate authority to subordinates to act in accordance with directives, but can never delegate responsibility for ensuring standards are met and policies followed by every member of the major unit. The MUC ensures the major unit complies with all Corps and University policies and conducts proper risk assessments of organization activities. He serves as Honor representative and supervises unit commanders, staff officers, and the Major Unit Sergeant Major. MUCs are accountable to the Corps Commander and the Commandant within the Corps chain of command.
- B. **Major Unit Executive Officer.** The Major Unit Executive Officer (XO) assists with major unit activities and cadets as directed by the Commander; temporarily assumes the duties, responsibilities and authority of the commander in his/her absence; ensures the commander's policies are followed and his/her plans are executed to standard; manages the staff; and coordinates staff actions and operations. The Major Unit XO acts as a

sounding board, mentor, and informal coordination chain for unit commanders and their XOs. The Major Unit XO is accountable to the Major Unit Commander. While the Major Unit XO may out rank a unit commander he cannot overrule or direct the unit commander except when directed to do so by the Major Unit Commander.

- C. **Major Unit Sergeant Major.** The Major Unit Sergeant Major is the senior ranking cadet noncommissioned officer (NCO) in the major unit. He is the ‘right-arm’ of the MUC and carries out duties and tasks as directed by the Commander. He works closely with the Unit First Sergeants to ensure compliance with all Corps and University policies and execution of proper risk assessments of organization activities. He is accountable to the Major Unit Commander.
- D. **Major Unit Staff.** Major Unit Staffs consist of the Commander, Executive Officer, the Sergeant Major, four additional officers, and five other sergeants serving in staff positions. The Commander, his XO and the Sergeant Major form the cadet command chain while the staff officers and their sergeants are responsible for multiple staff areas, each with its own chain of coordination and communication. Sergeants on the staff are accountable to their staff functional area officer. Staff Officers are accountable to the Commander and communicate directly with and receive guidance from the Commander. *Combined Band Staff may vary in total cadets and positions/responsibilities due to unique Aggie Band command and control requirements.*
- E. **Adjutant/IG/Discipline/Finance Officer.** The Major Unit Adjutant coordinates major unit personnel and administrative action and works with outfit admin personnel to ensure effective management of personnel data. He supervises admin, IG, discipline, and finance personnel and ensures the accuracy of statistical information for compiling reports. He also ensures access to and dissemination of information, contributes to the maintenance and accuracy of the Cadet Management System (CMS), and ensures organizational websites meet Corps standards. As the Inspector General, he manages the inspection program and conducts routine inspections in accordance with The Standard, The PPG, and other orders. As the Discipline Officer, he coordinates all aspects of the cadet judicial system within the major unit and ensures the integrity of the discipline program. As the Finance Officer, he works with Student Activities regarding the management of funds for the major unit.
- F. **Inspection/Discipline/Admin/Finance Sergeant (S-8A).** The Major Unit Admin Sergeant coordinates major unit administrative action and works with outfit admin personnel to ensure effective management of personnel data. He ensures the accuracy of statistical information for compiling reports and assists with information management tasks. As the Inspection Sergeant, he assists with the management of the inspection program and executes routine inspections in accordance with The Standard, The PPG, and other orders. As the Discipline Sergeant, he coordinates all aspects of the cadet judicial system within the major unit and ensures the integrity of the discipline program. As the Finance Sergeant, he works with Student Activities regarding the management of funds for the major unit.
- G. **Scholastics Officer (S-2).** The Major Unit Scholastic Officer coordinates scholastics activities and works with the Corps/Unit Scholastic Officers and unit Corps Academic Mentors to ensure scholastic personnel effectively manage Corps academic programs and inform unit members of available academic tutoring programs, supplemental instruction, testing and counseling. The S-2 works with subordinate Scholastics Officers and cadets experiencing academic difficulties to create additional opportunities to improve

academically. He ensures the accuracy of statistical information for compiling/computing the various awards and recognition.

- H. **Scholastics Sergeant (S-2A).** The Major Unit Scholastic Sergeant assists in the coordination of scholastics activities and works with the scholastic chain and unit Corps Academic Mentors to effectively manage Corps academic programs; ensure unit members are aware of available academic tutoring programs, supplemental instruction, testing and counseling; and create additional opportunities for cadets experiencing academic difficulties to improve academically. The S-2A ensures the accuracy of statistical information for compiling/ computing the various awards and recognition.
- I. **Operations, Logistics, and Training Officer (S-3/4/7).** The Major Unit Operations Officer conducts detailed planning and coordinates the execution of the operations, logistics and training activities for the major unit. The S-3/4/7 works with unit representatives to ensure proper execution of operations and training for all cadets and the effective use of logistical resources. He supervises the preparation of orders, the incorporation of risk assessment, and the accounting of all logistical issues for all planned activities. As the Training Officer, he publishes the training schedule and provides oversight of unit athletic programs ensuring units and cadets receive credit for activities as well as the accuracy of statistical information for compiling/computing the various awards and recognition.
- J. **Operations Sergeant (S-3A).** The Major Unit Operations Sergeant assists with detailed planning, coordination, and execution of major unit operations. The S-3A coordinates the preparation of orders with the incorporation of risk assessment, for all planned activities.
- K. **Logistics and Training Sergeant (S-4A /S-7A).** The Major Unit Logistics and Training Sergeant assists with detailed planning and coordination of logistics, and training activities for the major unit. He works with unit representatives to ensure proper execution of training for all cadets and the effective use of logistical resources. He accounts for all logistical issues in support of planned activities. As the Training Sergeant he ensures the publication of the training schedule and assists with oversight of unit athletic programs ensuring units and cadets receive credit for activities as well as the accuracy of statistical information for compiling/computing the various awards and recognition.
- L. **Public Relations/Recruiting Officer (S-9/10).** The Major Unit Public Relations/Recruiting Officer coordinates the public affairs and recruiting programs within the major unit. He works closely with the Office of the Commandant, Corps staff, the DRC, and unit PR and recruiting officers to ensure effectively managed public affairs and recruiting programs. As the S-9, he coordinates cadet activities related to public outreach with the rest of the university as well as the surrounding community. As the S-10, he supervises and coordinates major unit involvement in all recruiting activities Spend-The-Night-With-The-Corps (SNWC) program, the cadet recruiting chain, “phone push,” and special recruiting opportunities [New Student Conference, “Spend the Day with the Corps” (SDWC), “Aggie For A Day,” and “Aggieland Saturday”]. The S-9/10 keeps the commander informed of all public relations and recruiting matters pertaining to the major unit and ensures the accuracy of statistical information for compiling and computing the various awards and recognition.
- M. **Public Relations/Recruiting Sergeant (S-9A/S-10A).** The Major Unit Public Relations/Recruiting Sergeant assists in the coordination of the public affairs and

recruiting programs within the major unit. He works closely with the DRC and unit PR and recruiting sergeants to ensure effective management of public affairs and recruiting programs. As the S-9A, he assists in the coordination of cadet activities related to public outreach with the rest of the university as well as the surrounding community. As the S-10A, he coordinates major unit involvement in all recruiting activities. The S-9/10A assists with information flow regarding public relations and recruiting matters pertaining to the major unit and ensures the accuracy of statistical information for compiling and computing the various awards and recognition.

5. UNIT OFFICER/NCO POSITION DESCRIPTIONS

- A. **Unit Commander.** The Unit Commander (UC) is the senior ranking cadet officer assigned to an outfit. The UC is ultimately responsible for all unit cadets and their actions/activities. Commanders may delegate authority to subordinates to act in accordance with directives, but can never delegate responsibility for ensuring standards are met and policies followed by every member of the command. The UC ensures the outfit complies with all Corps and University policies and performs proper risk assessments of organization activities. He serves as the outfit Honor Representative on all Honor issues. The Commander supervises Platoon/Flight Leaders, unit staff officers, and the First Sergeant. Unit Commanders are accountable to the Commandant and the other commanders within their chain of command.
- B. **Executive Officer.** The Unit Executive Officer (XO) assists with the execution and coordination of cadets and activities within the unit. The XO will temporarily assume the duties, responsibilities and authority of the commander in his/her absence and ensures the commander's policies are followed and executed to standard. He manages the unit staff as required. The XO is the chief morale officer, sounding board, and informal confidant/counselor for unit cadets. He assists cadets with problems by referring them to the professional staff on campus.
- C. **First Sergeant (1SG).** The unit First Sergeant is the senior ranking cadet noncommissioned officer (NCO) in the unit. The 1SG supervises unit activities and ensures compliance with all Corps and University policies including execution of proper risk assessments of organization activities.
- D. **Guidon Bearer.** The Guidon Bearer is responsible for the unit guidon. He ensures the unit guidon is present at required formations and other appropriate activities and reports to the First Sergeant.
- E. **Flag Bearer (Award Winning Unit).** The Flag Bearer Corporal is responsible for the unit award flag. He ensures the unit award flag is present for required formations and other appropriate activities and reports to the First Sergeant.
- F. **Platoon/Flight Leaders and Assistant Leaders.** The Platoon/Flight Leaders (P/FLs) are responsible for all platoon/flight activities and cadets. The P/FLs ensure the platoon/flights comply with all Corps and University policies and conduct proper risk assessments of planned activities. Assistant Leaders assist with programs and cadets as directed by the Platoon/Flight Leaders.
- G. **Platoon/Flight Sergeants and Assistant Sergeants.** These indirect leaders assist in supervision of all Platoon/Flight activities and assigned cadets. They ensure compliance with all Corps and University policies as directed by the Platoon/Flight Leader.

- H. **Squad Leaders and Assistant Squad Leaders.** These indirect leaders execute Squad activities and ensure cadets comply with all Corps and University policies as directed by the Platoon/Flight leadership.
- I. **Fire Team Leaders and Assistant Team Leaders.** These direct leaders execute the directions of the Squad Leader in the management of squad activities and cadets. They provide direct leadership (Effective Trainer, Academic Supporter, and Role Model) to freshman assigned to a Fire Team.
- J. **Inspector/Discipline Officer.** The Unit Inspector works with the Major Unit IG and unit leadership to develop the unit's inspection program and ensure inspections are conducted in accordance with established policy. As the Discipline Officer, he manages all aspects of the cadet judicial system for the unit. He coordinates with the unit leadership to ensure the integrity of the discipline program and accomplishes any discipline program administrative tasks.
- K. **Inspector/Discipline Sergeant and Corporal.** The Inspector/Discipline Sergeant and Corporal assists in the development and execution of the unit's inspection program. These personnel act as directed to ensure the integrity of the discipline program, accomplishing any discipline program administrative tasks.
- L. **Administrative/Finance/Information Management Officer.** The Admin Officer supervises unit compliance with all administrative, financial and IM policies. He develops the unit's personnel program and works with the Major Unit Adjutant to ensure effective management of the unit personnel and finance programs. He ensures access to and dissemination of information and contributes to the maintenance/accuracy of the Cadet Management System (CMS), list serve email accounts, and other information outlets. He ensures the accuracy of statistical information for compiling/computing the personnel reports.
- M. **Admin/IM Sergeant and Corporal.** The Admin/Information Management Sergeant and Corporal assist in the supervision and compliance of all personnel and IM policies. They act at the direction of the Admin Officer in regards to unit administrative matters and development/execution of information management tasks, including data entry and updating. The Admin Corporal checks unit distribution box and ensures unit mail is delivered.
- N. **Finance Sergeant and Corporal.** The Finance Sergeant and Corporal assist in the supervision and compliance of all finance policies. They act at the direction of the Admin Officer in regards to unit finances and coordinate with Student Activities as required.
- O. **Scholastics Officer.** The Scholastics Officer coordinates scholastics activities and works with the Major Unit Scholastics Officer and Corps Academic Mentor to ensure an effective management of the Corps academic programs and to inform unit members of available academic tutoring programs, supplemental instruction, testing and counseling. The Scholastics Officer works with cadets experiencing academic difficulties to create additional opportunities to improve academically. He ensures the accuracy of statistical information for compiling/computing the various awards and recognition.
- P. **Scholastics Sergeant and Corporal.** The Scholastics Sergeant and Corporal coordinate unit compliance with all scholastic policies. They assist the Scholastic Officer in developing and implementing the unit's scholastics program ensuring all unit members are aware of available academic tutoring and counseling programs. The Scholastics

Sergeant, assisted by a Scholastics Corporal, ensures the accurate submission/ recording of statistical information for compiling/computing the various awards and recognition. Scholastics Corporal executes the directions of the Scholastics Sergeant in developing, coordinating, executing and supporting unit scholastic programs.

- Q. Operations, Logistics, and Training Officer.** The Operations Officer (OpsO) conducts detailed planning and coordinates the execution of the operations, logistics and training activities. The OpsO ensures proper execution of operations and training for all cadets and the effective use of logistical resources. He supervises the preparation of orders, the incorporation of risk assessment, and the accounting of all logistical issues for all planned activities. As the Training Officer he publishes the weekly (or bi-weekly) training schedule and provides oversight of unit athletic programs ensuring cadets receive credit for activities as well as the accuracy of statistical information for compiling/computing the various awards and recognition.
- R. Operations Sergeant and Corporal.** Ops Sergeant and Corporal supervise unit compliance with all operations and training policies. They assist the OpsO in developing, coordinating and executing unit operations and works with the major unit operations section to ensure effective management of the unit operations programs. The Ops Sergeant prepares operations orders and incorporates risk assessment. He ensures unit members receive credit for activities as well as the accurate submission of statistical information for compiling/ computing various awards and recognition. The Ops Corporal executes the directions of the Operations Sergeant in developing, coordinating, executing and supporting unit operations.
- S. Training/Athletics Sergeant and Corporal.** The Training and Athletics Sergeant and Corporal develop and coordinate the unit's athletics and physical fitness programs in accordance with guidance from the Commander and Operations Officer. They ensure proper risk assessments of all unit activities. They ensure unit members receive credit for activities and the accurate submission of statistical information for compiling/computing various awards and recognition. The Training/Athletics Corporal executes the directions of the Training/Athletics Sergeant in executing unit training and athletic activities.
- T. Logistics Sergeant and Corporal.** The Logistics Sergeant and Corporal assists the Operations Officer in developing, coordinating and executing unit logistic activities. The Logistics Corporal executes directions of the Log Sgt.
- U. Public Relations/Civic Officer.** The PR Officer coordinates the unit's public affairs program and works with the Major Unit Public Affairs Officer to effectively manage the public affairs program. The PR Officer also coordinates cadet activities related to public outreach with the rest of the university as well as the surrounding community. He keeps the commander informed of all public relations matters pertaining to the unit and the Corps.
- V. Public Relations Sergeant and Corporal.** The PR Sergeant and Corporal assist with the supervision of information dissemination both inside and outside the unit. They assist the Public Relations Officer in developing the unit's community/public affairs program and keeping the unit leadership informed of all matters of public information pertaining to the unit. The Public Relations Corporal executes the directions of the Public Relations Sergeant.
- W. Recruiting Officer.** The Recruiting Officer develops the unit's recruiting program and works with the Office of the Commandant, the Major Unit Recruiting Officer, and the DRC to ensure unit recruiting personnel effectively manage the unit's involvement in the

Spend-The-Night-With-The-Corps (SNWC) program, the cadet recruiting chain, “phone push,” and special recruiting opportunities [New Student Conference, “Spend the Day with the Corps” (SDWC), “Aggie For A Day,” and “Aggieland Saturday”]. The Recruiting Officer maintains the accuracy of statistical information for compiling/computing the various awards/recognition and ensures unit members receive credit for activities eligible for the recruiting award ribbon.

- X. **Recruiting Sergeant and Corporal.** The Recruiting Sergeant and Corporal supervise unit compliance with all recruiting policies. They assist the Recruiting Officer in developing the unit’s recruiting program and ensuring unit recruiting personnel effectively manage the numerous recruiting opportunities. The Recruiting Sergeant assists in ensuring unit members receive credit for activities eligible for the recruiting award ribbon and recording of statistical information from that unit for compiling/computing the various awards and recognition. The Recruiting Corporal executes the directions of the Recruiting Sergeant.
- Y. **Other Positions.** Commanders may recognize additional duties as needed. These will not be formally recognized without written approval from the Major Unit Commander.

CHAPTER 4. CADET COMMAND

1. SELECTION OF CADETS FOR LEADERSHIP POSITIONS

A. In early December, any qualified junior or sophomore cadet may complete an on-line leadership application. Applicants must be “in good standing with the University and the Corps” at the time of assumption of the leadership position and are expected to meet or exceed the minimum overall and term GPR and hours listed below.

(1) **All Commanders.** Must have and maintain a 2.80 overall GPR and have successfully completed or projected to have successfully completed the hours specified in the table below by the start of next fall semester.

(2) **All Sergeants Major and First Sergeants.** Must have and maintain a 2.80 overall GPR and have successfully completed or projected to have successfully completed the hours specified in the table below by the start of the next fall semester.

School Year	Class	Hours Required
2013-14	14	84
	15	54

Any current commander (green or gray tabs) may write one “Letter to the Board” per applicant under their command.

B. Selection Board members and schedules will be announced after the start of spring classes. Voting board members will be composed of cadets and ROTC/University staff members, with a non-voting senior member (Commandant, Chief of Staff or Assistant Commandant) giving each board an odd-number of members. With the approval of the Commandant, other interested ROTC/University staff members may attend the proceedings as silent, non-voting members.

C. Boards will review the applications and determine the candidates to be interviewed, and then conduct interviews of the most viable candidates. Boards will recommend Commanders, Sergeants Major, and First Sergeants at each leadership level using “secret ballots” to score each candidate. Scores will be based on application information, records, first-hand knowledge of board members, and interviews of the candidates.

D. Board recommendations will be forwarded to the Commandant for decision. Assignments will be made by the Commandant. Once the Commandant selects and releases the name(s) of the new leader(s), the next recommendation board will begin. Corps and Major Unit selections are determined first. Outfit selection boards then proceed in the same manner.

2. COMMAND AUTHORITY

A. The authority a commander exercises over subordinates by virtue of rank and/or assignment. Command includes the authority and responsibility for effectively using resources for planning, organizing, directing, coordinating, and controlling an organization in the accomplishment of assigned missions.

B. The cadet commander is responsible for all that his/her unit does or fails to do from the time he/she assumes command until relieved of that command. The commander may share but cannot delegate command responsibilities. The cadet commander discharges his/her responsibilities through an established chain of command. Through this chain of command, the cadet commander holds each subordinate cadet commander responsible for what the subordinate unit does or fails to do. All orders and directives from a higher unit

to the commander of the next subordinate unit are issued by the commander of the higher unit. Intermediate commanders are bypassed only in urgent situations. In such instances, both the commander issuing and the commander receiving the order should notify intermediate commanders of the situation and the higher commander's guidance/orders as soon as possible.

- C. The Cadet Commander's staff has one key purpose: successful execution of the commander's mission and intent. To this end, the staff must be organized to provide the commander with the most effective assistance. The cadet commander normally delegates authority to the staff to take final action on matters within established command policy to free the commander to focus on the essential aspects of command. Within a staff, the authority delegated to staff officers varies with the mission of the command and the immediacy of operations. When a staff officer, acting within his/her delegated authority, issues an order in the name of the commander, responsibility for the order remains with the commander. In the performance of its functions, the staff prepares the details of the commander's plan, translates his/her decisions and guidance into orders, and causes such orders to be transmitted to each command element. The staff assists to the extent authorized by the commander in the supervision of the execution of the commander's intentions. The effectiveness of a staff depends on the quality of its members. Each staff member must exercise strong leadership. He/she must be thoroughly grounded in the organization and its capabilities, limitations, and operating techniques.
- D. Cadet commanders are required to "delegate authority" to the next ranking cadet during their absence, but are not relieved of their responsibilities. To ensure compliance with directives, cadet officers and non-commissioned officers are authorized to give orders at any time to any cadet if these orders are necessary for the maintenance of military discipline and the operation of the Corps, and are within the limits of established policies.
- E. Except when acting in an official capacity (such as Corporal of the Guard), sophomores and freshmen cadets will give orders only to cadets of their own unit and then only as specified by their unit commander. Cadets have the responsibility and authority to point out and correct deficiencies of underclassmen of any unit.

3. NOTIFICATION PROCEDURES WHEN CADETS ARE ABSENT WITHOUT AUTHORIZATION

- A. Definition. A cadet is considered to be in an Unauthorized Absence (UA) status from a unit when he/she has been absent from the dormitory without permission from 1830 (evening formation) to 0645 (morning formation) the following class day.
- B. Responsibilities.
 - (1) Unit Commander. Initiates action immediately when a cadet is determined to be UA. When possible, the commander will personally accomplish the items listed below. When necessary, authority may be delegated to a member of the outfit senior staff. The commander remains solely responsible for proper procedures being correctly completed in a timely manner.
 - (a) Question the missing cadet's roommate and other cadets. Determine when the missing cadet was last seen by members of the unit.
 - (b) Ensure the missing cadet's personal effects are secure. Obtain a list of the missing cadet's personal and uniform items that have been secured. Provide a copy of the list of secured items to the ACAOT within 24 hours of filing the Missing Cadet Report.

- (c) On weekends and from 1700 to 0800 on class days, contact the Commandant's Duty Officer (979-229-5826), who will notify the ACAOT. On class days, from 0800 to 1700 hours, notify the ACAOT (862-4311) and the Corps Housing Office (845-3443).
- (d) Notify the unit CTO and Military Advisor.
- (e) Notify the Cadet Chain of Command.
- (f) If the cadet has a privately owned vehicle, check the parking lot to determine whether the vehicle is missing.
- (g) Provide the ACAOT the names of known civilian student friends of the missing cadet.
- (h) If deemed appropriate, contact any personnel who have recently resigned from the unit and determine if they have had contact with the missing cadet.

NOTE: Commanders will not call parents (see para (2) b below)

- (2) Assistant Commandant for Academics, Operations & Training. Upon receipt of the unit commander's report of a missing cadet:
 - (a) Notify:
 1. The Commandant.
 2. Vice President for Student Affairs.
 3. University Police.
 4. University Health Center.
 5. The Department Head of the missing cadet's college.
 - (b) If all local efforts produce negative results, contact parents. If the missing cadet is not home, request his/her parents check with friends and relatives, or others with whom the missing cadet may be in contact.
 1. Inform parents of the items left behind in the dormitory room.
 2. Inform them of the date and time the cadet was last seen.
 3. Ask them about problems their son or daughter may have had (which might explain the absence.)
 4. Ask how you might be of further assistance in locating the missing cadet.
 - (3) Military Advisor. Upon receipt of such notification, inform the respective Professor of Military Science, Aerospace Studies, or Naval Science and the appropriate CTO.
 - (4) Cadet Training Officer. Upon receipt of such notification:
 - (a) Discuss the case with the Unit Commander and monitor the required unit actions, especially in regards to missing cadet's property inventory and security.
 - (b) Maintain contact with the unit Military Advisor and the ACAOT concerning the case. Assist in required subsequent administrative actions.
- C. It is essential all appropriate individuals and agencies are notified regarding the absence of the missing cadet.** Call the ACAOT if you have information concerning the missing cadet's whereabouts. Updated status information will be passed to the ACAOT and the Corps Housing Office as specified in para b. (1) above.

4. NOTIFICATION PROCEDURES WHEN CADETS ARE ABSENT FROM CLASS

- A. The Office of the Commandant receives periodic requests from cadets via the Health Center to notify professors of expected absences. This is a cadet responsibility. If a cadet is going to be out of class for only a brief period of time, missing each class only once or twice, excused absences are not required by the University. Students should talk with their individual faculty members in this situation. University Student Rules state the instructors determine the justification of absences. See “Attendance Policy” in the “Student Rules” (<http://studentrules.tamu.edu>). Cadets should be prepared to present the details of their illness, including dates of doctor’s appointments, doctor’s name and his/her phone number, to their instructor(s).
- B. If a cadet is admitted to a hospital as an in-patient, and will be absent for more than a few days, the ACAOT or CTO may assist the student by notifying his/her professors. The professors will only be notified upon request by the student and after permission is obtained. Once the information is obtained and permission from the student is secured, the cadet’s professors will be notified through Student Life (979-862-5637). The same procedures will be used when a student will be absent from classes because of the death of a family member or similar emergency. In these instances, the Unit Commander, CTO, and ACAOT will be informed.
- C. When notifying Student Life, the following information is normally given: name, UIN, major, reason the student is out (e.g., illness), and estimated length of absence. Due to confidentiality, we do not generally explain the specific nature of the student’s illness or absence.
- D. CTOs, Military Advisors and Commanders, or a designated senior member of the outfit should personally follow up with cadets who are ill or who have experienced personal tragedies. A friendly face or a kind word is usually a real benefit to the cadet.

CHAPTER 5. RECRUITING PROGRAM

1. **PURPOSE.** The purpose of the Corps Recruiting program is to organize, coordinate, and direct all cadets in a systematic and personalized effort that ensures all prospective cadets are informed and encouraged to apply to Texas A&M University, participate in Corps recruiting programs, and to join the Corps of Cadets.
2. **RECRUITING PRINCIPLES.**
 - A. Systematic Approach. Each year the Commandant's office purchases several lists of qualified prospective students from various organizations. These prospects and their parents are then contacted through direct mailings. If they respond, they will be entered into the Corps Recruiting database and the paid call center will contact them to determine their level of interest in the Corps. If the prospective student is interested, the caller will determine the best unit match for his ROTC, academic major, and male only/gender integrated preferences, and try to get him/her to sign up for one of the Corps orientation programs. Any cadet who has a relative, friend, or acquaintance that might be a prospect for the Corps should provide the prospect's name, address, and phone number to the Recruiting Office. Cadets are also encouraged to recruit from their hometown and high schools, and at other recruiting events or projects as authorized by the Corps Recruiting Officer. These referrals will normally be entered in the database as a prospect for that cadet's outfit. Once assigned to a unit, the prospects become the responsibility of the outfit to maintain contact, answer questions and develop a desire to join the Corps of cadets. Commanders and recruiting chains will develop a contact plan designed to accomplish this task.
 - B. Personalized Effort. Cadets should take a personal interest in each of their prospects and try to get him/her to sign up for one of the Corps orientation programs. Commanders and other key leaders should personally visit with each prospect their outfit hosts for any of the overnight Corps recruiting programs. Units are encouraged to correspond with their prospects regularly via mail, e-mail, social networking sites and telephone calls.
 - C. Keys to Recruiting Success:
 - (1) Create and maintain an active outfit website as well as a facebook, MySpace, and/or YouTube account to communicate with prospects, encourage them to participate in recruiting events, and influence their decision to join the Corps.
 - (2) Have cadets actively involved in the Corps Recruiting chain and Darling Recruiting Company. Keep up with the recruiting announcements and calendar on Cadets Intranet. Know what recruiting activities are planned and participate to the maximum extent possible. Log ~~you~~ all recruiting points ~~on-line~~ online.
 - (3) Make and maintain contact (call, e-mail, facebook, and mail) with your prospects to guide them in completing their TAMU admissions application on time (by 15 January) and attend our Corps Recruiting programs (SNWC/AEP/JCAP/4H-FFA/SDWC).
 - (4) Make contact with your prospects to remind them of their scheduled Corps Recruiting program at least one week in advance, and contact them again after their visit. If the prospects must cancel, encourage them to reschedule.
 - (5) Make good use of your SNWC/JCAP/AEP/4H-FFA outfit time. Introduce prospects to the Commander and 1st Sergeant, bring them to intramural games, let them watch and ask questions about morning training time, "good bull" at breakfast, etc.

- (6) Participate in Hometown Recruiting visits (high schools, Scouts troops, and other organizations) during the winter break, Spring break, and after Final Review. Gather prospective student cards for your outfit.
- (7) Contact your prospects during the winter break to ensure they complete their TAMU admissions application.
- (8) Contact your admitted prospects during and after Spring Break to ensure they sign up for a New Student Conference and know which Corps events to attend during their Conference.
- (9) Have cadets actively involved in the Summer Recruiting Company. Contact-admitted prospects before and after their New Student Conference and before FOW. Know who is coming and have someone from your outfit meet them at the Pizza Lunch and Open House. If they do not come, find out why and encourage them to reconsider.
- (10) Do not just rely on Corps Recruiting Office for prospects. Find prospects and have them complete a prospect card or provide information online at www.aggiecall.org.
- (11) Involve cadets from all classes. Referrals are not just for fish and calling is not just for sophomores. Send periodic informative letters and e-mails from the Commander, First Sergeant, and/or Recruiting Officer/NCO to prospects and their parents

3. RECRUITING OPERATIONS CENTER (ROC): Headquarters for the cadet recruiting program is the Recruiting Operations Center (ROC) in the Sanders Corps of Cadets Center. The ROC is the location of the Paid Caller Center and offices for the Office of the Commandant Recruiting staff. Cadets can stop by the ROC at any time to check on their outfits' recruiting progress

4. RECRUITING BULLETIN BOARDS.

- A. All outfits are required to maintain a Recruiting Bulletin Board in the hallway within their respective dormitory/unit areas. At a minimum, the following information must be posted on the bulletin board (all information available in the Corps Recruiting Office):
 - (1) Spend the Night with the Corps (SNWC) Program Agenda
 - (2) SNWC Weekly Report (list of scheduled Spend the Nighters, by unit, distributed weekly to all units via Guardroom mail).
 - (3) Recruiting Scorecard (available in the Recruiting Operations Center).
 - (4) Phone Push Schedule (available in the ROC).
 - (5) Corps of Cadets Recruiting Personnel (Corps Staff through outfit level – available through Corps Recruiting Officer).
- B. The Recruiting Bulletin Board must be updated weekly by the unit's recruiting personnel. The weekly schedules for SNWC and Phone Push should be briefed at each outfit meeting.

5. RECRUITING OFFICER.

- A. Each commander, from the Corps Commander to outfit commander, appoints a Recruiting Officer for his/her outfit or staff. The Recruiting Officer is responsible to the unit commander for managing, supervising, and monitoring the unit's recruiting program and the performance and success of designated recruiting personnel within the unit.

- B. The Recruiting Officer ensures unit compliance with all Corps of Cadets recruiting programs, policies, and procedures. Coordinates all unit-recruiting activities with the Recruiting Officer at higher headquarters, and with the Corps Recruiting Office. Primary point of contact in the Recruiting Office is the Asst. Director, Corps Recruiting.
- C. The Recruiting Officer briefs the commander and outfit personnel at each outfit meeting regarding the weekly schedule of events for recruiting, including Spend the Night with the Corps (SNWC) and Phone Push.

6. RECRUITING SERGEANT.

- A. Each commander, from Corps Commander to outfit commander, appoints one or two Recruiting Sergeants for his/her outfit or staff. Usually, there are two Recruiting Sergeants on Corps Staff, and one for each major unit and outfit.
- B. The Recruiting Sergeant reports to the Recruiting Officer and assists in coordinating and supervising the unit's recruiting program.
- C. Responsibilities generally include serving as the primary point of contact for the SNWC program and phone push. Ensures SNWC prospects are assigned cadet escorts, are picked up and assimilated into the unit in a timely manner, provided appropriate sleeping arrangements, and adhere to the prescribed SNWC schedule of events. Assists in coordinating and supervising the Christmas recruiting program for the unit as well as any other special recruiting duties as assigned by the unit commander or the Recruiting Officer.
- D. Supervises the unit's Recruiting Corporals (if applicable).

7. RECRUITING CORPORAL.

- A. Each outfit commander will appoint at least one (usually 2-3) Recruiting Corporals.
- B. Recruiting Corporals assist the Recruiting Officer and Recruiting Sergeant.
- C. Recruiting Corporals are usually the primary callers during Phone Push.

8. SUMMER RECRUITING COMPANY: Each summer, every unit should select three or more cadets enrolled in the University Summer semester to participate in the Summer Recruiting Company for each term. Members of the Summer Recruiting Company will participate in New Student Conferences and various Summer Recruiting Programs. These cadets are encouraged to live in the Corps dormitory and most are offered discount on their Corps housing in exchange for their active support of University and Corps Recruiting.

9. SPEND THE NIGHT WITH THE CORPS (SNWC) PROGRAM.

- A. The purpose of the Spend the Night with The Corps (SNWC) program is to recruit qualified high school juniors and seniors, have them apply for admission to Texas A&M, and join the Corps of Cadets. The program is an overnight visit to Texas A&M University during which they and their parents will gain insight and information about the University Admission Process, Financial Aid, Scholarships, Academic Support Programs, and ROTC Programs. They will attend class with a cadet and participate in normal cadet activities including formations and meals at Duncan Dining Center, intramurals, Yell Practice, and other scheduled/sanctioned events. They will participate in all scheduled Spend the Night activities and it is the responsibility of the outfit commander to ensure that their prospects participate in the program to the fullest extent possible.

- B. The SNWC Program is available to prospective A&M students/cadets during fall and spring semesters. The program is normally conducted on Thursday/Friday of each week. At selected times throughout the year a Monday/Tuesday program may be conducted. All prospects will be assigned to a specific outfit prior to their actual arrival. Students must arrive in the late afternoon and check in at the Corps Center between 1600 and 1700 for registration, payment for meals, and processing to a specific outfit. During check-in, each student will be briefed on the scheduled events and will receive a copy of the Spend the Night with the Corps Program Agenda. The program concludes at approximately 1230 the following day (Tuesday or Friday).
- C. The SNWC Program will be consistent throughout the Corps. Cadets will follow the SNWC policies and procedures contained in Corps Recruiting SOP, and Spend the Night with the Corps Agenda & Instructions.
- D. Inappropriate fraternization with prospects by cadets during SNWC will result in severe disciplinary action. Female prospects will not spend the night in male cadets' rooms, nor will male prospects spend the night in female cadets' rooms.
- E. The Unit Commander is ultimately responsible for the conduct, behavior, and actions of his "Spend the Night" prospects as well as the cadets he/she has designated to host the prospects. To assist Unit Commanders, the CDO will randomly visit units with SNWC students during the evening (prior to 2400 hrs).

10. SPEND THE DAY WITH THE CORPS (SDWC) PROGRAM. SDWC is a summer-only program that provides rising juniors and seniors with a chance to tour the Texas A&M University campus, to learn more about the Corps of Cadets, meet active members, and gain an edge on the application process through personalized contact with Texas A&M admissions counselors. SDWC also provides an in-depth overview of the University and the Corps for parents and other interested family members.

11. AGGIE EAGLE PROGRAM (AEP). AEP is a Corps recruiting program held once each fall and spring semester. All attending scouts must be juniors or seniors in high school. They must be Eagle Scouts, Gold Award Recipients, -or still actively involved in Scouting (to be deemed eligible for the AEP. Thus, American Heritage Girls, Life Venture Scouts and Sea Scouts are eligible. When possible, participants will be paired with cadets who were also scouts. Attendees will be housed in the Corps dorms. Scouts will be counseled on the admission process and will receive valuable information regarding loans, scholarships and ROTC Programs. Attendees will participate in a number of activities, including a scholarship banquet, Midnight Yell (if applicable), a football or basketball game, obstacle course/leadership development facility activities, etc. Parents are welcome to attend designated activities, including a Welcome Program, parents' informational meeting, scholarship recognition banquet, and sporting event (must purchase tickets separately).

12. JUNIOR CADET ACCESSIONS PROGRAM (JCAP). JCAP is a Corps recruiting program held once each fall and spring semester. Traditionally, a significant percentage of cadets in the Corps had participated in Junior ROTC, Civil Air Patrol, Young Marines or Sea Cadets. The Program recognizes that the same traits that motivate students to join a military style organizations in high school also encourage them to join the Corps as collegians. All participating junior cadets must be high school seniors or juniors and actively involved in JROTC, CAP, Young Marines or Sea Cadets. All participants must be approved (deemed "in good standing") by their senior instructors (or equivalent). When possible, participants will be paired with cadets who were also involved in JROTC, CAP, Young Marines or Sea Cadets. Attendees will be housed in the Corps dorms. Cadets will be counseled on the

admission process and will receive valuable information regarding loans, scholarships and ROTC Programs. Attendees will participate in a number of activities, including a scholarship banquet, Midnight Yell (if applicable), a football or basketball game, training with FDT advisors, a march-in to Kyle Field (in the fall), obstacle course/leadership development facility activities, etc. Parents are welcome to attend designated activities, including a Welcome Program, parents' informational meeting, scholarship recognition banquet, and sporting event (must purchase tickets separately).

13. 4-H/FFA PROGRAM. The 4-H/FFA program is a Corps recruiting program held once each fall and spring semester. Traditionally, the Corps has many members who have been (or are) active in either 4H or FFA. The Program recognizes that the same traits that motivate students to join 4H or FFA in high school also encourage them to join the Corps as collegians. All participants must be high school seniors or juniors and actively involved in 4-H or FFA. When possible, participants will be paired with cadets who were also involved in 4-H or FFA. Attendees will be housed in the Corps dorms. Cadets will be counseled on the admission process and will receive valuable information regarding loans, scholarships and ROTC Programs. Attendees will be eligible for Corps Scholarships. Attendees will participate in a number of activities (if applicable), including a scholarship banquet, Midnight Yell, a football or basketball game, obstacle course/leadership development facility activities, etc. Parents are welcome to attend designated activities, including a Welcome Program, parents' informational meeting, scholarship recognition banquet, and sporting event (must purchase tickets separately).

14. RECRUITING AWARDS

A. Outstanding Recruiter Award. Drape and medal awarded upperclassman cadets who displays outstanding commitment to recruiting throughout the year. Nominations are taken and reviewed by the Major Unit Recruiting Staffs and the Corps Recruiting Officer and Sergeant and are approved by the Assistant Commandant for Recruiting. Recipients are presented their awards at the Parents' Weekend Review individual awards ceremony.

B. Recruiting Ribbon.

(1) The purpose of the Recruiting Ribbon is to promote recruiting throughout the Corps of Cadets and to recognize those cadets who make significant contributions to the recruiting effort. The Recruiting Ribbon will be awarded throughout the year to cadets who meet the criteria. Any cadet who earns the award is authorized to wear the ribbon for the rest of his/her tenure in the Corps of Cadets. Cadets who earn additional recruiting awards in subsequent years will be awarded one star per reward to add to their original ribbon. Up to three stars may be added to each ribbon.

(2) The Recruiting Ribbon will be awarded to cadets who earn the required recruiting points within a one-year period. The specific criteria for attaining the Recruiting Ribbon award are listed in the Corps of Cadets Recruiting Standing Operating Procedure (SOP). Recruiting points will be awarded for cadet participation in recruiting activities, including Spend the Night with the Corps, AEP, JCAP, 4-H/FFA, College Fairs, hometown recruiting, Spend the Day with the Corps, Summer Recruiting Company, and other recruiting events or projects as authorized by the Corps Recruiting Officer.

(3) Applications for recruiting ribbons are available from the Corps Recruiting Officer and will be posted online at cadets.tamu.edu/recruiting. Prior to receiving the award, a cadet's application must be approved by the Corps Recruiting Officer and the Assistant Commandant for Recruiting.

C. Replacement Badge.

- (1) The purpose of the Replacement Badge is to identify and reward cadets who have successfully recruited another cadet. To be eligible, the cadet must be identified by a recruited cadet on his/her FOW fish survey and the recruited cadet must remain in the Corps for one full academic year.
- (2) The Corps Recruiting Officer and the Assistant Commandant for Recruiting will approve and distribute badges at the beginning of the fall semester.

15. RECRUITING RESOURCES.

- A. Cadets are encouraged to use outfit and Corps web sites, particularly <http://www.aggiecorps.org>, to assist in recruiting prospects.
- B. The recruiting chain will create and/or distribute recruiting handouts, videos, presentations, and other materials.
- C. Winter break, Spring Break, and summer hometown recruiting visits are strongly encouraged to acquire new prospects. Brochures, digital media, and prospect cards are available in the Corps Center.

16. CORPS SCHOLARSHIP PROGRAM/FINANCIAL AID.

- A. Corps Scholarships and Financial Aid counseling is available to all members of the Corps of Cadets. Corps Scholarships are awarded based on merit (academics etc.) and/or financial need. In order to be considered for a scholarship based on financial need, a current FAFSA (Free Application for Federal Student Aid) must be on file with the university Scholarship and Financial Aid (SFA) office.
- B. The Corps of Cadets has four (4) basic types of scholarships available to all students who choose to join the Corps of Cadets as well as those who are current cadets. Most scholarships are awarded either prior to or during a cadets' freshman year. There are procedures in place to award scholarships to current cadets. The table below summarizes these scholarships:

<u>Type</u>	<u>Amt/year</u>	<u>Length</u>
Corps 21 Scholarship	Approx \$4,000.00	4 years
General Rudder	\$2,500.00	4 years
Commandant's Leadership Award	\$2,000.00	4 years
Sul Ross/Corps Scholarship	\$1,200.00	2 years (renewable)

In addition, the Corps also has some funds available to assist cadets during a given semester, sometimes referred to as one time help.

- C. At any time during a semester, cadets can request an initial scholarship or an upgrade to an existing scholarship for the current semester or the next semester. This is done by coming to the Corps Scholarship office located in the basement of the Trigon (Military Sciences Building) Room 009, and completing a Corps Scholarship Request/Application, which will then be reviewed by the Corps Scholarship Selection Committee.
- D. At the beginning of the semester that a cadet is offered their initial Corps Scholarship they will be required to sign a Corps Scholarship Contract outlining the following requirements:
 - (1) Remain a member in good standing of the Corps of Cadets

- (2) Maintain a minimum overall grade point ratio of 2.0 for Sul Ross/Corps Scholarships, 2.5 for Commandant's Leadership Award and General Rudder Scholarships, and 2.75 for Corps 21 Scholarships.
- (3) Successfully complete the minimum number of hours for your class for an academic year as per *The Standard* (Fall, Spring, and Summer semesters – 25 hrs freshman year, 54 hours sophomore year, 84 hours junior year)
- (4) If required, write a “**Thank You Letter**” to the scholarship donor(s) **each semester**, and submit a Copy to the Corps Scholarship Office. (information provided at the start of each semester)
- (5) Allow grades to be sent to the donor(s) each semester.
- (6) Allow contact information such as phone number and e-mail address to be sent to donor(s).
- (7) Enroll in a minimum of 12 hours per semester at Texas A&M (Blinn Team excepted). This may be waived on a case-by-case basis by the Commandant

CHAPTER 6. LEADERSHIP EXCELLENCE PRORAM

1. **PURPOSE:** To develop well-educated leaders of character prepared to answer the call for values-based leadership and service in the public and private sectors.
2. **CONCEPT:** To inspire and motivate cadets to be accountable for their education and leadership development through a progressive and intentional four-year program. The program is a combination of the study of theory, experiential practice, and the validated practice of leading.
3. **FOUR YEAR PROGRAM:**

Year	Leadership Role	Focus of Year
1	Followership	Self-Leadership, develop major life skills
2	Direct leader	Responsible for self; accountable for training and developing others
3	Indirect leader	Leading leaders; making day-to-day decisions to attain operational goals
4	Executive leader	Setting policy; establishing environment

4. ROLE OF EACH CLASS YEAR:

- A. Expectations for freshmen (followers) in the Corps - Development of the following life skills:
 - (1) A Sense of Honor and Integrity.
 - (2) Selflessness.
 - (3) Service to Others.
 - (4) Respect for self and others.
 - (5) Teamwork.
 - (6) Work Ethic...With a Bit of Polish.
 - (7) Handling Stress.
 - (8) Self-Control.
 - (9) Time Management.
 - (10) Tolerance for Frustration.
 - (11) Ability to handle disappointment and failure.
 - (12) Take responsibility for actions.
 - (13) Self-Discipline.
 - (14) Listening.
 - (15) Attention to Detail.
 - (16) Obedience to Orders.
 - (17) Posture and Carriage.
 - (18) Neatness in Appearance.
 - (19) A Sense of Belonging.
 - (20) Maintain a sense of humor.

- (21) Maintain focus and perspective.
 - (22) And ... Serve as a source of motivation and encouragement.
- B. Expectations for sophomores (direct leaders) in the Corps:
- (1) Understand yourself, your preferred style of leading, communicating, and training.
 - (a) Understand the Aggie Honor system.
 - (b) Know your self-constraint threshold.
 - (2) Understand those to be trained, their expectations, level of experience, and background.
 - (a) Understand and support subordinate's goals.
 - (b) Understand each individual's constraints, challenges, and potential.
 - (c) Understand strength through diversity.
 - (3) Understand how to be an effective trainer.
 - (a) Understand the tasks to be trained.
 - (b) Understand performance-oriented training.
 - (c) Understand the use of peer trainers.
 - (d) Understand the differences between uniformity, unity, and teamwork.
 - (e) Understand how to sustain proficiency in individual tasks over time.
 - (4) Understand the importance of modeling the performance you seek.
 - (5) Focus on positive motivation.
- C. Expectations for juniors (indirect leaders) in the Corps:
- (1) Plan, conduct, and evaluate training.
 - (2) Demonstrate ability to supervise squads, platoons, and companies.
 - (3) Demonstrate ability to conduct performance counseling.
 - (4) Know the nature of their subordinates.
 - (5) Understand Superior – Subordinate relationship.
 - (6) Establish the environment in which people work and develop.
 - (7) Understand performance-oriented training.
 - (8) Understand the importance of example modeling the behavior you seek in others.
 - (9) Understand the importance of legislating behavior.
 - (10) Understand the importance of accountability and holding others to a standard.
 - (11) Develop subordinate leaders.
 - (12) Be an effective higher-order follower.
 - (13) Address gaps between intentions and performance.
 - (14) Address problems.

- D. Expectations for seniors (executive leaders) in the Corps:
- (1) Focus on the purpose and vision of the Corps of Cadets.
 - (2) Communicate the purpose and vision of the Corps of Cadets.
 - (3) Establish and maintain the environment by setting policies and enforcing standards.
 - (4) Develop other subordinate leaders.
 - (5) Lead larger units.
 - (6) Make decisions in complex environment.

5. LEADERSHIP CERTIFICATION PROGRAM.

- A. Successful completion of the leadership development program will result in award of an academically-recognized certificate in leadership study and development appended to the official university transcript.
- B. Certification Standards.
- (1) 12 hours of university-recognized leadership coursework.
 - (a) 2 Hours of SOMS 380-381.
 - (b) 2 Hours of SOMS 481-482.
 - (c) 8 Hours from approved university course offerings.
 - (1) Effective participation in the Corps of Cadets.
 - (2) Application of leadership in off-the-quad experiences.
 - (3) Points to Qualify.
 - (a) Coursework—1 hour of approved coursework counts 2 points; minimum grade of “B” is required for all 12 hours. Must have 24 points in this category to qualify.
 - (b) Experiential—verified Corps activity has point values on this scale: member 1pt / semester; direct leader 2 pts / semester; indirect leader 3 pts / semester; executive leader 4 pts / semester. Must have 24 points in this category to qualify.
 - (c) Applied—verified activity has point values on this scale: member 1pt / semester; direct leader 2 pts / semester; indirect leader 3 pts / semester; executive leader 4 pts / semester. Must have 24 points in this category to qualify.
 - (d) Overall total of 72 points to qualify and good standing in the Corps of Cadets.

CHAPTER 7. UNIFORM REGULATIONS

1. **GENERAL.** The Uniform Policy found in The Standard and the additional information and regulations herein are designed to reinforce the Corps of Cadets' importance to the history and culture of Texas A&M University. As the Keepers of the Spirit and Guardians of Tradition, it is the Corps of Cadets obligation to serve as a visual reminder of our proud heritage through the daily wear and appearance of the cadet uniform. While other aspects of the University have changed over the years, the wearing of the uniform by the members of the Corps of Cadets is still a vital part of our proud history and tradition, and will continue to be a visual reminder of who we are and what we represent on this campus. It is incumbent on all cadets to wear the uniform correctly and proudly, and to ensure peers and subordinates alike, do the same. Let us never forget what we represent to those who went before us, as well as those who will follow. It is important we set and maintain the standard that has so proudly marked the Corps of Cadets for over 136 years. Wear the uniform correctly, and wear it proudly - and represent all of us with distinction as you go about your daily activities on campus.
2. **UNIFORM REGULATIONS.** The following uniform regulations build upon the information found in The Standard.
 - A. Do not wear unauthorized insignia. Chrome, subdued, shaved, engraved, or bent cadet brass is not authorized and will not be worn. Skeleton and subdued cadet rank, as well as Navy ship/Marine Corps buckles or rank, are prohibited. Exceptions: Drum majors may wear chromed brass, belt buckles, whistles, and whistle chains. During ROTC leadership laboratory, service belt buckles for BDU/ACUs may be worn with BDU/ACUs. No commemorative loops of ribbon or cloth (cancer, AIDS, etc.) will be worn on the uniform unless authorized in writing by the Corps Commander. Cadets in mourning are authorized to wear the black tape available through the ACOT on the left epaulet. For a period not to exceed 30 calendar days.
 - B. Mixing the uniform with civilian clothing is not authorized, except for low quarter shoes, combat boots and the raincoat because they are generic clothing items. Senior boots will not be worn with civilian clothing as they are a unique, uniform item. No article of the Texas A&M cadet uniform will be worn by anyone other than the cadets of the Corps. This includes dates and former Corps members. These restrictions include items of the ACU issue. Cadets will be held responsible for any of their uniform parts worn by others.
 - C. While wearing any uniform, all appropriate fasteners will be fastened.
 - D. Use common sense regarding wear of the uniform when outside your room. Cadets will either be in proper uniform or civilian attire. If the uniform shirt is off while studying, it is permissible to go to the bathroom and return without putting your shirt on. However, the intent is to prevent loitering in the hallways out of uniform or undressing in the hallways. Keep your door closed when undressed.
 - E. Belt:
 - (1) Freshman: black cotton belt. Do not apply heel and sole dressing to the belt.
 - (2) Sophomore: black nylon belt.
 - (3) Junior: white cotton belt.
 - (4) Senior: white nylon belt.

- (5) All Delta Company cadets are authorized to wear tan cotton belts.
- F. Buckle:
- (1) Freshman: slide through style.
 - (2) Sophomore: solid front style.
 - (3) Junior: flat front buckle with hole in front for Corps Stack.
 - (4) Senior: flat front buckle with hole in front for Officer Stack.
 - (5) All Delta Company cadets are authorized to wear standard military belt buckles.
- G. Bathrobes. All cadets will wear bathrobes when going to/from the shower. As a minimum, underwear and shower shoes must also be worn. Additional items of clothing will not be required to be worn with the robe. Robes must be kept closed with the issued sash (belt) tied around the waist.
- H. Mourning Bands. Cadets are authorized to wear a black felt band on their left shoulder Major Unit shield while in mourning for the loss of a cadet buddy or family member. The mourning band will be worn no more than 30 days after the individual's death. (Can be worn until Silver Taps if more than 30 days.) Neither a mourning medal nor ribbon (black in color) are authorized.
- I. Senior Uniforms:
- (1) Senior Boots:
 - (a) "Tan Imported French Calf" and "Turf Tan" are the only authorized colors for Senior Boots. Boots will be plain-toed and without laces.
 - (b) Authorized military spurs are required to be worn with senior boots. These spurs have a very small or no rowel. Buckles will face out.
 - (2) Saber Issue:
 - (a) Sam Browne belts are only loaned, as needed, to commanders by the Corps Center. The belts will be added to the commander's inventory and must be returned to the Corps Center when the cadet leaves the Corps. The issued belts are not pass downs, and should not be treated as such. Staff officers must individually purchase or borrow this item from other sources.
 - (b) Cadets may purchase authorized TAMU sabers from various vendors in the community.
 - (c) Only A&M and service sabers/swords will be carried.
- J. "Out-of-Cycle" Cadet Uniforms:
- (1) Applies to Company V-1, K-1 and Squadron-18.
 - (2) Beginning of the semester in which they enter.
 - (3) Black nylon belt with fish buckle.
 - (4) AMU in place of Corps brass.
 - (5) By the eleventh week in the Corps - Complete Sophomore uniform.
- K. General Rules for Uniform Issue:

- (1) Upon receiving the initial issue, fish have until the end of Freshman Orientation Week to report any shortages or damaged clothing. Beyond this time, cadets are accountable for complete issue.
- (2) Uniforms and uniform parts will be exchanged at any time by MPW if they are dry cleaned and show no wear beyond fair wear and tear. Exceptions are shoes/boots, hats or other expendables which, once worn, cannot be exchanged.
- (3) During the fourth and fifth weeks of the school year, freshman cadets receive a second issue of uniform parts.
- (4) Uniforms are marked by name and issued to specific cadets. Uniforms are tagged with RFID chips and these tags match the clothes to the responsible cadet. Tags must not be removed from the garment nor damaged in any way. Cadets may not return items not issued to them, nor may they purchase items not issued to them. The MPW will not accept non-tagged items back into their inventory. Do not exchange uniforms with other cadets; do not loan uniforms to other cadets or non-cadets.
- (5) Do not alter uniforms. If there is a question concerning fit, return the item to MPW for alteration or exchange. You will pay a penalty for altered uniforms.
- (6) If a cleaner loses your uniform items, do not accept a replacement item. Accept payment in cash and return to MPW for a reissue (paid for with the cleaner's reimbursement).
- (7) All issue items except barracks bags, sweat suits, bedspreads and BDU/ACU items must be dry cleaned, not washed.

L. Maintenance of Uniforms:

- (1) Each individual cadet is solely responsible for maintenance of the uniform. The following will apply:
 - (a) All issue items must be dry cleaned, except for barracks bags, sweat suits, bedspreads, ACU trousers/shirts, and field coats.
 - (b) ACU's should be neat in appearance but will not be form fitted.
 - (c) Do not accept clothes other than your own from the cleaners. If the cleaners has lost or damaged any item, do not accept another item in its place. Instead, receive the replacement cost of the item and report to the MPW for a new issue. MPW is not responsible for items a dry cleaner has lost or damaged.
- (2) A cadet whose uniform requires alteration will take the clean garment to the MPW. MPW personnel will examine the garment and determine the alterations required. If alteration will not suffice, the garment will be exchanged at no cost to the cadet, provided the garment has not been damaged through neglect. Modification or alteration of cadet uniforms in a manner other than prescribed above will be considered unauthorized, and the cadet will be assessed the full cost of the replacement garment.

M. Uniform Exchanges:

- (1) Clothing exchanges to improve the fit of the uniform can be made throughout FOW at the MPW. All items of issue may be exchanged if there is no evidence of wear. Shoes and boots may be exchanged if they have not been worn, polished, or tapped. If headgear has been worn, it cannot be exchanged for another size. Socks, polished

brass items (including belt buckles), belts, and other expendable items cannot be exchanged for different sizes if they have been worn.

- (2) During the fourth and fifth weeks of the semester, new Cadets may report to the MPW to pick up their second issue items (only items specified later in this chapter, or as designated by MPW letter).
- (3) Do not exchange uniform parts within your unit. If the uniform does not fit properly, return to MPW for exchange.
- (4) All uniforms will be cleaned and free of stains prior to exchange.

N. Uniform Turn In and Clearance:

- (1) Upon withdrawal or graduation from the Corps of Cadets, each cadet is responsible for returning issued uniforms to the MPW.
 - (2) Cadets must turn in their uniforms within 10 days of leaving the Corps. Leaving the Corps is defined as (1) ceasing to participate in daily Corps activities with no communication with their organization commander to explain their absence; (2) initiating out-processing by picking up paperwork at Lounge B; or (3) completing the senior year in the Corps of Cadets. If uniforms are not turned in within 10 days of leaving the Corps, students will be charged on their student account for all issued uniform parts. Uniforms will not be accepted beyond 10 days of departure; therefore, no credit will be made to the student account after the 10th day.
 - (3) The Military Property Warehouse will accept uniforms that have not been dry-cleaned. Dry cleaning fees will be charged to the student and placed on the student's account or the student may elect to pay for the services at the MPW.
 - (4) In order to completely clear the Corps, the student must clear with the MPW.
 - (a) Any cadet who leaves the Corps will be billed by the MPW for expendable items that cannot be reissued (e.g.; shoes, boots, hats, brass, BDU/ACUs, gloves, etc.).
 - (b) It must be strongly emphasized that students withdrawing from the Corps or the University must clear their uniform accounts by either a complete turn in or payment for items that do not meet the exchange requirements listed in this chapter when the cadet returns to the Corps. This includes students who intend to return to the Corps in some future semester no matter how earnest the intention is at the time. Uniforms will be re-issued when the cadet returns to the Corps.
- O. The following tables describe the various uniforms of the Corps of Cadets for both male and female cadets. They also address the precise placement of insignia items on the uniform and discuss the wear of award ribbons and cords.

TABLE 1**UNIFORM ISSUE LIST**

THE FOLLOWING CLOTHING ITEMS WILL BE ISSUED TO MALE CADETS:

FIRST ISSUE	ITEM OF CLOTHING	SECOND ISSUE
1	BAG, BARRACKS	
	JACKET, BLACK	1
1	RAINCOAT	
4	TROUSERS, GABARDINE	
2	TROUSERS, PINK	
2	TROUSERS, ACU	
4	SHIRT, SHORT-SLEEVE	
1	SHIRT, LONG-SLEEVE	
2	SHIRT, MIDNIGHT	1
2	SHIRT, ACU	
1	NECKTIE, BLACK	
1	NECKTIE, TAN	
1	SWEATSUIT	
1	BEDSPREAD	
1	BELT & BUCKLE SET	
1	BRASS, SET	
½	GLOVES, BLACK/WHITE	
1	CAP, ACU	
2	CAP, GARRISON, GABARDINE	
1	CAP, GARRISON, PINK	
1	CAP, SERVICE W/ RAINCOVER	
	HAT, CAMPAIGN w/KIT	1
1	SHOE, LOW-QUARTER	1
1	BOOTS, SPEEDLACE	
1	NAME TAG & NAME TAPES, SET	
1	SWEATER, BLACK MILITARY	
1	PONCHO	

TABLE 1 (CONTINUED)

UNIFORM ISSUE LIST

THE FOLLOWING CLOTHING ITEMS WILL BE ISSUED TO FEMALE CADETS:

FIRST ISSUE	ITEMS OF CLOTHING	SECOND ISSUE
1	BARRACKS BAG	
	JACKET, BLACK	1
1	RAINCOAT	
3	SLACKS, GABARDINE	
3	SKIRT, GABARDINE	
1	SLACKS, PINK	
2	SKIRT, PINK	
2	TROUSERS, ACU	
4	SHIRT, GABARDINE, SHORT-SLEEVE	
1	SHIRT, GABARDINE, LONG-SLEEVE	
2	SHIRT, MIDNIGHT	
2	SHIRT, ACU	
1	NECK TIE, TAN	
1	NECK TIE, BLACK	
1	SWEATSUIT	
1	BEDSPREAD	
1	BELT & BUCKLE SET	
1	BRASS SET	
1	GLOVES, BLACK	
2	GLOVES, WHITE	
1	CAP, ACU	
2	CAP, GARRISON, GABARDINE	
1	CAP, GARRISON, PINK	
1	CAP, SERVICE W/RAINCOVER	
	HAT, CAMPAIGN W/KIT	1
1	SHOES, LOW QUARTERS	1
1	PUMPS	1
1	BOOTS, SPEEDLACE	
1	NAME TAG & NAME TAPES, SET	
1	SWEATER, BLACK MILITARY	
1	PONCHO	
1	BOOK BAG	

TABLE 2
CLASS “A” WINTER AND CLASS “AA” MIDNIGHT UNIFORM

All cadets will have midnight uniforms for special events.

ITEM	DESCRIPTION FOR MALE	DESCRIPTION FOR FEMALE
1. Trousers/skirt	a. Pink trousers b. Pink boot pants (senior)	a. Pink slacks/skirt b. Pink boot pants (senior) c. Pink boot skirt (senior)
2. Shirt	a. Midnight shirt, green	a. Same
3. Headgear	a. Service cap, optional b. Garrison cap, pink	a. Same
4. Shoes/socks/hose	a. Black low quarters shoes with black socks. b. Senior Boots.	a. Pumps with hose if skirt is worn. Pumps with hose or black socks with oxford shoes if slacks are worn. b. Senior Boots.
5. Raingear	a. Issued raincoat, service cap with rain cover or Campaign hat with cover	a. Same
6. Tie	a. Tan tie	a. Same
7. Gloves	a. Black leather gloves for day to day cold weather wear b. Cotton white gloves worn as directed	a. Same
8. Coat/Jacket	a. Raincoat	a. Same
9. Belt	a. Senior-white nylon b. Junior-white cotton c. Sophomore-black nylon d. Freshman-black cotton	a. Same

TABLE 2 (CONTINUED)
CLASS "A" SUMMER UNIFORM
 Formal uniform for early fall and late spring.

ITEM	DESCRIPTION FOR MALE	DESCRIPTION FOR FEMALE
1. Trousers/skirt	a. Trousers, gabardine b. Boot pants, gabardine (senior)	a. Skirt, gabardine b. Pants, gabardine c. Boot pants, gabardine (senior) d. Boot skirt, gabardine (senior)
2. Shirt	a. Shirt, gabardine, long sleeve	a. Same
3. Headgear	a. Garrison cap, gabardine	a. Same
4. Shoes/Socks/Hose	a. Black low quarters with black socks b. Senior Boots.	a. Pumps with hose if skirt is worn. Pumps with hose or black socks with oxford shoes, if slacks are worn. b. Senior Boots.
5. Raingear	a. Raincoat, campaign hat with rain cover	a. Same
6. Tie	a. Black tie	a. Tab Tie
7. Gloves	a. Black leather for day to day cold weather wear b. Cotton white gloves worn as directed	a. Same
8. Coat/jacket	a. Black, as directed	a. Same
9. Belt	a. Senior-white nylon b. Junior-white cotton c. Sophomore-black nylon d. Freshman-black cotton	a. Same

TABLE 3
CLASS "B" WINTER UNIFORM*

PURPOSE: Uniform for everyday wear during winter months.

ITEM	DESCRIPTION FOR MALE	DESCRIPTION FOR FEMALE
1. Trouser/skirt	a. Trousers, pink b. Boot pants, pink (senior)	a. Skirt, pink b. Boot pants, pink (senior) c. Pink slacks d. Boot skirt, pink (senior)
2. Shirt	a. Shirt, gabardine, long sleeve	a. Same
3. Headgear	a. Garrison cap, pink	a. Same
4. Shoes/Socks/Hose	a. Black low quarters with black socks b. Senior Boots.	a. Pumps with hose if skirt is worn. Pumps with hose or black socks with oxford shoes, if slacks are worn. b. Senior Boots.
5. Raingear	a. Raincoat, campaign hat with rain cover	a. Same
6. Tie	a. None	a. None
7. Glove (Note 1)	a. Black leather for cold weather wear b. Cotton white gloves worn as directed	a. Same
8. Coat/Jacket	a. Black, as directed	a. Same
9. Belt	a. Senior-white nylon b. Junior-white cotton c. Sophomore-black nylon d. Freshman-black cotton	a. Same
10. Sweater, Black Military	a. Optional or as directed	a. Optional or as directed

Note 1: Only black gloves may be worn in conjunction with Black jacket or raincoat.

* Only authorized when directed as the uniform of the day by the Corps Commander.

**TABLE 3 (CONTINUED)
CLASS "B" SUMMER UNIFORM**

Uniform for everyday use during early fall and late spring.

ITEM	DESCRIPTION FOR MALE	DESCRIPTION FOR FEMALE
1. Trousers/skirt	a. Trousers, gabardine b. Boot pants, gabardine (senior)	a. Skirt, gabardine b. Boot pants (senior) c. Slacks, gabardine d. Boot skirt (senior)
2. Shirt	a. Shirt, gabardine, short sleeve	a. Same
3. Headgear	a. Garrison cap, gabardine	a. Same
4. Shoes/Socks/Hose	a. Black low quarter shoes with black socks b. Senior Boots.	a. Pumps with hose if skirt is worn. Pumps with hose or black socks with oxford shoes if slacks are worn. b. Senior Boots.
5. Raingear	a. Raincoat, campaign hat with rain cover	a. Same
6. Tie	a. None	a. None
7. Coat/Jacket	a. Black, as directed	a. Same
8. Belt	a. Senior-white nylon b. Junior-white cotton c. Sophomore-black nylon d. Freshman-black cotton	a. Same

TABLE 4
CLASS C UNIFORM (ACU)

Utility uniform for inclement weather, field training, and to labs or when designated by the Commandant's staff or Corps Commander.

ITEM	DESCRIPTION FOR MALE	DESCRIPTION FOR FEMALE
1. Shirt	a. Army Combat Uniform (ACU)	a. Same
2. Trousers	a. ACU	a. Same
3. Shoe/Socks	a. Black or service authorized boots with green or black boot socks	a. Same
4. Headgear	a. Cap, ACU, or as directed	a. Same
5. Raingear	a. Raincoat, campaign hat with rain cover or Poncho with ACU cap	a. Same
5. Jacket	a. Field coat, ACU	a. Same
6. T-shirt	a. Brown cotton crew necked	a. Same
7. Belt	a. Same as Class "B" summer.	a. Same

TABLE 5
“CT NON-REGS UNIFORM”

1. Male - Pants or 3-pocket shorts with no holes (no sweat pants), collared or nice t-shirt tucked in, or sweatshirt, nice shoes with socks.
2. Female - Skirt, slacks, shorts with blouse or shirt tucked in, or dress, and nice shoes (Hair may be worn up or down at cadets choice).

Note: All CT non-regs are subject to review by Unit Commanders and staffs. No offensive or questionable clothes may be worn. All cadets are accountable for inappropriate attire.

TABLE 6
ATHLETIC UNIFORM

General Rules for wearing of the Athletic Uniform:

1. Appropriate athletic clothing may be worn when engaged in any type of athletics.
2. Physical training gear is restricted to sweats, athletic shorts, athletic shoes with white socks no higher than mid-calf, low quarters with black socks (for marching practice only) and Corps organizational T-shirt.
3. Trunks, “T” shirts, and shirts with the shirt tails tucked into the trunks are appropriate for participation in physical exercise or athletic games.
4. Any type of shoes may be worn. Military headgear will not be worn.
5. Female cadets may wear their hair in a “ponytail” neatly held by an elastic band, while in this uniform.
6. When the designated uniform is PT, the Commander will specify the items to be included. Members of units and staffs will be uniformly attired for organized PT formations and unit fitness training. Caps are authorized if designated by the Commander; however, uniformity within the formation is required. Caps will be worn with the brim to the front and sitting squarely on the head.
7. Wear of the athletic uniform requires the exercise of usual standards of military courtesy and deportment (e.g.; saluting, reporting, speaking and whipping out).

TABLE 7
BRASS PLACEMENT, CADET UNIFORM

ITEM	SHIRT INCLUDING MIDDNIGHTS (Long and Short Sleeve)	BLACK JACKET
1. AMU	Located ½-inch from the leading edge of the right and left collar for freshman. The AMU is placed perpendicular to the leading edge of the collar in such a way as to allow the end of the AMU away from the leading edge of the collar to be an equal distance from the top and angled edge of the collar. (See Exhibit 7)	Not worn on coat or jacket.
2. Corps Brass, Band Lyre or Corps Staff Insignia	The axe head or left edge of the band lyre will be placed ½-inch from the leading edge of the collar. The vertical line through the knight's head will be parallel to the leading edge of the collar. Brass will be located on left collar.	Not applicable.
3. Cadet Rank	All rank will be located ½-inch from the leading edge of right collar. AMU and Senior rank will be parallel to the collar fold. Sophomores and Junior rank will be parallel to leading edge of the collar (see exhibit 7).	Jacket-rank will be centered between middle of button and the edge of where epaulet is stitched to shoulder (see Exhibit 6).

TABLE 7 (CONTINUED)
BRASS PLACEMENT, CADET UNIFORM

ITEM	SHIRT INCLUDING MIDDNIGHTS (Long & Short Sleeve)	BLACK JACKET
4. Major Unit Shields	Will be centered on the epaulet between the middle of the button and the edge where the epaulet joins the shoulder seam. Appropriate Green/Grey Tabs will be worn under the epaulet shields. No shield will be worn on ACU.	Appropriate Green/Grey Tabs will be worn under the epaulet shields.
5. Name Tags	Will be placed on the right breast pocket. The top edge of the name tag should be aligned on the pocket “stitching”. It will be centered over the pocket button. The button may be overlapped if pocket is small. NOTE: For ACU shirts a subdued cloth name tag will be sewn above the right breast pocket.	Not applicable.
ITEM	ALL UNIFORM TROUSERS (Trouser length will be so there is a slight break in the front crease when the wearer is standing at attention.)	
6. Belt Buckle	<p>a. <u>FRESHMAN-MALE</u> (Army GI Buckle) will be aligned by placing the right edge of the buckle even with the gig line.</p> <p>b. <u>FRESHMAN-FEMALE</u> (Army GI Buckle) will* be worn with the belt tip facing to the right. The gig line is the same as for men, except females* will align the left side of the buckle with the gig line.</p> <p style="padding-left: 40px;">* Some female uniforms will button the same direction as the male uniforms and thus will follow the specifications for males as above.</p> <p>c. <u>SOPHOMORE</u> (plain oblong buckle)</p> <p>d. <u>JUNIOR</u> (buckle with A&M stack)</p> <p>e. <u>SENIOR</u> (buckle with eagle stack)</p> <p>All upper-class cadets will center the buckle by aligning the center of the buckle with the line formed by the center shirt button.</p> <p>f. Cadets will center the buckle of the green service jacket by aligning along the edge of the jacket.</p>	

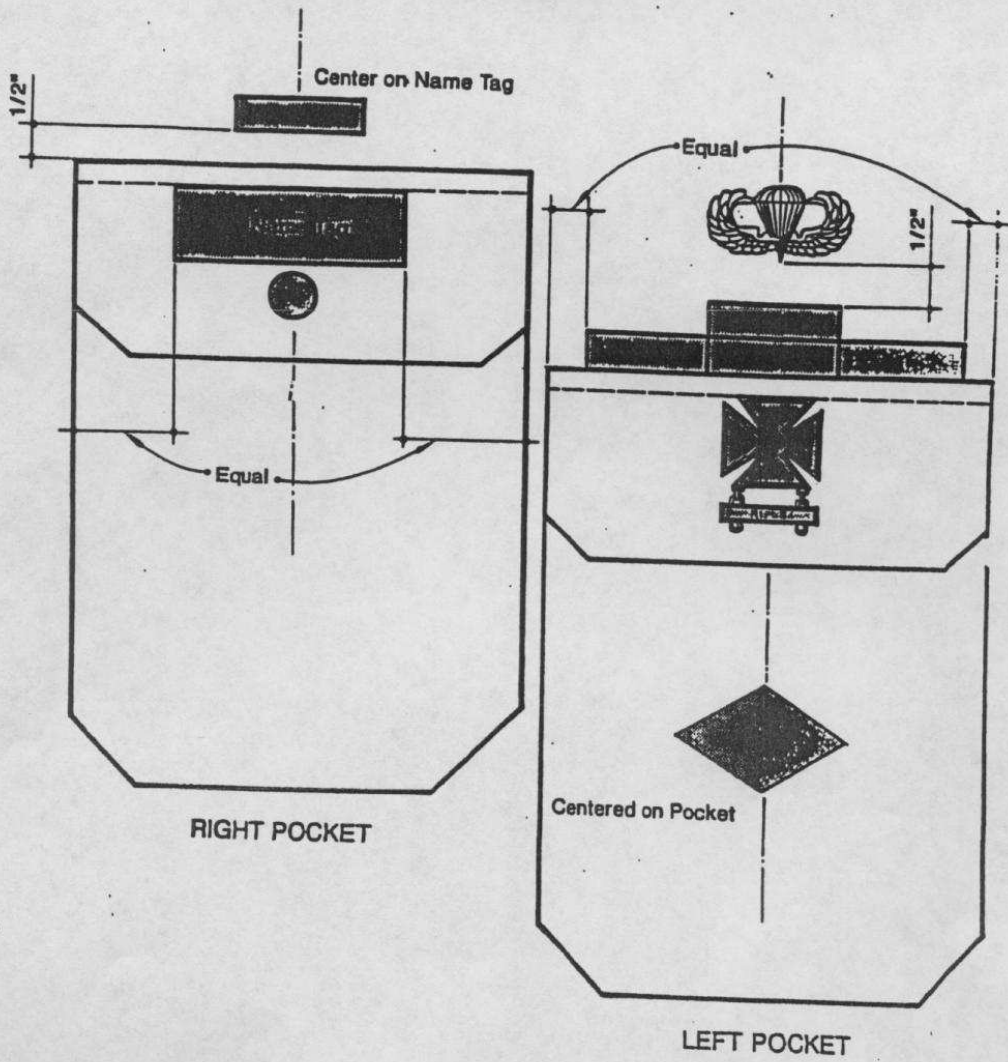
**TABLE 7 (CONTINUED)
BRASS PLACEMENT, CADET UNIFORM**

ITEM	ALL SHIRTS INCLUDING MIDDNIGHTS	BLACK JACKET
7. Medals and Ribbons	<p>The bottom row of ribbons will be placed touching the top edge of the left breast pocket, centered over the middle of the pocket button.</p> <p><u>NOTICE:</u> No medals or ribbons will be worn on ACU shirt.</p> <p>Medals or ribbons may be worn on midnight shirt but not both.</p>	Not worn on Black jacket.
8. Optional Pins and Badges	<p>Rules for the wear of optional pins and badges are the same for all shirts except the ACU shirt.</p> <p>a. Right Pocket: Awards will be centered no lower than one inch below the name tag on the right hand side (maximum of one pin):</p> <ol style="list-style-type: none"> 1. Cadet Replacement Badge. 2. Recondo if left pocket has another pin. 3. Corps Center Guard Staff Badge authorized for wear on the right breast pocket, except when superseded by the replacement badge, in which case it shall be worn on the left breast pocket. <p>b. Above Left Pocket: Awards which are located ½-inch above left breast pocket or above the top row of ribbons: If more than one should be ½-inch intervals (maximum of two). (See Exhibit 1 and 2). Listed in Order of Precedence:</p> <ol style="list-style-type: none"> 1. Airborne Wings 2. Air Assault, Airborne, Pilot/Nav wings, Tri-warfare Specialist, Seal Platoon, Recon Company or contract badge. 	Not worn on Black jacket.

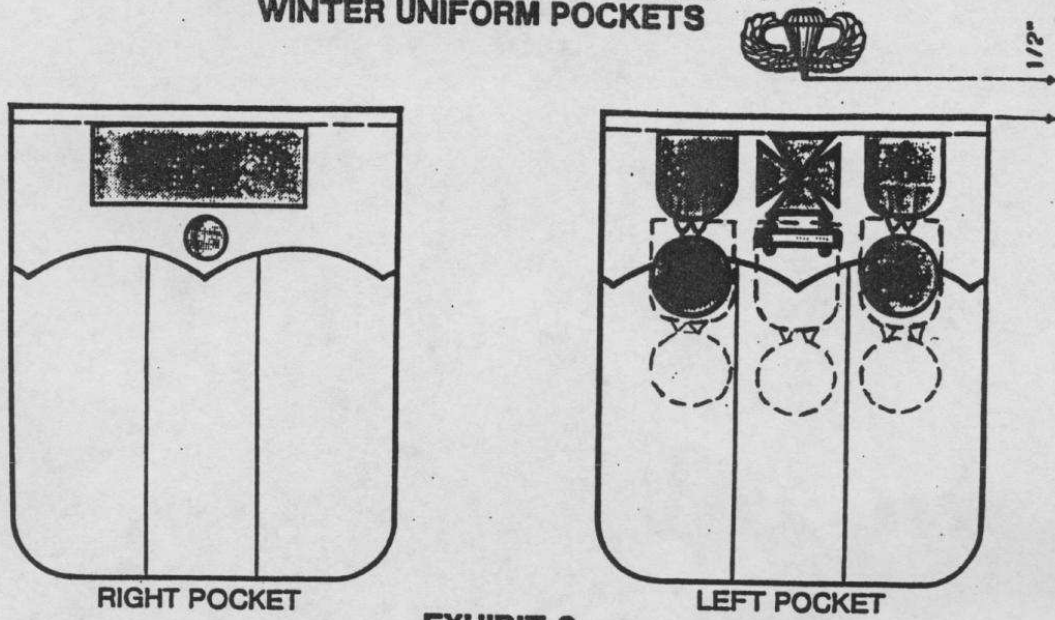
**TABLE 7 (CONTINUED)
BRASS PLACEMENT, CADET UNIFORM**

ITEM	ALL SHIRTS INCLUDING MIDDNIGHTS	BLACK JACKET
8. Optional Pins and Badges (continued)	3. Contract Pins 4. University Rifle/Pistol Team 5. Pathfinders c. Left Pocket: Awards will be centered 3-3/8 inches below the top of the drapes on the left hand side (maximum of one pin): 1. Recondo 2. Contract Badges 3. Rudder's Rangers or Recon 4. Cavalry crossed sabers or cannons (PMC) 5. Pathfinders d. Above Right Pocket: Awards which are worn above the right pocket flap and are centered over the pocket (maximum of two): 1. Distinguished Military Student 2. Unit Award for Outstanding School at summer camp (Warrior of Pacific). 3. Cadet Training Officer Badge (AFROTC). 4. Army Branch Insignia (Army ROTC). 5. Chaplain Cross 6. Others only with approval by the Commandant e. Shooting badges and/or Arnold Air Society pin are centered over the button of the left breast pocket with the top edge touching the pocket stitching.	
9. Unit Crest	a. Army contract cadets who are members of the Simultaneous Membership Program (SMP) and are assigned to either an Army National Guard or Army Reserve unit are authorized to wear the distinctive unit crest of their affiliated unit. b. Members of the Texas State Guard are authorized to wear brass crossed pistols signifying their Military Police unit. Brass is to be centered one-half inch above the right pocket and name tag.	Not worn on Black jacket.
10. General	a. Chrome brass is not authorized to be worn with the cadet uniform. Exceptions are the Band Drum Majors, and band buckles worn with white webbing.	Not worn on Black jacket.

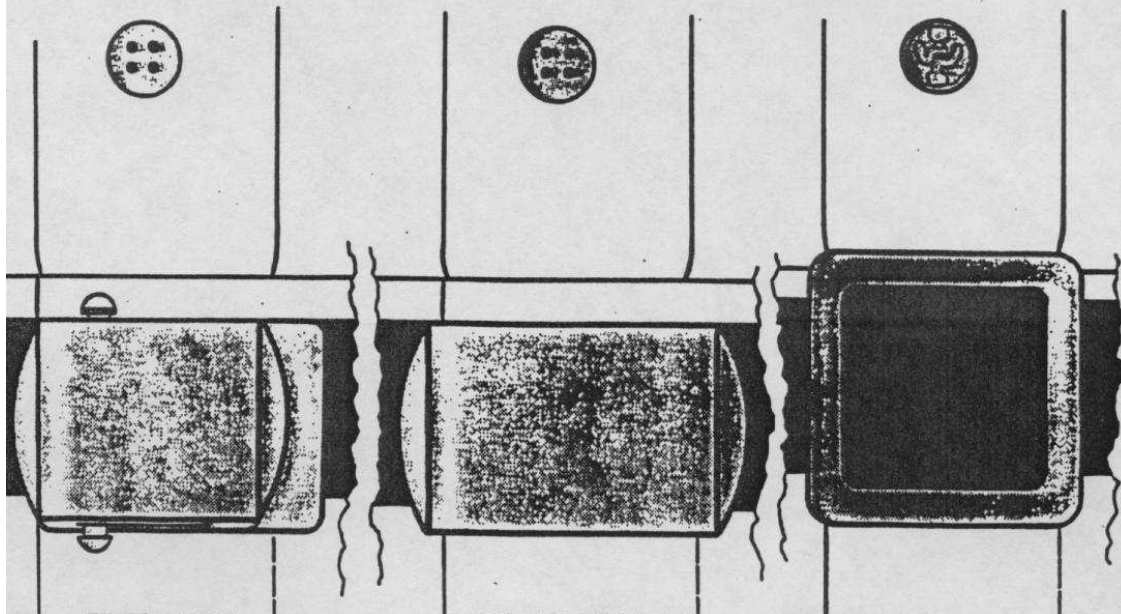
EXHIBIT 1
BRASS PLACEMENT ON SHIRT POCKETS
(SHIRT #571 AND MIDNIGHT SHIRT)



**EXHIBIT 2
BRASS PLACEMENT ON CLASS "A"
WINTER UNIFORM POCKETS**



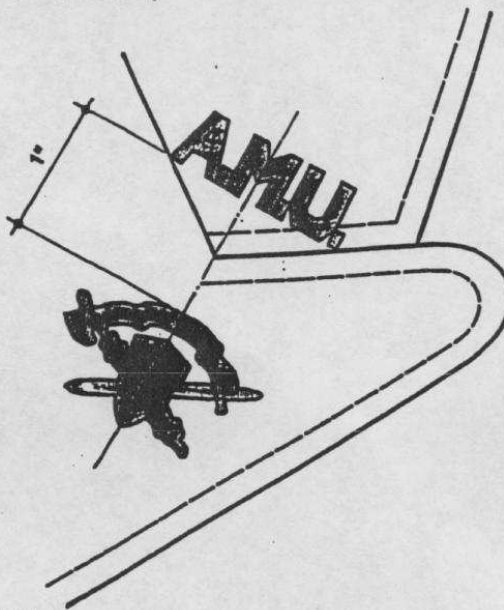
**EXHIBIT 3
BRASS PLACEMENT FOR ALL BELT BUCKLES**



**Exhibit 4 and 5
When Service Blouse is worn**

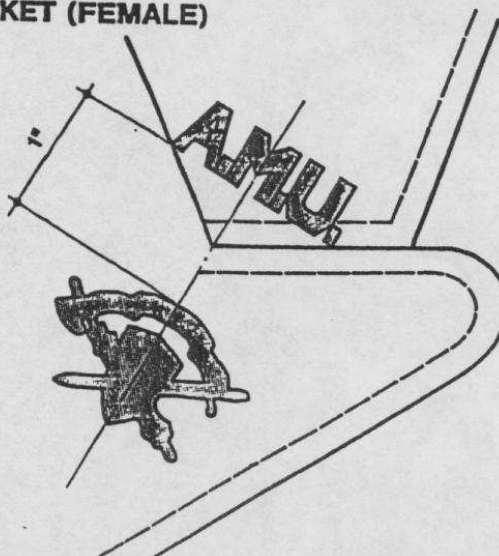
**EXHIBIT 4
BRASS PLACEMENT
ON SERVICE BLOUSE (MALE)**

SERVICE BLOUSE
LEFT LAPEL



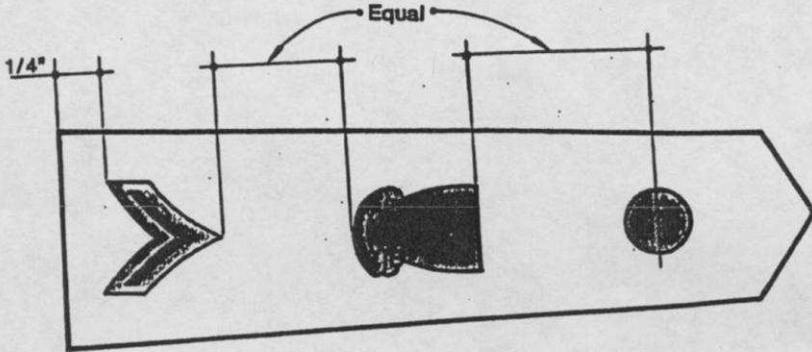
**EXHIBIT 5
BRASS PLACEMENT
ON SERVICE JACKET (FEMALE)**

SERVICE JACKET
LEFT LAPEL



**EXHIBIT 6
BRASS PLACEMENT
ON UNIFORM EPAULETS**

**CLASS "A" WINTER AND AG44 COAT
(UPPERCLASSMEN)**



AG44 JACKET

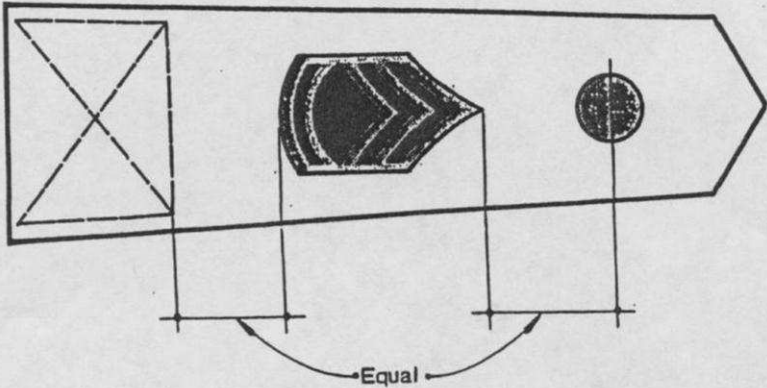
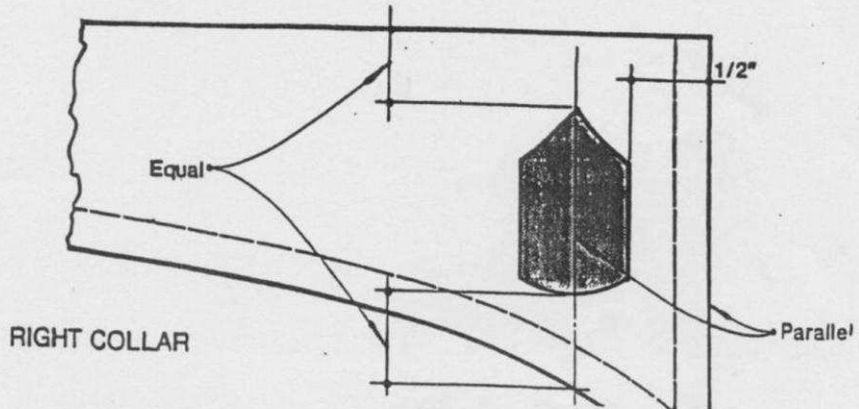
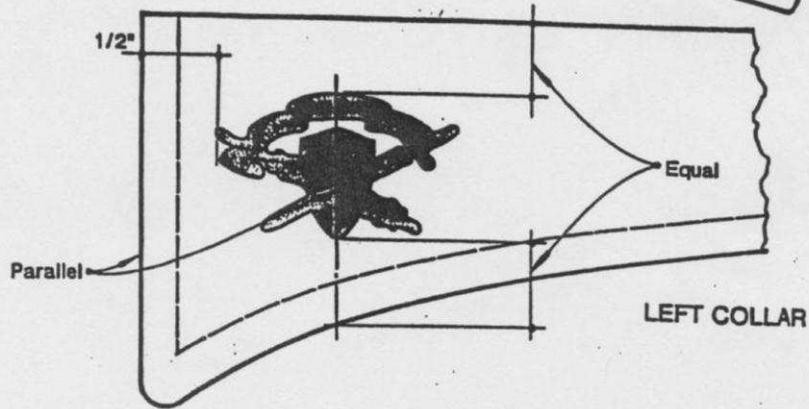
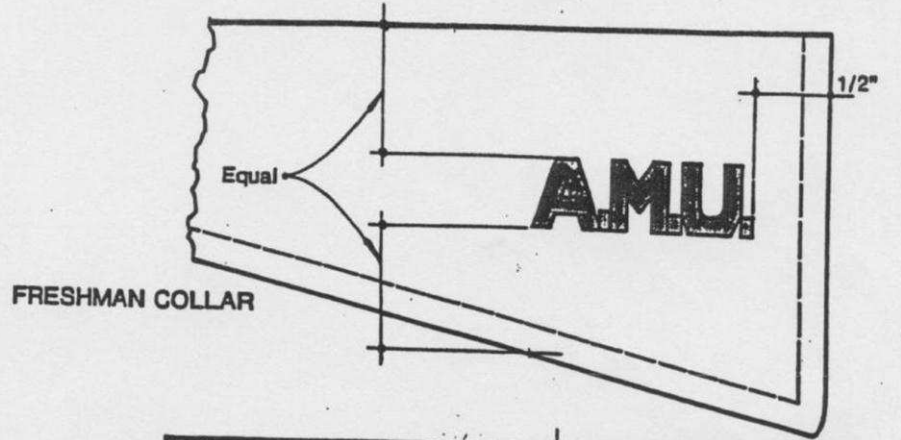
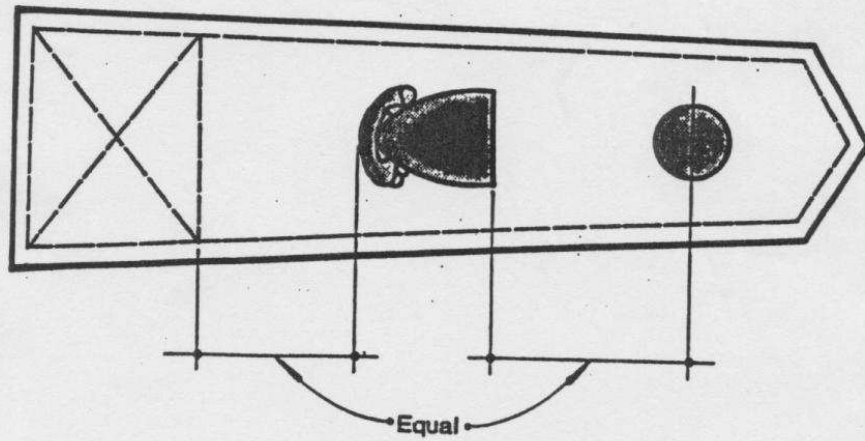











EXHIBIT 7
BRASS PLACEMENT
ON UNIFORM COLLARS



**EXHIBIT 8
BRASS PLACEMENT
ON SHIRT EPAULETS**










**TABLE 8
CADET RANK INSIGNIA**

Sophomores: Chevron(s)	 Private First Class (PFC)	 Corporal (CPL)
Juniors: Chevrons with rockers and diamond, star, or star with wreath		
 Sergeant (SGT)	 Staff Sergeant (SSG)	 Sergeant First Class (SFC)
 Master Sgt (MSG)	 1st Sgt (1SG)	 Sergeant Major (SGM)
		 Sgt. Major of the Corps (SMC)

(modified from <http://www.military-quotes.com/ranks/army-rank-insignia.htm>)

Seniors: Moons and diamonds

	Cadet 2nd Lieutenant
	Cadet 1st Lieutenant
	Cadet Captain
	Cadet Major
	Cadet Lieutenant Colonel
	Cadet Colonel
	Cadet Colonel of the Corps

(modified from <http://uts.cc.utexas.edu/~afwebpg/additionalknowledge/additionalknowledge11.html>)

**TABLE 9
HEADGEAR (MALE & FEMALE)**

1. Service Cap. Can be worn with Class A winter and AA uniform, midnights and special mixing of class B winters when directed by Corps Staff (e.g.; Guides for JROTC days). The front visor will be polished brown. Seniors wear a gold officer’s braid on the front of the hat.
2. Campaign Hat. Will be worn by Cadre during FOW, by cadets serving Guard Room duty, as rain gear (with plastic rain cover) with class A, B, and C uniforms and as directed by the Corps Commander. The campaign hat may also be worn with the midnight uniform (e.g.; O.D.s at football games). The campaign hat will have a distinctive braid according to the following class designations:

a. Green	2014	2018	2022
b. Royal Blue	2015	2019	2023
c. Red	2016	2020	2024
d. Infantry Blue	2017	2021	2025

NOTE 1: Seniors wear a gold officer’s cord.

NOTE 2: PMC members may wear a yellow cord and chin strap when in Cavalry Uniform for Cavalry operations, but must wear the rain cover with rain gear when Corps uniform is designated as being rain gear (e.g.; The Uniform of the Day).

NOTE 3: All campaign hats must have a crisp flat brim and the crown will not be deformed.

3. Garrison Cap. Is worn with the Class B uniform (summer - tan, winter - pink) and midnights (pink). Service insignia (e.g.; “eagle, globe, and anchor” or “prop & wings” may be worn to signify contract status). Glider patch may be worn by qualified Airborne cadets. Only Seniors may wear them un-peaked. All other classes must maintain a peaked garrison cap. All covers will be worn straight and not cocked. The braid on the garrison cap is as follows:
 - a. Senior - gold and black
 - b. Junior – white
 - c. Sophomore – black
 - d. Freshman - no braid
4. ACU Cap. Is worn as part of Class “C” Uniform. Cadet rank or Chaplain’s cross are worn centered on the front.
5. Corps/Unit Ball Caps. May be worn by all members of an outfit with the athletic uniform, CT Non-regs, or with C’s and T’s as prescribed by the appropriate commander.

TABLE 10
CADET AWARD INSIGNIA

1. The awards below are the only Corps awards authorized for wear on the cadet uniform. Prior military service awards may be worn on the cadet uniform. They must be worn according to armed forces regulations and will not be mixed with ribbons earned or awarded as a member of the Corps. Wear of an award not authorized by the issuing authority is considered an honor violation. The cadet has a choice as to which set he/she prefers. Combat patches are authorized.
2. Medals or ribbons (not both at the same time) will be worn using the order of precedence. Ribbons are normally worn for all occasions. Medals are only worn when directed on formal occasions. Ribbons are worn above the left pocket and medals are worn over the left pocket in order of precedence specified below. For all decorations and awards, the place of honor is on the wearer's right and at the top. The order of precedence then is from the wearer's right to left and from top to bottom.
3. The top row of awards will be the only row that may have less than three awards. Only three rows of ribbons and two rows of medals may be worn. The top of the second row of medals will be placed at the bottom of the drapes of the first (top) row (see Chapter 15, Exhibit 2).
4. Stars will be placed on the award to designate the cadet has earned the award more than once (e.g.; one star for 2nd award, two stars 3rd award, etc.). No more than four stars will be placed on any single award. Additional ribbons may be worn and stars added for the 6th and subsequent awards.
5. Some awards have ribbons and medals. Some awards have only ribbons. Awards will be worn in the following order:
 - a. Aggie Lifesaving Award (Ribbon and medal)
 - b. Corps Meritorious Service Medal (Ribbon and medal)
 - c. Outstanding Cadet Commander/First Sergeant in the Corps (Ribbon and medal)
 - d. Corps Outstanding Scholastics/Physical Training/Best Drilled Cadet (Ribbon and medal)
 - e. Bruce Goodrich Award (Ribbon and medal)
 - f. Distinguished Humanitarian Service Award (Ribbon and medal)
 - g. President's Medal (Ribbon and medal)
 - h. Distinguished Student (Ribbon and medal)
 - i. Lt. General Ormond R. Simpson Honor Society (Ribbon and medal)
 - j. Ross Volunteers (Ribbon and medal)
 - k. Commandant's Key (Ribbon and medal)
 - l. Class Council Officer (Ribbon only)
 - m. Student Senate (Ribbon only)
 - n. Fish Drill Team (Ribbon and medal)
 - o. Parsons Mounted Cavalry (Ribbon and medal)
 - p. Major Unit Outstanding/Scholastic/Physical Training/Best Drilled Cadet (Ribbon & medal)
 - q. Cadet Review Board (Ribbon only)

- r. Varsity Letterman / Yell Leaders (Ribbon only)
 - s. Darling Recruiting Company (Ribbon and medal)
 - t. Corps Flag Bearer (Ribbon only)
 - u. Corps Bugler (Ribbon only)
 - v. Outfit Outstanding/Scholastic/Physical Training/Best Drilled Cadet (Ribbon and medal)
 - w. Corps Outstanding Recruiting Ribbon (Ribbon only)
 - x. Corps Center Guard (Ribbon and medal)
 - y. Color Guard (Ribbon only)
 - z. Athletic Championship (Team or Individual) Varsity, Club, Corps, or Intramural Sport (Ribbon only)
 - aa. Corps Athletic Team/Club Team (Ribbon only)
 - bb. University Recognized Honor Society (Ribbon only)
 - cc. Recruiting Award (Ribbon only)
 - dd. Max PFT (Ribbon only)
 - ee. Concert Band (Ribbon only)
 - ff. MSC Committee (Ribbon only)
 - gg. Professional Society (Ribbon only)
 - hh. Corps Committee (Ribbon only)
 - ii. Dining Service Employee (Ribbon only)
 - jj. Fish Band (Ribbon only)
 - kk. Other University Awards
 - ll. Other ROTC Awards
 - mm. Eagle Scout Award
6. Awards from a Separate Authority. The USPHS Unit Citation for Hurricane Ike Operations should be worn with the Eagle Scout/Gold Award Ribbon (to be worn on the right side of the uniform above the name tag based on the military convention for decorations awarded by a “separate authority”). The USPHS is higher in precedence.
 7. Cadets who are varsity letter winners are authorized to wear a medal/ribbon that is White with three Maroon stripes. To be considered for this award, a cadet must earn a varsity letter through SEC competition in one of the following varsity sports: Basketball, Baseball, Cross Country, Football (to include members of the 12th Man Kickoff Team), Golf, Soccer, Softball, Swimming/Diving, Tennis, Track and Field, or Volleyball. Yell Leaders are authorized to wear the same medal/ribbon. Large gold stars are authorized for subsequent letter awards and reselection for Yell Leaders.
 8. Cadets who are team/club sports winners (i.e., they compete against other colleges/universities at the club level), or are intramural athletic champions in team or individual sports, are authorized to wear a Blue-Red-Blue medal/ribbon. Intramural champions can be at Corps-level or All-University level.

TABLE 11
CADET CITATION CORDS

1. The following cadet citation cords are the only cords authorized for wear on the cadet uniform. Only one cord at a time will be worn on the left shoulder
 - a. The General George F. Moore Award for the outstanding company size unit (White cord).
 - b. The George P. F. Jouine Award for the outstanding academic achievement of a non-technical company sized unit (Maroon and white cord).
 - c. Buchanon Award for the outstanding academic achievement of a technical company sized unit (Red Cord).
 - d. The Major General Bruno A. Hochmuth Award for the outstanding military achievement of a company sized unit (Maroon-white braid cord).
 - e. The Robert M. Gates Public Service Award for the outstanding public service achievement of a company sized unit (Red-white-blue braid cord).
 - f. The Commandant's Award for the outstanding university activities achievement of a company sized unit (Maroon cord).
 - g. The J. J. Sanchez Award for the outstanding recruiting and retention achievement of a company sized unit. (Green and white cord).
 - h. Corps Commander Cord (Maroon and white cord).
 - i. Deputy Corps Commander and Major Unit Commander Cords (White-maroon braid cord).
 - j. Ross Volunteer Company (Gold and white cord).
 - k. Fish Drill Team (Maroon-white braid cord).
 - l. Simpson Honor Society (Blue and white cord).
 - m. Parsons Mounted Cavalry (Gold cord).
 - n. Singing Cadets/Women's Chorus/Century Singers (White cord).
 - o. Corps Center Guard (Maroon and grey cord).
 - p. Color Guard (Maroon cord).
 - q. Arnold Air Society (Gold and blue cord).
 - r. Cadet Leadership Committee (Red and White cord).
 - s. Eagle Post (Red, white and blue braided cord)
 - t. Darling Recruiting Company (Green and gold braid cord).
 - u. Current service cords.

CHAPTER 8. GUARD ROOM OPERATIONS

1. GENERAL.

- A. The Guard Room is the central point of contact for the Corps of Cadets on a 24-hour basis when the Corps is in session. The Guard Room is managed by the Corps Operations Officer, who determines the policies and procedures for daily operations. The Corps Operations Officer will publish and maintain Standard Operating Procedures (SOPs) for Guard Room Operations and will ensure the Guard Room has current copies of all pertinent SOPs. The CDO will be responsible for oversight of the Guard Room operation in accordance with the SOPs.
- B. The Guard Room will be staffed on a rotating basis each day by a Cadet Guard Team from a specified Corps unit. The Guard Team will consist of the Cadet Officer of the Day (COD), the Sergeant of the Guard (SOG), Corporals of the Guard (COG), and Privates of the Guard (POG). The COD will be the XO of the unit assigned to Guard Room duty. The XO will perform COD duties for the entire shift, except for the periods of time required for class attendance. During such periods of absence, the unit assigned Guard Room duty will supply a senior cadet to fill in for the XO while in class. Unless specifically authorized by the Corps Operations Officer, a senior cadet will always be on duty in the Guard Room. The Cadet Guard Team is under the direct supervision and control of the Cadet Officer of the Day. The COD answers to the Corps Operations Officer and the Commandant's Duty Officer. The Duty Day for the Cadet Guard Team begins at noon and ends at noon the following day. The Cadet Guard Team will conduct guard duty in the Guard Room, unless otherwise authorized by competent authority to perform specific duties in other locations. Cadets will not sit guard duty in lieu of attending class. The duty uniform for Guard Team members will be Class "B" Summer with Campaign hat, unless otherwise authorized.

2. PURPOSES:

- A. To provide a 24-hour central point of contact for personnel who have business with the Corps of Cadets during the school year.
- B. To be a focal point for action in the event of an emergency requiring immediate attention by the on-duty cadets, Corps Staff, Cadet Training Officers, or the Commandant's Duty Officer (CDO).
- C. To provide a written, continuous log, which is used to record details and verify resultant actions taken during the duty period, of significant events covering a continuous 24-hour period.
- D. To provide a cadet escort service to students, faculty, or staff requesting accompaniment from one campus location to another after hours.
- E. To provide runners for the Office of the Commandant, as necessary.
- F. To raise and lower various assigned flags on campus, as required.
- G. To assist in administering the Restricted Weekend/Marching Tour Program.

3. GUARD TEAM

- A. The assigned Guard Team is the official representative of the Commandant and the Corps Commander. The Guard Team will take charge in all emergency situations until a higher University authority arrives on the scene and assumes control. The Guard Team shall execute and implement all directives and instructions issued by the Commandant, the

Commandant's staff, and by authorized members of the Corps Staff. At all times, the Guard Team will conduct business in a professional manner and display the utmost courtesy to visitors or University officials entering the Guard Room and the Duncan Quadrangle. The Guard Room is a place of duty. Guard Team members will perform required duties and may study during periods of inactivity. The Guard Room will not be used for outfit meetings, social gatherings, bull sessions, games, etc.

- B. Unit Commanders will be responsible for providing personnel for Guard Room duty during the shift assigned to their unit in accordance with the published Corps Duty Roster.
- C. The Cadet Officer of the Day will ensure all Guard Room personnel are familiar with their specified duties and Guard Room Standard Operating Procedures prior to assuming Guard Room duty. During the hours of 0200-0500 hours, the requirement for sophomores and freshmen may be reduced to one each.
- D. The COD will be the senior cadet and is the Corps representative duty officer. The position is normally filled by the Unit Executive Officer, although any senior in the unit may serve as the COD in his/her absence. There shall be one COD.
- E. The SOG is a junior cadet and is accountable for all orders/instructions of the COD. The SOG is responsible for all Guard Room activities in the absence of the COD. There shall be one SOG.
- F. The COG is a sophomore cadet and is accountable for all orders/instructions of the COG and SOG. The COG is responsible for all Guard Room activities in the temporary absence of the COD and SOG. There shall be two COG's. During "Late Lights", the COD may authorize only one COG to be on duty.
- G. The POG is a freshman cadet and is accountable for all orders/instructions of upper-class Guard Team members. There shall be two POG's. During "Late Lights", the COD may authorize only one POG to be on duty. Except in extreme emergencies, a Private of the Guard will not be left in charge of the Guard Room.

4. FLAG DETAIL.

- A. The care, storage, maintenance and official honors of the National Colors at Texas A&M University are reserved to the Corps of Cadets in recognition of its time-honored role as the "Keepers of the Spirit." The honor of raising and lowering the National Colors is accorded to the Corps when it is operational.
- B. The Flag of the United States of America will be displayed at full mast in the Cadet Corps dormitory area between Reveille and Retreat each day of the school year during which the Corps of Cadets is present, unless otherwise directed by the Commandant of Cadets. This includes Fridays when a retreat formation is not held. Responsibility for this daily display of the flag of the United States of America is assigned to the Company B-2 commander, who will detail the task of raising and lowering the flag to members of the unit.
- C. The Corps of Cadets will raise and lower the Flag of the United States of America in the area of the Academic Building and in front of the Administration Building. The Texas Flag will also be raised in front of the Administration Building, as well. This responsibility will be assumed during periods when classes are in session and on weekends when the Corps is present. The University Police will assume responsibility for raising and lowering the flag throughout the summer months and during school

breaks. The unit assign Guard Duty performs these flag duties and is responsible for the punctuality, appearance, training, and performance of the detail. These ceremonies are frequently observed by students, faculty, staff and visitors.

- D. Frayed, torn, or otherwise damaged flags will be promptly reported to the Corps Operations Officer for replacement.
- E. On the first Tuesday of the month on the occasion of Silver Taps, on Aggie Muster (April 21), and when otherwise specified by the Commandant of Cadets, the Flag of the United States, having been raised rapidly to the top of the mast, will be slowly lowered to half-mast, and will remain at half-mast throughout the day until the Retreat Ceremony is conducted in the evening. During the Retreat Ceremony, on the first note of “To the Colors,” the flag will be raised to full-mast, and then lowered in a slow and dignified manner, reaching the bottom on the last note of the Call.

5. COMMANDANT’S DUTY OFFICER.

Personnel assigned to the Army, Navy/Marine and Air Force ROTC units, and personnel from the Commandant’s Office, are detailed as the Commandant’s Duty Officer (CDO.) In the absence of the Commandant (normally during off-duty hours,) the CDO is the official representative of the Commandant in all matters dealing with the Corps of Cadets. The CDO will inspect Evening Study Time, Restricted Weekend sign-in and marching tours, Corps Quadrangle security, ensure the execution of flag details, and will take appropriate actions to resolve and report any emergency that arises during the tour of duty. The CDO will perform unannounced, periodic dormitory inspections throughout the evening, night, and early morning, checking conduct, safety, and security. The CDO will observe the Guard Mount conducted daily at 1700. The CDO will brief the Cadet OD at the Guardroom at 1700 and 0745 hours daily. Cadets should contact the Cadet OD, who will, in turn, contact the CDO when any crisis, problem, or question beyond the OD’s purview arises that demands attention.

6. SEGEANT OF THE DAY.

- (1) The Sergeant of the Day (SOD) is assigned on a 24 hour basis from the beginning of the Academic Day (0715) until outfit activities begin the next morning. The SOD must be physically present and on duty during EST prior to light out (1930 to 2300).
- (2) The SOD is responsible for maintaining QUIET conditions within his/her outfit in the dorm. The SOD will maintain a logbook for cadet sign out and in. The SOD should ensure entries are **legible**. Each entry must contain a reason for leaving the dorm; a destination; an estimated return time; and a contact number where the cadet can be reached while signed out. Juniors on Academic Probation are not allowed to serve as Sergeant of the Day.
- (3) **It is not the SOD’s responsibility to ensure cadets are studying.** It is the SOD’s responsibility to ensure an atmosphere exists conducive for study and other academic pursuits. Only visits by command and scholastics personnel will be allowed in rooms of cadet black belts. Room checks (to determine whether a cadet is studying) are **NOT ALLOWED**.
 - (1) Evening Study Time (EST): Sunday – Thursday 1930 to 0600
 - (2) Black belt cadets will keep their doors closed to provide a quieter study environment.

- (3) The SOD will close all fire hatches promptly at 1900 and open all fire hatches promptly at 2230 (lights out). The SOD will turn off the primary hall lights after 2230.
- (4) The SOD will position himself/herself at the SOD table in a central location of the outfit hallway from 1900-2200.
- (5) The SOD will fill out a new EST/FNO sign out/in sheet everyday with the date at the top of the page. Sign in/out sheets are in the back of the binder. Make sure cadets do not accidentally tear out the pages.
- (6) Upon starting EST duty, the SOD will sign in on the day's form acknowledging understanding of SOD responsibilities.
- (7) The SOD will ensure everyone signs out/in correctly, indicates a reason for signing out, and includes a destination, estimated return time and contact phone number. A second signature with actual return time is required upon return.
- (8) The SOD will ensure passageway noise levels are low at all times, will maintain a quiet study environment in the dorm, will manage the sign-out log, and will offer assistance as needed.
- (9) During EST: No more than four people in a room. The SOD may waive this limitation on a case by case basis.
- (10) The SOD may secure from physically standing duty at 2230. Prior to securing, the SOD will contact all black belt cadets who have not returned, and ensure accountability of all cadets listed on the outfit EST Roster. The SOD will leave the SOD Binder with the sign out log on the SOD table so cadets can sign in upon return.
- (11) The SOD will sign out indicating all cadets have been accounted for and all EST actions have been completed. If any cadet is unaccounted for, the SOD will alert the outfit Commanding Offer to take appropriate actions.

The SOD Table will be folded and secured at the end of EST each morning by the unit First Sergeant or Scholastic Sergeant. Any cadets without a return time and signature will be called to determine accountability and when they returned. (Demerits issued as required for failure to follow procedures.) The SOD Table and Log Book will be secured then issued to the next day's SOD at 1900.

The following activities are permitted during EST:

- (1) Academic activities (tutoring, individual study, test reviews, group study, supplemental instruction, departmental reviews, academic research, and other activities that promote academic progress on or off campus)
- (2) In room rest/relaxation (within reason – intent is to promote academic success)
- (3) Personal hygiene
- (4) Laundry (on the quad)
- (5) Individual Corps activities (e.g., shining shoes and uniform preparation)
- (6) University-related organization activities (e.g., mandatory meetings and practice)
- (7) Attending religious services

E. The following are explicitly PROHIBITED during EST by black belts and white belts on Academic Probation:

- (1) Playing, watching someone else play, or any other actions related to Video Games

- (2) Watching TV
- (3) Attending social events for all EST Level I cadets, even if for University-related organizations unless written approval from the MUC and CTO has been notified 48 hours in advance (via Military Letter). This also includes one-on-one social events (i.e. date, dinner with a friend, “bro” night, “girls’ night out,” etc.). Approval for EST Level II or above will be at CO’s discretion, but will count as an FNO at a minimum.
- (4) Attending or participating in intramural events. Black belts (Level II or III) are allowed to participate provided they sign out/in with the SOD.
- (5) Being dressed inappropriately (e.g. only in undergarments when not changing).
- (6) Buddies signing each other out/in. Cadets must physically sign out/in.

CHAPTER 9. INCIDENT REPORTING

1. REPORTING RESPONSIBILITIES

Commanders at all levels are responsible for ensuring Incident Reports are submitted in a timely manner via the Critical Incident Response Team (CIRT) reporting system for incidents at their level. Initial (or Initial/Final) electronic reports will be submitted as soon as the basic facts are known, with follow-up reports submitted as more information becomes available. CTOs will be advised during normal duty hours (0800 - 1700) as soon as time permits, following incidents listed in Para 2, below. After normal duty hours, incidents will be reported to the CDO through the Guard Room. If the Unit Commander feels it necessary, the CTO should be contacted as well. In the absence of the CTO, the Assistant Commandant for Operations and Training should be notified as soon as time permits during normal duty hours (0800 - 1700) and by 0800 the following morning if the incident occurs after 1700.

2. REPORTING PROCEDURES

- A. The Commandant's representative activates CIRT by contacting UPD dispatch (979-845-2345).
- B. The Commandant's representative may choose to provide UPD all of the relevant information (e.g. name(s), location of incident, UIN(s) for the student(s) involved and/or impacted, the status, current location of student(s), and emergency contact information, if available).
- C. The Commandant's representative may choose to have UPD request CIRT contact the appropriate Corps staff representative and the relevant information can be shared directly between the CIRT on-call member and the Cadet staff member.
- D. The CDO and/or on-call representative may share information gained from other Corps staff or students with CIRT. A joint decision is made regarding any necessary next steps including, but not limited to going to the scene of the incident, bystander assistance, family contact, and hospital visits.
- E. CIRT on-call team member submits incident report per CIRT protocols. Assistant Commandant for Operations and Training and the appropriate CDO (if involved) are copied on the report.
- F. The CDO and/or on-call representative will contact CIRT if there is a significant change in the incident and/or if further assistance from CIRT is needed. CIRT will contact the CDO or the Assistant Commandant for Operations and Training if notified of a significant change.

3. INCIDENT REPORTS WILL BE SUBMITTED ON ALL SITUATIONS INVOLVING

- A. Death of a Student (on or off campus)
- B. Suicide – Completed, Attempted, or Ideation
- C. Serious Injury/Illness
- D. Sexual Assault/Abuse/Violence
- E. Mental Health Crisis
- F. Drug/Alcohol Overdose
- G. Campus Disturbance/Riot
- H. Contacting Students in Cases of Family Emergency

- I. Fire/Explosion with Injuries or Significant Damage
- J. Natural Disasters
- K. Airplane/Bus/Train/Automobile Accidents
- L. Infectious disease/Health Emergencies
- M. Domestic/International Hostage Situations/Kidnappings
- N. National/International Emergencies
- O. Hate/Bias Incidents

CHAPTER 10. MILITARY LETTERS

1. **GENERAL.** The military letter is the preferred method of communication, coordination, and approval for all activities of the Corps of cadets.
2. **MILITARY LETTER ROUTING GUIDELINES:**
 - A. Military letters will be routed through the cadet Chain of Command.
 - B. Military letters need only be routed up to the appropriate approval authority.
 - C. Letters requiring Major Unit Commander approval should be routed through the appropriate Cadet Training Officer. Letters requiring Corps Commander approval must be routed through the Assistant Commandant for Academics, Operations and Training.
 - D. From time to time, Military Letters will be requested for special purposes, and their routing procedures will be specified at the time of their request.
 - E. Approval Authority:

Outfit Level:

- Permission for a cadet to go out of town.
- Permission for a cadet to be excused from formation.
- Permission for a cadet to be excused from a required outfit activity.
- Permission for a cadet to wear BDU/ACUs or non-regs to class.
- Permission for a cadet to be excused from Evening Study Time.

Major Unit Level:

- Permission for a cadet to be excused from remedial PT.
- Permission for a cadet to be excused from a required Corps PFT due to medical reasons.
- Permission for an outfit to be excused from formation.
- Permission for an outfit to be excused from a required Corps activity.
- Permission for an outfit to be excused from Evening Study Time.
- Permission for an outfit to take an outfit bag-in.
- Permission for an outfit to institute a restricted weekend on itself.

Corps Level:

- Permission for a cadet to miss a Corps activity. (Example: Corps runs, All-Corps Meeting, Military Review, Football March-in, etc.).
- Permission for an outfit to conduct non-standard activities.
- Permission for a Major Unit to be excused from formation.
- Permission for a Major Unit to be excused from a required Corps activity.
- Permission for a Major Unit to be excused from Evening Study Time.
- Permission for a Major Unit to take a bag-in.

Military Letter example:

Texas A&M University
Corps of Cadets
Major Unit, Outfit

1 August 2007

MEMORANDUM

THRU: Commander (unit name)	Recommend: Approval/Disapproval
Cadet Training Officer	Recommend: Approval/Disapproval
Commander (major unit staff name)	Recommend: Approval/Disapproval
Asst Cmdt for Academic, Ops & Trng	Recommend: Approval/Disapproval

TO: Commander Corps of Cadets Recommend: Approval/Disapproval

SUBJECT: Permission to Deviate from The Standard.

1. Request Company Z-1 be allowed to _____.
2. The reason for this request is so Company Z-1 can _____.

(Signature)

JOHN J. JONES

Cadet Sergeant First Class

Co Z-1

Cc: Military Advisor

CHAPTER 11. WEIGHT CONTROL PROGRAM

1. PROGRAM DESCRIPTION

- A. All cadets will be weighed in conjunction with admission/readmission to the Corps and at the beginning of each semester.

Cadets who do not meet screening weight and body fat standards will be placed on the Weight Control Program. While on the program, cadets will accomplish the following:

- (1) Enroll and participate in the Corps Remedial Physical Training (PT) Program until such time as the required weight or body fat percentage is achieved. The Corps Remedial PT Program will be specified in a Corps Staff policy letter.
 - (2) Complete a nutrition analysis at the Student Health Center or on-line with follow up appointment (self-administered computer analysis program).
 - (3) Attend a nutrition briefing, presented by a nutritionist or other trained personnel. Intent is to educate the cadet on good nutritional selections (actual focus on foods served in Duncan, as well as fast foods, snacks, etc.) and the importance and impact of exercise.
- B. For cadets who exceed the body fat standards, a weight loss of four pounds a month is required.
- C. Table 1 at the end of this Chapter provides the weight standards according to height, and maximum allowable body fat percentage by gender. These standards are based on the most liberal components of all service standards surveyed.
- D. Cadets exceeding the weight standards for their height (Table 1) must be measured for body fat content. Using appropriate scale(s) and tape(s), those on the Weight Control Program will be weighed and taped at a designated time each month by designated members of the Commandant's Staff or trained and designated members of the Corps or Major Unit Staff. Weight will be measured with cadet in PT gear, socks, and no shoes. Data will be entered into CMS by the next day. CTOs or other trained staff members may weigh and measure cadets at any time.

2. PROGRAM ADMINISTRATION

- A. Failure to lose required weight of four pounds each month until meeting weight or body fat standards results in the following:
- (1) If unsuccessful during the first month, the cadet will receive a Weight Control Program reprimand. The cadet will be counseled and continue with requirements as above.
 - (2) If a cadet cannot succeed in losing four pounds by the end of the second month, he/she will be considered for dismissal from the Corps.
 - (3) At any time the loss of four pounds/month cannot be continued, once past the initial grace period, the cadet will be considered for dismissal from the Corps.
- B. Failure to attend remedial physical training, complete nutrition analysis, or attend nutritional briefing.
- (1) Cadet failure to complete any one of the above requirements will result in a Weight Control Program reprimand. The cadet will be counseled and continue with requirements as above.

- (2) A cadet who fails to complete two or more of the above requirements will be considered for dismissal from the Corps.
 - (3) Cadets will be allotted **ONE** Weight Control Program reprimand, **regardless of its origin**. A second reprimand will result in consideration for dismissal from the Corps.
- B. Cadets who meet the weight or body fat requirement will be removed from the Weight Control Program after two consecutive successful monthly weigh-in/body fat checks.

TABLE 12. CORPS HEIGHT AND WEIGHT STANDARDS

1. All cadets are required to meet the “height/weight” or “allowable percent body fat” standards presented in the table below (*New cadets must meet the weight / body fat standard by the beginning of their second year in the Corps*).

HEIGHT (inches)	MAXIMUM WEIGHT ALLOWED (pounds)	
	Male	Female
57	147	132
58	149	135
59	151	139
60	153	142
61	155	145
62	158	149
63	160	152
64	164	156
65	169	160
66	174	163
67	179	167
68	184	170
69	189	174
70	194	177
71	199	181
72	205	185
73	211	188
74	218	194
75	224	199
76	230	205
77	236	210
78	242	215
79	248	221
80	254	226
81	260	231
82	266	236
83	272	241

MAXIMUM BODY FAT % ALLOWED
MALE = 26% FEMALE = 33%

NOTE: MEASURED IAW ARMY TAPE STANDARD PROCEDURES

2. All cadets will weigh-in at the beginning of each semester. All cadets on the weight control program applying for membership in the Corps will weigh-in again during the application process.
3. Any CO or ISG/SGM may direct a weigh-in of any cadet (of equal or lower rank) who appears beyond the standards in the table above.
4. During any weigh-in, if a cadet is determined to be in excess of the weight standards, he/she will be referred for body fat analysis via a taping procedure. If it is determined the cadet exceeds the allowable percent body fat, the cadet will be enrolled in the Corps Weight Control Program.

CHAPTER 12. PHYSICAL TRAINING

1. PHYSICAL FITNESS PROGRAM

The purpose of the Corps Physical Fitness Program is to improve and maintain the overall level of physical fitness for each individual and ensure all cadets are able to pass the required Corps and ROTC Physical Fitness Tests. Unit Physical Fitness Programs will only be conducted during scheduled outfit training times and should include a variety of activities. Primary consideration should be the health and safety of all cadets. All appropriate measures such as reflective belts, flashlights, water, and appropriate attire will be worn. Dangerous activities such as boxing are not permitted. Units and individual runners must adhere to the Corps Running Policy (posted on the Cadets Intranet).

2. PHYSICAL FITNESS TEST ADMINISTRATION

- A. All cadets will be administered the Corps Physical Fitness Test each semester by the end of the fourth week of each semester. The test will consist of pushups, situps, and a one and one-half mile run.
 - (1) Minimum male/female repetitions to pass the test will be 42/19 for Pushups and 50/50 for Sit ups. Time allowed for each exercise is two minutes. Maximum male/female run times to pass are 12:30/15:00 minutes.
 - (2) Table 13 at the end of this Chapter provides the sit up, push up, and run point values by gender.
- B. Cadets who fail the Corps Physical Fitness Test or the Corps Weight Control Program will be placed in the Corps Remedial Physical Training Program. The Remedial Physical Training Program will be specified in a Corps Staff policy letter.
- C. A cadet who fails to comply with the provisions of the Remedial Physical Fitness Program will be considered for dismissal from the Corps.
- D. Retests will be administered at a designated time each month by a trained and authorized member of the Corps or Major Unit Staff. Data will be entered into CMS by the next day. CTOs or other trained staff members may test cadets at any time.
- E. A walk test is available for those cadets with a physical or medical condition that will not permit them to accomplish the run portion of the test. It is described at the end of this chapter.

TABLE 13. PHYSICAL FITNESS TEST POINTS

MALE PHYSICAL FITNESS TEST POINTS

1.5 Mile Run For Males – Maximum time to pass is 12:30									
Time	Pts	Time	Pts	Time	Pts	Time	Pts	Time	Pts
8:50	100	9:47 - 9:50	83	11:31 - 11:38	66	13:23 - 13:27	36	Over 15:00	0
8:51 - 8:52	99	9:51 - 9:54	82	11:39 - 11:47	65	13:28 - 13:32	34		
8:53 - 8:56	98	9:55 - 9:58	81	11:48 - 11:52	64	13:33 - 13:37	32		
8:57 - 9:00	97	9:59 - 10:02	80	11:53 - 12:02	63	13:38 - 13:42	30		
9:01 - 9:04	96	10:03 - 10:04	79	12:03 - 12:12	62	13:43 - 13:46	27		
9:05 - 9:08	95	10:05 - 10:10	78	12:13 - 12:22	61	13:47 - 13:52	25		
9:09 - 9:10	94	10:11 - 10:18	77	12:23 - 12:32	60	13:53 - 13:58	23		
9:11 - 9:14	93	10:19 - 10:26	76	12:33 - 12:37	57	13:59 - 14:04	21		
9:15 - 9:18	92	10:27 - 10:34	75	12:38 - 12:42	55	14:05 - 14:10	19		
9:19 - 9:22	91	10:35 - 10:38	74	12:43 - 12:47	53	14:11 - 14:16	17		
9:23 - 9:26	90	10:39 - 10:46	73	12:48 - 12:52	51	14:17 - 14:22	15		
9:27 - 9:28	89	10:47 - 10:54	72	12:53 - 12:57	49	14:23 - 14:28	12		
9:29 - 9:32	88	10:55 - 11:02	71	12:58 - 13:02	47	14:29 - 14:34	10		
9:33 - 9:36	87	11:03 - 11:10	70	13:03 - 13:07	45	14:35 - 14:40	8		
9:37 - 9:40	86	11:11 - 11:14	69	13:08 - 13:12	42	14:41 - 14:46	6		
9:41 - 9:44	85	11:15 - 11:22	68	13:13 - 13:17	40	14:47 - 14:52	4		
9:45 - 9:46	84	11:23 - 11:30	67	13:18 - 13:22	38	14:53 - 15:00	2		

FEMALE PHYSICAL FITNESS TEST POINTS

1.5 Mile Run For Females – Maximum time to pass is 15:00									
Time	Pts	Time	Pts	Time	Pts	Time	Pts	Time	Pts
10:00	100	11:04 - 11:11	83	13:46 - 13:57	66	16:04 - 16:09	36	Over 17:55	0
10:01 - 10:02	99	11:12 - 11:19	82	13:58 - 14:09	65	16:10 - 16:15	34		
10:03 - 10:06	98	11:20 - 11:27	81	14:10 - 14:15	64	16:16 - 16:21	32		
10:07 - 10:10	97	11:28 - 11:35	80	14:16 - 14:27	63	16:22 - 16:27	30		
10:11 - 10:14	96	11:36 - 11:39	79	14:28 - 14:39	62	16:28 - 16:33	27		
10:15 - 10:18	95	11:40 - 11:47	78	14:40 - 14:51	61	16:34 - 16:39	25		
10:19 - 10:20	94	11:48 - 11:57	77	14:52 - 15:03	60	16:40 - 16:45	23		
10:21 - 10:24	93	11:58 - 12:09	76	15:04 - 15:09	57	16:46 - 16:52	21		
10:25 - 10:28	92	12:10 - 12:21	75	15:10 - 15:15	55	16:53 - 16:59	19		
10:29 - 10:32	91	12:22 - 12:27	74	15:16 - 15:21	53	17:00 - 17:06	17		
10:33 - 10:36	90	12:28 - 12:39	73	15:22 - 15:27	51	17:07 - 17:13	15		
10:37 - 10:38	89	12:40 - 12:51	72	15:28 - 15:33	49	17:14 - 17:20	12		
10:39 - 10:42	88	12:52 - 13:03	71	15:34 - 15:39	47	17:21 - 17:27	10		
10:43 - 10:46	87	13:04 - 13:15	70	15:40 - 15:45	45	17:28 - 17:34	8		
10:47 - 10:51	86	13:16 - 13:21	69	15:46 - 15:51	42	17:35 - 17:41	6		
10:52 - 10:59	85	13:22 - 13:33	68	15:52 - 15:57	40	17:42 - 17:48	4		
11:00 - 11:03	84	13:34 - 13:45	67	15:58 - 16:03	38	17:49 - 17:55	2		

3. CORPS WALK TEST CRITERIA

- A. Medical excuse from a qualified provider stating the run event is not to be done. The medical excuse must state when the restriction will begin and estimate when it will end.
- B. Very recent injury from which cadet is recovering.
- C. Ongoing rehabilitation of prior injury/surgery which precludes participation in the run.

4. CORPS WALK TEST REQUIREMENTS

- A. Distance. 2.5-mile course over flat surfaces, comparable to that used for run test.
- B. Equipment. Stopwatch, scorecard to record time, appropriate footwear for cadets walking the test. Cadets may be paced by another individual, but may not be physically aided in passing the test in any way.
- C. Personnel. At least one scorer for each three cadets testing; CTO supervision required.
- D. Performance Standards. Cadets must complete the course layout in the allotted amount of time in order to receive a passing score. One foot must be in contact with the ground at all times when executing the walk test. If cadets break into a running stride at any time, their performance in the event will be terminated and they will receive a failing score.
- E. Test Standards.

Sex	Time Requirement
Male	38:00
Female	41:25

5. OBSTACLE AND STAMINA COURSE.

- A. The Navy ROTC Unit built and maintains the Obstacle and Stamina Courses located near Easterwood Field and Highway 2818. The courses are designed to develop physical fitness, agility, stamina, and confidence. Prior coordination with Navy/Marine ROTC (845-1775) is required to use the obstacle and stamina course.
- B. The following guidelines apply for the safe and efficient use of the course:
 - (1) SAFETY is paramount. Serious personal injury is likely if inappropriate procedures are introduced or allowed. The courses are not designed to be used for “corrective physical training.” Leadership by example is expected of all leaders who use the course.
 - (2) Units must have at least one military advisor or CTO and a qualified junior or senior cadet to instruct and supervise the running of the course. The Cadet Supervisor must undergo a briefing by the Assistant or Junior Marine Officer Instructor and must be specifically designated as qualified.
 - (3) A safety vehicle (privately owned vehicle is acceptable) must be present at the course.

- (4) Adequate water to counter heat and exhaustion must be available (Two 5-gallon containers are a minimum for a company-sized unit).
- (5) Individuals may use the courses, provided there is a minimum of three people, including one who is qualified on the courses.
- (6) No alcoholic beverages or glass containers are permitted on the courses.
- (7) No vehicles (personal, state, military) are to be driven off road except in medical emergencies.
- (8) Speed limit is 15 mph in the vicinity of the courses.
- (9) Digging holes and open fires are prohibited.
- (10) Park only in parking lot, so emergency vehicles can enter and exit.
- (11) Destruction or altering of the course in any way is prohibited.
- (12) Units and individuals must schedule use of the courses through NROTC Dept.

6. LEADERSHIP REACTION COURSE (LRC).

A. The Office of the Commandant maintains the Leadership Reaction Course located near Easterwood Field and Highway 2818. The course uses scenario-based, team problems to develop multiple levels of leadership. Prior coordination with the Assistant Commandant for Operations and Training or his staff is required to use the course.

B. The following guidelines apply for the safe and efficient use of the course:

- (1) SAFETY is paramount. Serious personal injury is likely if inappropriate procedures are allowed. The courses are not designed to be used for “corrective physical training.” Leadership by example is expected of all leaders who use the course.
- (2) Units must have at least one military advisor or CTO to use the course.
- (3) A safety vehicle (privately owned vehicle is acceptable) must be present at the course.
- (4) Adequate water to counter heat and exhaustion must be available (Two 5 gallon containers are a minimum for a company-sized unit).
- (5) No alcoholic beverages or glass containers are permitted on the courses.
- (6) No vehicles (personal, state, military) are to be driven off road except in medical emergencies.
- (7) Speed limit is 15 mph in the vicinity of the course.
- (8) Park only in parking lot so emergency vehicles can enter and exit.
- (9) Destruction or altering of the course in any way is prohibited.
- (10) Both units and individuals must schedule use of the courses.

7. JODIES. Units may “sing” "jodies" while running or marching; however, these will not be sung (nor will loud noises be made that might wake sleeping students) in the vicinity (within 150 meters) of non-cadet dormitories prior to 0800. Jodies will be in good taste. They will not include profanity, racial, ethnic or gender slurs or terms, themes or connotations. Nor will they include explicit or implicit sexual terms, themes or connotations.

CHAPTER 13. INTRAMURAL PROGRAM

1. ADMINISTRATION.

- A. Each unit may sign up to three teams in any major sport (flag football, volleyball, etc.) and must pay an entry fee for every additional team (no fee required for swim and track meets).
- B. Units are responsible for financing the participation of any minor sport (racquetball, handball, etc.), preseason tournament, or special event and play in the independent league.
- C. All fish Corps intramural games will take place at 1640 on Mondays and Tuesdays.
- D. Questions may be directed to Corps Operations at 862-4311 or the Department of Recreational Sports at 845-9672.
- E. Refer to the table at the end of this Chapter for a description of the intramural point system.

2. ATHLETIC OFFICER RESPONSIBILITIES.

- A. Keep your unit informed on the intramural program.
- B. Organize and complete entries pertaining to team sports and attend captain's meetings (times/dates will be disseminated by Recreational Sports).
- C. Keep current information regarding the intramural sports rules and regulations (i.e. forfeits, defaults, rescheduling, and rainout procedures).
- D. Act as the liaison to the Recreational Sports office in conveying unit needs, problems, etc.
- E. Act as the Recreational Sports resource person. Be able to answer questions and assist with problems pertaining to intramurals.

3. INTRAMURAL DIVISION CATEGORIES.

- A. Corps Division (Upperclassmen): This division consists of individuals or teams from units within the Corps of Cadets. Cadets must play for their respective unit and must be listed on the unit's strength report.
- B. Fish Division: This division consists of individuals or teams from units within the Corps of Cadets. Freshman cadets may only play for their respective unit and must be listed on the unit's strength report.

4. INTRAMURAL AWARDS.

- A. Intramural Flag Awards. The Penberthy-Tischler Flag, the Corps Flag, the Freshman Flag, and the CoRec Flag were established to recognize the outstanding intramural achievement of a company, squadron, or battery as it relates to the unit intramural endeavor. The Penberthy-Tischler Flag is named for W. L. Penberthy, Father of the Intramural Program at Texas A&M and later Dean of Students; and, Carl Tischler distinguished professor of Kinesiology. The flags awarded at the beginning of the Fall semester are:
 - (1) The Penberthy-Tischler Flag recognizes the best overall sports outfit.
 - (2) The Corps flag recognizes the unit which accrues the greatest number of points in upper-class intramural competition.
 - (3) The Freshman Flag recognizes the unit which accrues the greatest number of freshman intramural points.

TABLE 14
INTRAMURAL POINTS

1. The Corps and Fish Divisions shall compete for points in two major sports each semester (maximum entry per sport: Corps - two teams; Fish – one team).
2. Standings shall be determined by adding entry points to victory points and subtracting forfeit points.

$$\text{Entry Points} + \text{Victory Points} - \text{Forfeit Points} = \text{Unit Standing}$$

3. Point System for Major Sports.

Sport	Entry Points (per team)	Victory Points		Forfeit Penalty
		A League	B League	
Flag Football	50	50	30	-150
Volleyball	50	50	30	-150
Basketball	50	50	30	-150
Softball	50	50	30	-150
Swim Meet	50	See paragraph 4		
Track Meet	50	See paragraph 4		

4. Point System for Swim and Track Meets.

Entry Points	Individual Placement Points		Relay Placement Points	
	Division Round	All "U" Round	Division Round	All "U" Round
50 points are awarded for every unit that enters at least 10 participants	1 st =12	1 st =24	1 st =24	1 st =48
	2 nd =10	2 nd =20	2 nd =20	2 nd =40
	3 rd =8	3 rd =16	3 rd =16	3 rd =36
	4 th =6	4 th =12	4 th =12	4 th =24
	5 th =4	5 th =8	5 th =8	5 th =16
	6 th =3	6 th =6	6 th =6	6 th =12
	7 th =2	7 th =4	7 th =4	7 th =8
	8 th =1	8 th =2	8 th =2	8 th =4

CHAPTER 14. UNIT AND INDIVIDUAL AWARDS PROGRAM

1. **UNIT AWARDS:** The following major awards are given annually in connection with the Corps Awards Program.
 - A. **The General George F. Moore Award and Flag and Plaque for the Outstanding Unit.**

The General George F. Moore Award was established in 1946 to recognize the outstanding company, squadron, or battery-sized unit in the Corps of Cadets. It is named for General George F. Moore, U.S. Army, Class of '08 who was the first A&M graduate to become a General Officer and who is best known for leading the heroic defense of Corregidor in World War II. The award consists of:

 - (1) The General Moore Plaque, on which the name of each year's recipient unit is engraved, is permanently displayed in the Corps Center.
 - (2) The General Moore Flag, which is carried for one year by the unit earning the award.
 - (3) Guidon Streamers, which are flown on the guidon staffs of the first three place units.
 - (4) Citation Cords, which are worn for one year by cadets who are members of the award-winning unit. Cadets assigned to staff positions, whose basic unit attachment is to the General Moore award recipient, are also authorized to wear the citation cord.
 - (5) Gold keys, which are awarded to each cadet officer who is a member of the recipient unit. Cadets assigned to staff positions whose basic unit attachment is to the General Moore Award unit are issued gold keys.
 - B. **The George P. F. Jouine Award and Flag for Scholastic Achievement.** The George P. F. Jouine Award was established to recognize the outstanding academic achievement of a non-technical company, squadron or battery and the leadership techniques of its personnel as they relate to the unit academic endeavor. It is named for George P.F. Jouine, Class of '07 who served with distinction in World War I. A native of France, he risked his U.S. citizenship to fight with the French Army against the Germans. The award consists of:
 - (1) The Jouine Flag, which is carried for one year by the unit earning the award.
 - (2) Guidon Streamers, which are flown on the guidon staffs of the first three place units.
 - (3) Citation Cords, which are worn for one year by cadets who are members of the award-winning unit. Cadets assigned to staff positions, whose basic unit attachment is to the Jouine award recipient, are also authorized to wear the citation cord.
 - C. **The General Spencer J. Buchanan Award and Flag for Scholastic Achievement.** The General Spencer J. Buchanan Award was established to recognize the outstanding academic achievement of a technical company or squadron and the leadership techniques of its personnel as they relate to the unit academic endeavor. It is named for Spencer J. Buchanan, Sr., Class of '26. He held the rank of Brigadier General in the U.S. Army Reserve, (Ret.), and organized the 420th Engineer Brigade in Bryan-College Station, which was the only such unit in the Southwest when it was created.. The award consists of:
 - (1) The Buchanan Flag, which is carried for one year by the unit earning the award.
 - (2) Guidon Streamers, which are flown on the guidon staff of the first three place units.

- (3) Citation Cords, which are worn for one year by cadets who are members of the award-winning unit. Cadets assigned to staff positions, whose basic unit attachment is to the Jouine award recipient, are also authorized to wear the citation cord

D. The Major General Bruno A. Hochmuth Award and Flag for Military Achievement.

The Major General Bruno A. Hochmuth Award was established to recognize the outstanding military achievement of a company, squadron or battery and the leadership techniques of its personnel as they relate to the unit military endeavor. It is named for Major General Bruno A. Hochmuth, U.S. Marine Corps, Class of '35, who served with distinction in World War II, Korea, and Vietnam. General Hochmuth was killed in Vietnam in 1967, the senior U.S. Marine lost in that conflict. The award consists of:

- (1) The Hochmuth Flag, which is carried for one year by the unit earning the award.
- (2) Guidon Streamers, which are flown on the guidon staffs of the first three place units.
- (3) Citation Cords, which are worn for one year by cadets who are members of the award-winning unit. Cadets assigned to staff positions, whose basic unit attachment is to the Hochmuth award recipient, are also authorized to wear the citation cord.

E. The Robert M. Gates Public Service Award. The Gates Award was established to recognize the outstanding public service of a company, squadron, or battery and the leadership techniques of its personnel as it relates to that public service endeavor. The award consists of:

- (1) The Gates Flag, which is carried for one year by the unit earning the award.
- (2) Guidon Streamers, which are flown on the guidon staff of the first three place units.
- (3) Citation Cords, which are worn for one year by cadets who are members of the award-winning unit. Cadets assigned to staff positions, whose basic unit attachment is to the Gates award recipient, are also authorized to wear the citation cord.

F. The Commandant's Award and Flag for University Activity. The Commandant's Award was established to recognize the outstanding university activity achievement of a company, squadron, or battery and the leadership techniques of its personnel as it relates to the unit university activity endeavor. The award consists of:

- (1) The Commandant's Flag, which is carried for one year by the unit earning the award.
- (2) Guidon Streamers, which are flown on the guidon staff of the first three place units.
- (3) Citation Cords, which are worn for one year by cadets who are members of the award-winning unit. Cadets assigned to staff positions, whose basic unit attachment is to the Commandant's award recipient, are also authorized to wear the citation cord.

G. The J.J. Sanchez Award and Flag for Recruiting and Retention. The J. J. Sanchez Award Recruiting and Retention Award was established to recognize the outstanding recruiting and retention achievement of a company, squadron or battery and the leadership techniques of its personnel as they relate to the unit recruiting and retention endeavor. It is named for former Cadet J.J. Sanchez '93, who died in an automobile accident during the spring semester of his senior year in the Corps. The award consists of:

- (1) The Sanchez Flag, which is carried for one year by the unit earning the award.

- (2) Guidon Streamers, which are flown on the guidon staff of the first three place units.
 - (3) Citation Cords, which are worn for one year by cadets who are members of the award-winning unit. Cadets assigned to staff positions, whose basic unit attachment is to the Sanchez award recipient, are also authorized to wear the citation cord.
- H. **The President's Award and Flag for Brigade, Regiment, Wing, or Band Academic Achievement.** The President's Award was established to recognize the greatest academic achievement of a Major Unit and the leadership techniques of its personnel as they relate to academic endeavor. The award consists of the President's Flag.
- I. **The Lieutenant General Ormond R. Simpson Award for most outstanding Color Guard.** The Lieutenant General Ormond R. Simpson Award was established to recognize the Outstanding Color Guard. It is named for Lieutenant General Ormond R. Simpson, a member of the Corps of Cadets, Class of '36, who rose through the ranks of the United States Marine Corps to become a Lieutenant General. Upon retirement, he returned to Texas A&M University and gave much of his heart and energy to the Corps. The award consists of a distinctive streamer which is affixed to the staff of the organizational color of the unit earning the award.
- J. All awards will be presented at the Parents' Day Ceremony each year. All honors and privileges commensurate with each particular award will be in effect upon the announcement and presentation of the award until the first call for the next year's Parents' Day Review. Exception: J.J. Sanchez is awarded at one of the first home football games and will be in effect until the first home football game of the following year.
- K. A unit is not limited to one award. If a unit wins all of the awards, that unit will be presented all of the flags and citation cords commensurate with each particular award. To be eligible for each/any of these awards, a unit must be in compliance with all viability standards NLT two weeks prior to Parents Day. That is, units must attain viability in Strength, Grades, Retention, and Conduct.
2. **INDIVIDUAL AWARDS:** The following individual awards are given annually in connection with the Corps Awards Program. The awards are designed to recognize outstanding individual cadet achievement during the school year.
- A. **AGGIE LIFE SAVING AWARD** - A medal recognizing selfless service in acts of life saving will be presented to qualifying cadets. The approval authority for the individual award is the Commandant.
 - B. **CORPS MERITORIOUS SERVICE MEDAL** - A medal recognizing meritorious service to the university and the Corps. The approval authority for the individual award is the Commandant.
 - C. **THE OUTSTANDING COMPANY/SQUADRON COMMANDER AWARD** - The Fritz Award of a cup, saber and medal is presented annually by Dr. John H. Fritz to the most outstanding company or squadron commander.
 - D. **THE OUTSTANDING FIRST SERGEANT AWARD** - A saber and medal presented annually by Loupot's and Sarge's to the most outstanding First Sergeant in the Corps of Cadets.

- E. **THE OUTSTANDING FRESHMAN AND SOPHOMORE CADET AWARD** - Medals are presented by the Federation of Texas A&M Mother's Clubs to the outstanding freshman and sophomore cadets in the Corps of Cadets.
- F. **THE OUTSTANDING SCHOLASTIC CADET AWARD** - Medals are presented by the Commandant, Texas A&M University, to the outstanding Scholastic Sophomore and Freshman Cadets in the Corps of Cadets.
- G. **BEST DRILLED CADET AWARD** - Medals are presented by the Commandant, Texas A&M University, to the Best Drilled Sophomore and Freshman Cadets in the Corps of Cadets.
- H. **CORPS HONOR ROLL** – Certificate of scholastic achievement for 3.25 term GPR with at least 15 hours.
- I. **DISTINGUISHED STUDENT DESIGNATION** - An undergraduate student who completes a semester of at least 15 hours, with no grade lower than a “C” and with a grade point ratio of 3.50 or better is designated as a “Distinguished Student.” A ribbon and medal are authorized to be worn by cadets who earn this distinction.
- J. **THE GENERAL ORMOND R. SIMPSON HONOR SOCIETY AWARD** - A minimum overall GPR (3.20 seniors, 3.30 juniors, and 3.40 sophomores) is required for application and active membership. Service to the Corps of Cadets and the University Community will be expected of all active members. A distinctive ribbon, medal, and blue and white citation cord are authorized to be worn by all active members.
- K. **THE WOFFORD CAIN BOOT AND SABER AWARD** – A cash award presented annually to the outstanding cadets selected by the Office of the Commandant and each ROTC staff. The award was established in honor of Wofford Cain, Class of '13, and former distinguished athlete at A&M. The awards are normally presented at the Parents Weekend Review.
- L. **THE CADET COLONEL OF THE CORPS AWARD** - A saber presented annually by Mr. John Bratten to the outgoing commander of the Corps of Cadets for his/her loyalty, devotion to duty, and outstanding accomplishments.
- M. **THE OUTSTANDING STAFF OFFICER OF THE CORPS AWARD** - A plaque and \$200.00 check is presented annually by the A&M Mother's Club of Dallas to the most Outstanding Cadet (Staff) Officer in the Corps of Cadets.
- N. **THE OUTSTANDING MAJOR UNIT COMMANDER AWARD** - A saber is presented annually by the Wernli Family to the outstanding Major Unit Commander.
- O. **THE DEPUTY CORPS COMMANDER AWARD** - A cash award of \$500 presented annually by the Texas Society of the Daughters of the American Revolution to the outgoing Deputy Corps Commander(s) for his/her service to the Corps.
- P. **OUTSTANDING DRILL AND CEREMONIES CADETS** - These are established to recognize the most outstanding junior and senior non-ROTC cadets. The awards consist of a plaque and a check of \$200.00.

- Q. **THE PRESIDENT’S MEDAL** - A gold medal and ribbon is presented by the Association of Military Colleges and Schools to the Outstanding Military Cadet who is selected to be next year’s Corps Commander.
- R. **THE LULIE HUGHEY LANE SCHOLARSHIP AWARD** - A cash award of \$500 presented annually by the Texas Society of the American Daughters of 1812 to the outstanding sophomore cadet who is majoring in Liberal Arts.
- S. **THE COLONEL JAMES R. WOODALL SABER AWARD** – Named for Colonel James R. Woodall, retired Colonel, U.S. Army, Class of ’50, and former Commandant of the Corps of Cadets. A saber is presented by Colonel James R. Woodall to the next year’s Deputy Corps Commander.
- T. **THE SIMPSON HONOR SOCIETY SABER** - A saber is presented to the in-coming president of the Simpson Honor Society.
- U. **THE GLASSCOCK LIBERAL & FINE ARTS AWARD** - A cash award of \$800 presented annually to recognize and honor the senior in the Corps of Cadets who exemplifies the success of combining a true interest in a Liberal Arts degree with demonstrated leadership in the Corps.
- V. **THE BRUCE GOODRICH AWARD** – Named for former Cadet Bruce Dean Goodrich who died while a cadet in 1984. A medal, a bronze plaque, and a cash stipend are presented to a sophomore cadet who demonstrates high leadership potential and dedication to his/her fellow cadets.
- W. **COMMANDANT APPRECIATION KEYS** - Awarded each year by the Commandant to cadet commanders and members of Corps Staff in appreciation for their service during the year. These awards will be worn as a medal with a White/Maroon drape and as a ribbon of the same color pattern.
- X. **THE DOHERTY AWARD** - A cash award is presented to the outstanding graduate of each ROTC who has earned a military commission. The award, \$1800 for each ROTC, is presented twice each year, one at the May commissioning and one at the December commissioning. Cadets commissioned in August are considered with December commissionees. It was established by W.T. “Doc” Doherty, Class of 1922, in memory of his father, William Doherty, and his mother, Kathleen Pace Doherty. The winner must be of high moral character, have completed four years in the Corps of Cadets, believe in God, have a strong feeling of patriotism for both country and state, and be a faithful Aggie who has earned the trust and admiration of the Corps and the student body at large.
- Y. **ARMY, NAVY, MARINE CORPS, AND AIR FORCE AWARDS** - Each year, additional awards are presented by the Armed Forces, by Armed Forces’ sponsored organizations or by individuals, to ROTC cadets.
- Z. **ZACH DAVIS AWARD** – Named for former Cadet Zach Davis, a 100% visually impaired cadet who successfully complete four year in the Corps of Cadets. A cash award is presented to the cadet who has overcome the greatest adversity during the current school year. The award, \$2500.00 is presented during Parents Weekend.

3. AWARD COMPUTATIONS.

A. Inverse Point System: All of the major unit awards are determined using an inverse point system. Units are rank-ordered according to the criteria of the award for which they are competing, e.g., for the Scholastic Achievement Award, units are ranked in terms of grade point average. The unit is then given points for its particular standing in the rank order. The number of points earned by each unit is contingent upon the number of company/squadron/battery-sized units in the Corps. For example, if there are 29 units in this year's Corps, and Co. X-2 is ranked number one in terms of some specific achievement, and that achievement is 10% of the award total, then Co. X-2 will receive 29 points. Squadron 21, which was ranked number two, will receive 28 points. The inverse point scale will be based on the largest number of units whether it is the spring or fall semester.

EXAMPLE:

RANK POSITION	POINTS EARNED
1	33 points
2	32 points
3	31 points
4	30 points
5	29 points

B. In the event of a tie for the final standings for any award, or for any factor, add the inverse ratings for the rank positions, then divide by the number of units tied for the position; the resultant becomes the number of points earned.

EXAMPLE:

RANK	RANK POSITION	INVERSE RATINGS	POINTS EARNED
1	1	33	33
2	2	32	32
3T	3	31	30.5
3T	4	30	30.5
5	5	29	29

Formula: $(31+30) / 2 = 30.5$

C. Factors - Weighted Statistics: The following example is for the Outstanding Unit Award. Determination of final point values for award competitions requires the use of weighted statistics or factor multiplication's. These allow a percentage of importance to be placed upon Scholastic Proficiency (Weight factor 4), Military Proficiency (Weight factor 3), Recruiting and Retention Proficiency (Weight factor 2.5) and Intramural Competition (Weight factor .5). After the initial rank positions and corresponding award points have been determined for each graded area, then each of the point totals will be multiplied by the corresponding weight factor.

EXAMPLE:

GRADED AREAS	RANK POSITION	COMPUTATION
Scholastic Proficiency	1	$33 \times 4 = 132$
Military Proficiency	14	$20 \times 3 = 60$
Recruiting and Retention	9	$25 \times 2.5 = 62.5$
Intramural Competition	20	$14 \times .5 = 6.0$
Total Points		260.5

4. GENERAL MOORE AWARD.

A. Criteria: To earn the General Moore Award, a company, squadron, or battery must achieve the highest cumulative total points that accrue from ratings derived from Scholastic Proficiency, Military Proficiency, Recruiting and Retention, and Intramural Competitions. Criteria for determining the recipient unit is as follows:

Graded Area	Weight Factor
(1) Scholastic Proficiency: The criteria that applies for the selection of the unit earning the Jouine Award.	4
(2) Military Proficiency: The criteria that applies for the selection of the unit earning the Hochmuth Award.	3
(3) Recruiting and Retention Proficiency: The Criteria is that which applies for the selection of the unit earning the J. J. Sanchez Award.	2
(4) Commandant's Award: The criteria is that which applies for the selection of the unit earning the Commandant's Award.	.5
(5) Intramural Competition: A rank-order of units is developed based on the standing of unit teams participating in intramural competition.	.5

B. Procedures.

- (1) Each company/squadron/battery-sized unit will earn a rating in each of the graded areas. On the basis of these ratings the units will be rank ordered, highest to lowest. The inverse points of the unit will be multiplied by the weight factor shown above to arrive at the total points earned. In the event of a tie for the Moore Award, the determining factor will be scholastic proficiency.
- (2) Scholastic Proficiency: Rankings will be the same rank-order used to determine the unit earning the Jouine Award.
- (3) Military Proficiency: Rankings will be the same rank-order used to determine the unit earning the Hochmuth Award.
- (4) Commandant's Award: Rankings will be the same rank-order used to determine the unit earning the Commandant's Award.

- (5) Recruiting and Retention Proficiency: Rankings will be the same as used to determine the unit earning the Recruiting and Retention Award.
- (6) Intramural Competition: A rank order of units is developed by the Department of Recreational Sports based on the standing of units participating in the intramural competition. Standings of units competing in the Corps, Freshman, Co-Recreational and Women's Residence Hall leagues are used in determining an overall ranking. This ranking is used by the Office of the Commandant in determining points earned in the intramural category of the General Moore Award.

5. GEORGE P. F. JOUINE AWARD.

A. Criteria: To earn the George P. F. Jouine Award, a company, squadron, or battery must achieve the highest cumulative total points that accrue from ratings derived from scholastic proficiency and scholastic inspections. In the event of a tie for the Jouine Award, the unit with the greatest scholastic proficiency will receive the award. Criteria for determining the recipient unit is as follows:

Graded Area	Weight Factor
(1) Scholastic Proficiency.	
(a) Rank order of outfits based on the previous spring semester grades (grades for seniors included.)	4
(b) Rank order of outfits for the fall semester grades.	3
(c) Rank order of the freshman grades by outfits for the fall semester.	1
(d) Rank order of the sophomore grades by outfit for the fall semester.	1
(2) Scholastic Inspections. Rank order of the outfits as to the number of discrepancies in EST inspections as done by the Corps Scholastic Officer.	1

B. Procedures.

- (1) Scholastic proficiency will be based on the grade point ratio of all cadets in a unit and is determined by dividing the total grade points earned by the number of hours for which grades are received.
- (2) Any outfit that was non-existent in the previous spring semester will be allowed to compete for the Scholastic Achievement Award. The outfits' grades will be based on the following criteria:
- (3) Grades for all unit members to include those on staff will be determined as of 25 November and 25 April.
- (4) Any incomplete or grade changes for spring semester grades will be obtained by 15 September. Any incomplete or grade changes for fall semester grades will be obtained by 15 February. If changes are not at the Registrar's office by the established dates, the grades will be computed as per the grade printout.

- (5) Since Company V-1 cannot be inspected for Call to Quarters by the Corps Scholastic Officer, the value assigned to V-1 in this area will be in direct relation to their final academic standing of the previous semester, i.e., if V-1 finished first in scholastic standing then the number of cuts assigned would be the number that would place them in 1st place (or tied for first) in scholastic inspections for the semester being computed. The standings for the Jouine Award will be computed as for any other unit of the Corps.

6. MAJOR GENERAL BRUNO A. HOCHMUTH AWARD.

A. Criteria: To earn the General Bruno A. Hochmuth Award, a company, squadron, or battery must achieve the highest cumulative total points that accrue from ratings derived from military proficiency, inspections, Physical fitness tests, and extra-curricular activities. In the event of a tie for the Hochmuth Award, the unit with the greatest military proficiency score will receive the award.

Graded Area	Weight Factor
(1) Military Proficiency. Rank order of outfits based on graded march-ins and reviews.	3
(2) Inspections. Rank order of the outfits as to the number of discrepancies in Gen Moore inspections, Guard room inspections and Commandant's Staff inspections.	3
(3) Physical Fitness Test. Rank order of the outfits as to their unit average Corps Physical Fitness Test score.	2
(4) Extra-curricular Activities. Rank order of the outfits as to their unit average number of points on the Cadet Activity Point Sheet.	2

B. Procedure: Procedures to be used in each rated area are as follows:

- (1) Military Proficiency. The standing in marching of each unit will be based on the average grade earned in all graded marching events. The final results are calculated using the following method:
 - (a) The total number of marching events will be divided into four sessions, (Number of events per session will be equal when possible) with a final standing for each session.
 - (b) Sessions will be weighted using the following percentages: Session 1 - 20%, Session 2 - 23%, Session 3 - 27%, Session 4 - 30%.
 - (c) The average score by session will be multiplied by the corresponding percentage in order to obtain a weighted score.
 - (d) The weighted score for all four sessions will be added together in order to obtain a total weighted score.
 - (e) The total weighted score will be used to establish the final standings. The Office of the Commandant publishes marching results and is the agency charged with compilation of points earned for marching.
 - (f) There will be 100% accountability for all graded events. Excusals from graded events will be by military letter to the Major Unit Commander. Outfit accountability

will be accomplished by the Major Unit staff prior to step off. Major Unit Commanders will provide the outfit accountability report to the Commandant's OIC of grading NLT Monday following the event. The Aggie Band will be reported by outfit and not as the Combined Band. Unexcused absences (% of strength) will result in point deduction of the total graded points, i.e. 98% of outfit being accountable will result in a 2 point deduction, 95% accountability equals a 5 point deduction, 80% accountability equals a 20 point deduction.

(2) General Inspections.

(a) The following is a list of the areas subject to inspection:

Senior Uniforms	Scholastic Records
Junior Uniforms	Personnel Records
Sophomore Uniforms	Supply Records
Freshmen Uniforms	Quiz Files
Senior Rooms	Bulletin Boards
Junior Rooms	
Sophomore Rooms	
Freshmen Rooms	

(b) General Moore inspections of unit's in-ranks and rooms will be on an announced basis. NOTE: Since Company V-1 cannot be inspected for cadet rooms the value assigned to V-1 in this area will be in direct relation to their uniform inspections results, i.e., if V-1 finished first in uniform inspection then the number of cuts assigned would be the number that would place them in first place (or tied for first) in room inspections for the semester being computed. This procedure would be followed in both the fall and spring semesters. The standings for the Hochmuth Award would then be computed as for any other unit in the Corps.

(c) At the end of the year, these results will be combined with the other factors to create a rank-order. Guard room inspections will count 10% of this ranking. No notice Commandant's Staff inspections will count 15% of this ranking.

(3) Physical Fitness: All cadets will take a Corps Physical Fitness Test in the fall and spring semesters. Rank position and inverse points will be based on the average score per cadet for the fall semester plus the average score per cadet for the spring semester.

(a) At the beginning of each school year the Corps Commander will appoint a member of his/her staff as the Cadet Officer in charge of the testing team. Each major unit commander will appoint three members of his/her major unit to the testing team. It is mandatory that the team membership remain the same throughout the school year. The Office in Charge (OIC) of the testing team will be responsible for all aspects of physical testing programs. Fall semester results will be provided to the NLT 1 December. Spring semester results will be provided to the NLT 1 April.

(b) The Army Physical Fitness Score card will be used to administer and score the test. Scoring by gender is accomplished using the score card. All cadets will be scored

using the 17-21 age column. Fall testing will count 40%. Spring testing will count for 60%.

- (c) Test will be administered in the morning and will be given to all units under similar weather conditions, i.e. temperature, humidity, and wind. One hundred percent of unit will be tested at the same time (i.e. Corps Commander, staff, and staff members of the testing team will be tested with the parent unit). Medical exceptions will be approved by the OIC of the testing team. There will be one opportunity for make-up. Medical exceptions for make-up testing will be approved by the respective CTO. Cadets failing to take the test will be given a “0” for their score.
- (4) Extracurricular Activities. The Headquarters of the Corps of Cadets is responsible for compiling the points awarded for extracurricular activities. Rank position and inverse points will be based on the total number of each unit’s extra-curricular activity points divided by the number of current unit members.
- (a) The list of activities and activity points is shown at Table 12.
 - (b) All questions concerning the Activities List should be directed to the Headquarters, Corps of Cadets, and the agency in charge of compiling and validating extracurricular activity statistics.

TABLE 15
ACTIVITY POINT SHEET

Name: _____
 Class: _____
 Unit: _____
 Total Points: _____

1. Using your initials, indicate the activities in which you presently participate. Activity participation of previous years should not be included.
2. ALL ACTIVITIES ACCOMPANIED BY AN ASTERISK (*) REQUIRE SPECIFIC INFORMATION FOR POINT CREDIT. IF THE INFORMATION IS NOT GIVEN THE POINTS WILL NOT BE COUNTED. SEE THE LIST OF AUTHORIZED ACTIVITIES PROVIDED TO YOUR UNIT.
3. Enter your signature and unit in the space provided above.
4. Total your points and enter on the provided line above.

16 POINTS

_____ Corps Commander
 _____ Student Body President
 _____ MSC Council President

12 POINTS

_____ Cadet Colonel
 _____ Student Body Vice President
 _____ Speaker, Student Senate
 _____ MSC Council Executive VP
 _____ Head Yell Leader
 _____ Editor, Aggieland/Battalion
 _____ Head Drum Major
 _____ Class President
 * _____ Director, Fish/Transfer Camp

10 POINTS

_____ Who's Who in American
 _____ Colleges & Universities (at TAMU)
 * _____ Class Officer other than President
 Class & office _____
 _____ Assoc/Asst., Director of Fish/
 Transfer Camp
 _____ MSC Council Vice President

8 POINTS

_____ Commander, Ross Volunteers

_____ Commander, Parsons Mounted
 Cavalry
 _____ Duncan Head Waiter
 _____ Cadet LTC
 * _____ Chair of University/Student
 Govt./MSC/Corps Committee
 List cmtes _____

8 POINTS Continued

_____ Yell Leader (other than Head
 Yell Leader)
 * _____ Lettered in Varsity Sport
 Sport _____
 _____ Commander, Corps Center Guard

6 POINTS

_____ Chair, Cadet Court
 _____ Chair, Honor Board
 _____ Junior, Corps Staff
 _____ Distinguished Air, Military or
 Naval Science Student
 _____ Inf./Arty. Band Drum Major
 _____ Commander, Rudder's Rangers
 _____ Commander, Recon Company
 _____ Ross Volunteer Active Member
 _____ Corps Bugler
 _____ Commander, Color Guard
 _____ Commander, O.R. Simpson Honor

Company
 _____ Commander, Pathfinders
 _____ Commander, Ranger Challenge
 _____ Commander, SEAL Platoon
 _____ Commander, Special Operations
 _____ Commander, Summer Recruiting Co.

5 POINTS

_____ Cap and Gown
 _____ Distinguished Student (Last 2 Sem only)
 _____ O.R. Simpson Honor Company
 _____ Member, Student Senate
 * _____ Member, Student Govt Executive
 Committee _____

5 POINTS Continued

* _____ Executive, MSC Committee
 Committee _____
 _____ Director, MSC Council
 * _____ Member, University Committee
 Committee _____
 _____ Major Unit Staff, not listed above

4 POINTS

_____ Member, PMC
 _____ Member, Aggieland Staff
 _____ Member, Battalion Staff
 * _____ Member, Varsity/Club Sport
 Sport _____
 _____ Minor Unit Staff, not listed above
 _____ Member, Ranger Challenge
 _____ President/Commander, Arnold Air
 or Midshipmen Battalion or
 SAME

3 POINTS

_____ SCONA Delegate
 * _____ Trainer or Mgr. Varsity Sport
 Sport _____
 * _____ Member, Student Gov't/MS/C/Corps
 Committee(s) _____
 Committee _____
 _____ Member, Aggie Pathfinders
 * _____ President; Honor Society, Student

Council Service Org., etc.
 Organization _____
 _____ Member, Cadet Court
 _____ Member, Honor Board (not unit rep)
 _____ Member, Corps Center Guard
 _____ Staff Member, Platoon Leader, or
 Platoon Sgt, Summer Recruiting Co.

2 POINTS

_____ Color Guard Member
 _____ Counselor, Fish Camp
 _____ Counselor, T Camp
 _____ Member, Singing Cadets
 _____ Member, Summer Recruiting Co.
 _____ Member, Women's Chorus
 _____ Member, TAMU Symphonic Band
 _____ Member, TAMU Concert Band
 _____ Member, Aggieland Orchestra
 _____ Member, Dukes of Aggieland
 * _____ Member, Honor Society
 (other than O.R. Simpson)
 Honor Society _____
 _____ Ross Volunteer, Non-active

1 POINT

_____ Member, Society of American
 Military Engineers
 _____ Member, Seal Platoon/Naval Warfare
 _____ Member, Civil Air Patrol - TAMU
 _____ Member, Arnold Air Society
 _____ Member, Recon Company
 _____ Member, Rudder's Rangers
 _____ Member, Fish Band
 _____ Duncan Volunteer
 _____ Member, Duncan Menu Board
 _____ Member, Blackhats
 _____ Member, Century Singers
 _____ Member, Service/Student Activities,
 Clubs etc.
 Organization _____
 * _____ Corps Athletic Team
 Team _____

SHEETS FOR SPECIFIC ACTIVITIES (*)

HONOR:

_____ Cap and Gown
 _____ University Honors Program Student
 _____ FMA Honor Society
 _____ Lambda Sigma

_____ Omega Epsilon
 _____ Phi Beta Delta
 _____ Phi Eta Sigma
 _____ Phi Theta Kappa
 _____ Tau Kappa Honor Society

_____ Golden Key

SERVICE:

_____ Aggie Blood Drive Committee
_____ Aggie Hostess
_____ Aggie Partners for Special Olympics
_____ Alpha Kappa Alpha Sorority

SERVICE Continued:

_____ Alpha Phi Alpha
_____ Alpha Phi Omega
_____ Circle K International
_____ Delta Sigma Theta
_____ TAMU Emergency Care Team
_____ Faith in Action
_____ I CARE
_____ Kappa Alpha Phi Fraternity
_____ Leadership Training Programs
_____ Legislative Study Group
_____ Married Student Apartment Council
_____ Off-Campus Aggies
_____ Omega Phi Alpha
_____ Peer Advisor Program
_____ Pi Beta Jelly
_____ RHA Casino

SERVICE Continued:

_____ Students Helping Aggie Residents Everywhere
_____ Southwestern Black Student Leadership Conference
_____ Sports Official Association
_____ Student Council for Exceptional Children
_____ Student Government
_____ Student 'Y' Association
_____ T-Camp (Student 'Y')
_____ Student with Children
_____ Traditions Council
_____ Voices of Praise

STUDENT GOVERNMENT

COMMITTEES:

_____ Internal Affairs Committee
_____ Awards & Banquet Committee
_____ Legislative Study Group
_____ Public Relations Committee
_____ Election Commission

_____ Academic Affairs Committee
_____ External Affairs Committee
_____ Finance Committee
_____ Student Services Committee
_____ Rules & Regulations Committee
_____ The Big Event
_____ Blood Drive
_____ Conference on Student Government Assoc. (COSGA)
_____ Freshman Programs
_____ High School Public Relations & Recruiting
_____ Muster
_____ Parent's Weekend
_____ Traditions Council
_____ Chancellor Student Advisory Board

MSC COMMITTEES:

_____ Aggie Cinema
_____ All Night Fair
_____ Black Awareness Committee
_____ Camera Committee
_____ MSC Cepheid Variable
_____ College Bowl
_____ Committee for the Awareness of Mexican-American Culture (CAMAC)
_____ Dinner Theater Committee
_____ MSC Fall Leadership
_____ Great Issues
_____ Hospitality Committee
_____ MSC Jordan Institute for International Awareness
_____ MSC Literacy Arts
_____ Madrigal Dinners
_____ MSC MBA/Law Committee
_____ MSC Nova
_____ MSC Opera & Performing Arts Society (OPAS)
_____ Political Forum
_____ MSC Recreation Committee
_____ MSC Spring Leadership Trip
_____ Student Conference on National Affairs (SCONA)
_____ MSC Town Hall

- _____MSC Travel
- _____MSC Variety Show
- _____Visual Arts
- _____Wiley Lecture Series
- _____MSC Pageant

UNIVERSITY COMMITTEES:

- _____Curriculum Committee
- _____Evans Library Council
- _____Medical Science Library Council
- _____Rules & Regulations Committee
- _____Scholarship Committee
- _____Athletic Council
- _____Fiscal Appeals Panel
- _____Student's Rights Appeal Panel
- _____University Academic Appeals Panel
- _____Convocations Committee
- _____Council on Teacher Education
- _____New Student Committee
- _____Student Publications Board
- _____University Lecture Committee
- _____Concessions Committee
- _____Memorial Student Center Council
- _____Student Organization Advisory Board
- _____University Recreation Committee
- _____Who's Who Committee
- _____Environmental Safety & Health
Committee
- _____Traffic Appeals Panel
- _____University Center Advisory
Committee
- _____Honors Program Committee
- _____Alcohol/Drug Awareness Committee
- _____Alcohol & Drug Awareness Week
Planning Committee
- _____Buck Weirus Spirit Award Committee
- _____Health Center Advisory Committee
- _____Hensel Park Committee
- _____Recreational Sports Advisory
Committee
- _____Student Services Women's Issue
Advisory Committee
- _____Yell Leader Advisory Committee

VARSITY SPORTS:

Men:

- _____Baseball
- _____Basketball
- _____Football
- _____Golf
- _____Swimming
- _____Tennis
- _____Track/Cross Country

Women:

- _____Basketball
- _____Golf
- _____Equestrian
- _____Fencing
- _____Soccer
- _____Softball
- _____Swimming
- _____Tennis
- _____Track/Cross Country
- _____Volleyball

CORPS COMMITTEES:

- _____March to the Brazos
- _____Military Weekend
- _____Public Relations
- _____Corps Speakers Bureau

7. COMMANDANT'S AWARD

- A. Criteria:** To earn the Commandant's award, a company, squadron, or battery must achieve the highest cumulative total points that accrue from ratings derived from university activity proficiency. In the event of a tie for the Commandant's Award, the unit with the greatest scholastic proficiency will receive the award. Criteria for determining the recipient unit is as follows:

Graded Area	Weight Factor
(1) University Activity Proficiency.	
(a) Rank order of outfits based on the Cadet Activity Point Sheet	TBD
(b) Rank order of outfits _____.	TBD

B. Procedures.

- (1) TBD.

8. J. J. SANCHEZ AWARD.

- A. Criteria:** To earn the J. J. Sanchez Award, a company, squadron, or battery must achieve the highest cumulative total points that accrue from ratings derived from recruiting and retention proficiency and scholastic inspections. In the event of a tie for the Sanchez Award, the unit with the greatest retention proficiency will receive the award. Criteria for determining the recipient unit is as follows:

Graded Area	Weight Factor
(1) Retention Proficiency.	
(a) Rank order of outfits based on fish retention	4.5
(b) Rank order of outfits based on sophomore retention	1.0
(c) Rank order of outfits based on Junior/Senior retention	0.5
(d) Rank order of outfits based on fish recruitment	3.0
(2) Recruiting Proficiency.	
(a) Rank order of outfits based on Spend the Night with the Corps	1.0
(b) Rank order of outfits based on Recruiting Points	1.0
(c) Rank order of outfits based on Recruiting Ribbons	0.5
(d) Rank order of outfits based on Replacement Badges	0.5

B. Procedures.

- (1) Freshman Retention: The points for freshman retention are computed using the initial freshman strength from the FOW week to 1 April. The initial strength includes all freshmen who report to the unit on or before the first day of class in the fall, including Freshman Orientation Week, and any student who reports late that has a prepaid room deposit. Except in case of death or transfer to another Corps unit, all losses will count against the unit's retention.
- (a) Example: Company Z-1 has an initial freshman strength of 15 and during the course of the year 1 cadet resigns during FOW, 1 resigns prior to Christmas and 1 resigns upon returning for the spring semester. Consequently, the returning sophomore strength is 12 on 1 April, giving an 80% retention rate.

- (b) Note: If a freshman cadet resigns from the Corps and later rejoins the Corps during the same year, his or her return will negate the loss charged to the unit.
- (2) Sophomore Retention: The sophomore retention is computed in a similar manner as the freshmen. The initial strength of the sophomore class cadets is based on the first day of class of the fall semester. The unit with the highest percentage will ranked first in the inverse ranking system. Junior/Senior Retention: The junior/senior retention is computed in a similar manner as the freshmen. The initial strength of the junior/senior class is based on the first day of class of the fall semester. The unit with the highest percentage will ranked first in the inverse ranking system.
- (3) Intra-Unit Transfer: Cadets who transfer from one unit to another will not be counted as a loss to the losing unit but will be counted as a gain for the gaining unit. Should a cadet who transferred be a loss to the Corps of Cadets, the loss will be attributed to the gaining unit. Cadets who join the Corps after the first day of classes will be considered a gain to the gaining unit.
- C. Recruitment: The Assistant Commandant for Recruiting is responsible for compiling the points earned for New Cadet Recruitment. The Director of Recruiting is responsible for providing the total Recruiting Points and Spend the Night with the Corps points earned by each outfit.
- (1) Freshman Recruitment (3.0): One of the measures of success is the number of freshmen an outfit has on the first day of class for the new school year. Minimum expectation for recruiting is 25 freshmen except for the Aggie Band and Co. V-1. The minimum expectation for the Aggie Band is 30. The minimum expected for Co. V-1 is 5. Outfits will be ranked based on the number of freshmen exceeding the minimum expectation.
- (a) New cadets arriving during FOW who leave prior to the first class day will be counted as a recruited cadet. The loss will be reflected in the retention statistics, not recruitment.
- (b) New cadets arriving after the first day of classes will count as an outfit gain if no advanced room deposit was made with Corps Housing.
- (c) All new cadets will be credited to the outfit responsible for the recruitment, not to the outfit assigned. The director of Recruiting will provide the recruited cadet list to the Commandant NLT the 10th day of the fall semester. New cadets not on the list will be credited to the outfit to which they are assigned.
- (d) Cadets recruited after the first class day will count in the recruitment total.
- (2) Spend the night with the Corps (SNWC): The standing in Spend the Night With the Corps (SNWC) of each unit will be based on the number of spend-the-nighters who have applied for admission to Texas A&M. To receive credit for a spend the nighter units must comply with the requirements of the Spend The Night Program.
- (3) Recruiting Points Weight Factor: Recruiting points are awarded to outfits for Phone Push, Recruiting badges and Ribbons, and other recruiting activities. These points are posted each week in the Recruiting Operations Center (ROC).
- (4) Recruiting Ribbons: The standing in awarded replacement ribbons will be based on the ratio of members of an outfit that have been awarded the replacement badge over the

total outfit strength. The strength of an outfit will be determined on the first class day of the fall semester. The Corps Recruiting Officer is responsible for supplying the Commandant's Office with the number of replacement ribbons each outfit holds not later than the Friday of the week prior to Parents Weekend. The outfits will be ranked using the inverse points system based on the ratio described above. Generally, freshmen are not eligible for this ribbon, but may be approved on a case-by-case-basis. NOTE: NO RIBBONS EQUALS NO POINTS.

- (5) Replacement Badges: The standing in awarded replacement badges will be based on the ratio of members of an outfit that have been awarded the replacement badge over the total outfit strength. The strength of an outfit will be determined on the first class day of the fall semester. The Corps Recruiting Officer is responsible for supplying the Commandant's Office with the number of replacement badges each outfit holds not later than the Friday of the week prior to Parents Weekend. The outfits will be ranked using the inverse points system based on the ratio described above. Generally, freshmen are not eligible for this badge, but may be approved on a case-by-case-basis. NOTE: NO BADGES EQUALS NO POINTS.

9. PRESIDENT'S AWARD.

- A. Criteria:** To earn the President's Award a major unit must achieve the highest term grade point ratio. Criteria for determining the recipient unit is as follows:

Graded Area	Weight Factor
(1) Academic Proficiency.	
(a) Rank order of major unit based on Spring term GPR	5.0
(b) Rank order of major units based on Fall term GPR	5.0

B. Procedures.

- (1) The grading period commences with the previous spring semester and ends when the fall semester grades are determined. The grades of the seniors for the spring semester will be included.
- (2) **Computations:** The Major Unit GPA is calculated by totaling all cadet hours and grade points of the spring and fall semesters. The total grade points are then divided by the total number of hours for which grades are received during the competition period.

EXAMPLE:

AGGIE BDE:

Outfit	Total Hours	Grade Points	
Spring	T-1	630	1680
A-4	635	1700	
M-3	640	1750	
U-1	645	1750	
Fall	T-1	810	2115
A-4	820	2200	
M-3	800	2000	
U-1	790	1950	

TOTAL 5770 15,115
 AVG GPR 2.6258 (15,115 ÷ 5,770)

- (3) Procedures: The grade point average for an entire Major Unit will be computed by dividing the total hours taken into the total grade points earned. Individuals who have transferred to another Major Unit will be counted as part of the unit assigned at the end of each semester. Grade changes reflected in the computation for the Jouine award will be used in computation of this award.
- (4) Reorganization: Outfit Spring semester grades will be counted in the Major unit of assignment during the fall semester.

10. LIEUTENANT GENERAL ORMOND R. SIMPSON AWARD.

A. Criteria: To earn the Simpson Award a color guard must achieve the highest cumulative total points that accrue from ratings derived from military proficiency.

Graded Area	Weight Factor
(1) Military Proficiency. Rank order of outfits based on graded march-ins and reviews.	10

B. Procedures.

- (1) Military Proficiency. The standing in marching of each unit will be based on the average grade earned in all graded marching events. The final results are calculated using the same method as the Hochmuh Award.

11. INTRAMURAL FLAG AWARDS.

A. Criteria: The competition in each division will consist of a total of eight intramural sports (4 major and 4 minor sports) equally divided between the fall and spring semesters. Points awarded per athletic contest will be in accordance with rules and regulations published by the Department of Recreational Sports.

B. Procedure: Rankings for intramural standings are compiled by the Department of Recreational Sports. Intramural flag competition will commence with the beginning of the fall semester and will end during the week prior to Parent’s Day. The specific date each year will be determined by the Department of Recreational Sports and the Office of the Commandant.

- (1) All male units compete in:
 - (a) Both Corps leagues (A and B)
 - (b) Freshman league
- (2) Integrated units compete in either:
 - (a) Corps League (A)
 - (b) Women’s Residence Hall league
 - (c) Co-Rec League* or
 - (d) Corps League (A)
 - (e) Corps League (B)

- (f) Co-Rec League*
- (3) Co-Rec league standings will substitute for freshman standings in the determination of the overall standings if these standings are the highest point total and only if the unit used ONLY Corps members to make up the team.
 - (a) Corps League points will be weighted twice that of the Freshman or CoRec league standings.
 - (b) Company V-1's standing is determined as follows:
 1. Determine upper class competition standings.
 2. Determine the number of points for an equivalent standing among the freshman by subtracting 1 point from the next higher ranked freshman team.
 - (c) Specific details in determination of intramural standings are published by the Department of Recreational Sports.

12. MARCHING GRADE CRITERIA.

A. General: The purpose of this section is to provide the Corps leaders with standards that provide consistency in marching including march-ins, parades, and reviews. The following commands, movements, and criteria will be graded whenever deemed appropriate by the Corps Commander and Commandant and constitute the marching component of the sessions. The AVERAGE SCORE for each session is weighted and averaged to determine overall annual award marching standing. Sessions are weighted 20%, 23%, 27%, and 30% respectively. Within sessions reviews and Corps trip parades are counted twice. Final Review is the first graded event of Session 1 for the following year's marching results. Results of each graded event will be published and distributed within three class days. Published results will also include the cumulative standing of units. **U.S. Army Field Manual 3-21.5 is the standard for all drill and ceremonies for the Corps of Cadets.** Deviations from this reference will conform to the specific guidance in this section and only as approved in writing by the Commandant. The Texas Aggie Band is authorized to deviate from FM 3-21.5 during exhibition performances **only**. This does **not** apply to reviews, Corps trip parades or march-ins. The grading standards outlined below constitute written permission to deviate in cases of conflict with FM 3-21.5. PMC grading criteria is published under separate document.

(UNITS)		<u>Percentage Points</u>	
		(BAND)	(BAND)
(With Eyes Right & Ready Front))			
(1) Arm Swing and Step	20%	25%	20%
(2) Military Appearance	20%	25%	20%
(3) Distance and Alignment	20%	25%	20%
(4) General Appearance	20%	25%	20%
(5) Eyes Right, Saber and Guidon	5%	N/A	5%
(6) Eyes Right, Unit	5%	N/A	5%
(7) Ready Front, Saber and Guidon	5%	N/A	5%
(8) Ready Front, Unit	<u>5%</u>	<u>N/A</u>	<u>5%</u>
	100%	100%	100%

Each unexcused absence from a graded event will reduce the graded points awarded as shown above. For units, staffs, and color guards each unexcused absence reduces their score by one point. For the Band, each unexcused absence reduces its score by .25 points. Procedures for obtaining absence exemption are provided below in 5. After-the-fact excuses are not accepted except as granted by the Corps Commander if provided to be included in the scoring results prior to publishing.

C. Criteria for Graded Items:

- (1) Arm Swing and Step (Each individual cut is one point of the possible 20 or 25.):
 - (a) The band is graded for the entire unit and the arm swing of the commander and “bugle” rank only.
 - (b) Step: 30 inches, measured heel to heel. No “high stepping.” Unit is in step. Marching is at the position of attention.
 - (c) Arm swing is an arc, nine inches to the front and six inches to the rear measured from the trouser side seam or equivalent. Arm swing is the same with the saber.
 - (d) Arm swing is natural without locked elbows or clenched fists. Arm swing and step is synchronized as in normal walking.
- (2) Military Appearance (Each individual cut is one point of the possible 20 or 25.):
 - (a) The prescribed uniform should be neat, clean, properly fitted (as per The Standard).
 - (b) Proper name tags (or tapes for BDUs only) are worn.
 - (c) Shoe and boot condition and shine, and haircut/style conform to Corps standards as described in Section 2 of The Standard.
 - (d) Discipline within the ranks is evaluated both while marching and at the halt. Movement, talking and improper position of attention, parade rest, and present arms are cuts. Refer below to 4.a.
 - (e) Sunglasses or other tinted glasses are unauthorized during graded events or in other unit formations. Exceptions will only be made based on written request of a medical authority. Commanders of cadets who are required by medical authority to wear tinted asses while outdoors will submit a list of those cadets to the ACOT. Unauthorized tinted glasses are a “pull out.”
 - (f) “Pull outs” are closely observed. A “pull out” is ½ of the 20 or 25 points possible. Refer below to 4.b.

(3) Distance (From last cadets in preceding marching element)

	<u>Review/Corps Trip</u>	<u>March-In</u>
<u>Unit:</u>	12 paces	6 paces
<u>Band:</u>	12 paces	N/A
<u>Staff:</u>	12 paces	12 paces
<u>CG:</u>	6 paces	6 paces

Distance: Each yard deviation from that prescribed will result in the loss of one point of the 10 or 12.5 possible.

Unit Distance: The Commander will be twelve (12) paces from the last cadet/cadets of the preceding marching element for Reviews/Corps Trips and six (6) paces for March-Ins.

Band Distance: The head drum major will be twelve paces from the Corps Color Guard.

Staff Distance: The Commander will be twelve paces from the last cadet/cadets of the preceding marching element.

Color Guard Distance: Six paces will be maintained between the last cadet/cadets of the preceding marching element.

PMC: (Same for Review/Corps Trip/March-Ins)

Distance from Command Element (CO-GB/Bugler-XO) to 1st Plt Ldr – 5 yds

Distance from 1st Plt to 2nd Plt Ldr – 5 yds

Distance from Cannon to Wagon horses – 10 yds

Distance between CO & GB/B and GB/B & XO – ½ horse

Distance between Plt Ldrs/Sect Chief & first pair of horses – ½ horse

Distance between pairs of horses – ½ horse

PMC Distance: Distance for PMC is as stated above in the chart. Deduction is .5 pt for each yard for items 1-3, and .5 pt for being more/less than ½ horse for items 4-6.

(4) Alignment

	<u>Rank/File</u> <u>Points/Gig</u>	<u>Individual</u> <u>Points/Gig</u>	<u>CO/Gdn/1Sgt</u> <u>Points/Gig</u>	<u>Rank/File</u> <u>Interval</u>	<u>Rank/Staff</u> <u>Distance</u>
<u>Unit:</u>	.5	--	1	30 in.	Rank: 6 paces Guidon: 1+1 pace 1stSgt: 2 paces
<u>Band:</u>	.25	--	--	60 in.	
<u>Staff:</u>	--	1.5	1	30 in.	Rank: 2 paces
<u>CG:</u>	--	1.5	--	30 in.	--

Alignment: Each rank or file (unit) or individual (staff or color guard) not correctly aligned will result in the loss of .5 point (unit) or 1.5 points (staff and color guards) of the 10 possible. Commander, Guidon and First Sergeant mis-alignment results in the loss of one point each. Each rank or file not properly aligned in the Band will result in the loss of .25 points of the 12.5 possible.

Unit Alignment: Interval is normal (30 inches) between ranks and files at all graded events. The Commander is centered on the rear of the preceding unit. The first rank stays centered on and six paces to the rear of the Commander. The Guidon is one pace to the rear and one pace to the left of the Commander. The First Sergeant is two paces to the rear and centered on the last rank of the unit.

Band Alignment: Extended interval (60 inches) between ranks and files.

Staff Alignment: The Commander is centered on the rear of the preceding marching element. The first rank stays centered on and two paces to the rear of the Commander. The interval will be normal (30 inches) between staff ranks and files.

Color Guard Alignment: Interval is normal (30 inches).

PMC Alignment: (Same for Review/Corps Trip/March-Ins)

Pairs of horses with riders will be abreast of each other. Deduction will be .5 pt for misalignment

(5) General Appearance (Each individual cut is one point of the possible 20 or 25.):

- (a) Sizing (units other than the Band): Cadets will be sized with the tallest cadets to the right and front. Exceptions are seniors, right guide and First Sergeant. Units having an all upper class right file are cut if sizing is not correct. Seniors (cadet officers) will be sized within the “boot” rank/ranks.
- (b) Files: The Corps units, less the Band, will march in six files (six-person front). The Band will normally march in a 12-person front, unless it marches in column by half Band or column of companies and batteries. Exception to the six-file rule for units is as follows: if the unit present for duty strength results in the number of ranks being less than six. Anytime the number of ranks is less than the number of files, then the number of files will be reduced by one, *e.g.*, some units may be required to be in a 5 or 4 person front. Improper number of files is five points of the possible 20/25.
- (c) Conduct will be closely evaluated both while marching and at the halt from the assembly area to the dismissal area. Refer below to 4.a. Normally the unit is at *attention* or *parade rest* (a modified position of *attention*) at a halt. As such, no moving, talking, looking around, laughing, chewing, or other actions in violation of the requirements of these positions are permitted. This standard is applied equally to all classes. For extended halts, other than on the final line of a review, the commander may command the unit to a rest position (*at ease* or *rest*). Such a command will apply to all members of the unit. While both rest positions allow movement except for the right foot, only *rest* allows talking (in a quiet manner).
- (d) “Pull outs” are closely observed. A “pull out” is ½ of the 20 or 25 points possible.

(6) Eyes Right, Saber and Guidon (Each cut is one point of the five possible):

- (a) Command voice will be judged for content, volume, distinctness, pronunciation, inflection and timing. The preparatory command EYES and command of execution RIGHT are both given as the right foot strikes the ground. The command of execution is given when the commander is parallel to the marker (which is placed six paces before the reviewing stand). The command is properly timed if the commander is within plus or minus one pace of the marker when the command is delivered. Each pace outside this tolerance is a cut. No preparatory unit size command is given (such as *Company, Squadron, Staff*).
- (b) The saber manual for EYES RIGHT is executed as follows: On the next left step after the preparatory command EYES (given as the right foot hits the ground), sharply move the saber to a position of three inches to the front of the chin with the base of the hilt at the height of the chin. The tip of the blade should be inclined six inches forward to the vertical position of the hilt. On the next left after the command of execution RIGHT, (given as the right foot strikes the ground), sharply move the saber to the PRESENT SABER position. At PRESENT SABER the right arm will maintain a normal arm swing as described above in 3.a. The tip of the blade will move parallel to the ground six inches from the surface. This is accomplished by flexing the wrist.

- (c) On the preparatory command EYES, (given as the right foot strikes the ground), the guidon bearer moves his/her left hand sharply to the guidon, arm parallel to the ground. As the left foot strikes the ground, the guidon bearer sharply raises the guidon. The next time the left foot strikes the ground (after the command of execution RIGHT is given by the commander as the right foot strikes the ground), the guidon bearer sharply lowers the guidon to the PRESENT GUIDON position and sharply executes EYES RIGHT. The guidon bearer should make his/her movements precise and insures the guidon falls free of entanglement with the staff. A guidon that is shaken free of entanglement with the staff is a cut.
- (d) “EYES RIGHT” Sequence as the indicated foot strikes the ground:

	<u>RIGHT</u>	<u>LEFT</u>	<u>RIGHT</u>	<u>LEFT</u>
Commander: raised.	“EYES”	Saber	“RIGHT”	Executes <i>present saber.</i> Turns head and eyes sharply to 45 degrees.
Guidon Bearer	Moves left hand to guidon, arm parallel to the ground.	Raises guidon.	Guidon raised.	Executes <i>present guidon,</i> turns head and eyes sharply to 45 degrees.

(7) Eyes Right Unit (Each individual cut is one point of the five possible):

- (a) On the command of executive, RIGHT, all cadets except for the right file, sharply execute EYES RIGHT (head and eyes held at 45 degrees to the right, shoulders parallel to the front rank).
- (b) On the command of execution RIGHT, all unit cadet officers also execute the *hand salute*. All cadet officers on a staff likewise execute present saber. No cadet non-commissioned officers (including those on a staff) execute a salute unless acting as the commander in the absence of all cadet unit or staff officers.

(8) Ready Front, Saber and Guidon (Each cut is one point of the five possible):

- (a) Command voice will be judged for correct content, volume, distinctness, pronunciation, inflection and timing. The preparatory command READY and command of execution FRONT are both given as the left foot strikes the ground. The commander gives the preparatory command two paces before the last rank or cadet of the unit or staff passes the marker (which is placed six paces beyond the reviewing stand). The command of execution is given the next time the left foot strikes the ground when the last rank or cadet of the unit or staff is parallel to the marker. The command is properly timed if the last rank or cadet of the unit is within plus or minus one pace of the marker when the command is delivered. Each pace outside this tolerance is a cut.
- (b) The saber manual for READY FRONT is executed as follows: After the preparatory command READY, (given as the left foot strikes the ground), the flat of

saber blade is brought from parallel to the ground to perpendicular to the ground as the right foot strikes the ground. This is accomplished by rotating the hilt in the hand while at *present saber*. The next time the right foot strikes the ground, the saber is raised to the *carry saber* position and the head and eyes face to the front.

- (c) On the preparatory command READY (given as the left foot strikes the ground), the guidon bearer moves his/her left hand sharply to the guidon staff. As the right foot strikes the ground, the guidon bearer sharply raises the guidon to the vertical position. The next time the right foot strikes the ground (after the commander gives the command of execution FRONT as the left foot strikes the ground), the guidon bearer sharply lowers the guidon to the carry guidon position.
- (d) “READY FRONT” sequence as the indicated foot strikes the ground:

	<u>LEFT</u>	<u>RIGHT</u>	<u>LEFT</u>	<u>RIGHT</u>
Commander	“ READY”	Rotate flat of the saber blade	“FRONT”	Executes <i>carry saber</i> turns head and eyes to the front
Guidon Bearer Moves		Raises left hand to guidon staff.	Guidon raised.	Executes <i>carry guidon</i> , turns head and eyes to the front.

(9) Ready Front, Unit (Each cut is one point of the five possible):

- (a) On the command of execution, FRONT, all cadets (except for the right file) sharply execute *ready front* (head and eyes turned sharply to the front).
- (b) On the command of execution FRONT, all unit cadet officers also execute *order arms*. All cadet officers on a staff likewise execute *carry saber*.

D. Discipline, conduct and “pull outs”:

- (1) Use of tobacco or gum in formation; silent commands of execution; talking in ranks, looking around or laughing; improperly worn uniform, extreme hair length; dirty or scuffed foot gear or dirty and/or wrinkled uniforms; etc., are indicative of poor leadership, training, and discipline within units and present an unfavorable public image of the Corps of Cadets. Evaluators noting any of the above, regardless of grading area responsibility, will mark that unit accordingly and these observations will be provided to the evaluators of military and general appearance. Each such cut will result in the loss of one point in the areas of military or general appearance.
- (2) “Pull outs” (such as improper name tags, tinted glasses, rank insignia or brass; unauthorized cords, awards, or patches; watch chains, rings showing when wearing gloves or other unauthorized modifications to the prescribed uniform or guidon; or conduct considered by the evaluator so unbecoming as to reflect discredit upon the Corps of Texas A&M University) will be the loss of ½ of the possible points in his or her area of evaluation in addition to any other point loss assessed for that area. Any observed “pull out” will be reflected in the military and general appearance areas as well as in the area of the evaluator who observed it. Conduct or appearance of such a discreditable nature so as

to cause the Corps of Texas A&M University to suffer humiliation or public embarrassment, may be subject to disciplinary sanctions as prescribed in Section 6 of this document.

E. Participation and Absence Exemptions: Corps formations, activities and graded marching events are mandatory for all cadets. Accepting membership in the Corps of Cadets carries with it the privilege and obligation to represent one's unit, the Corps and Texas A&M University as part of the largest uniformed student body at a state college or university and as the embodiment of the traditions of selfless service and dedication for which Aggies are widely known. Unless there is a compelling reason for a cadet to be absent, he or she is expected to attend all scheduled Corps events. This obligation is even more important for upper class cadets who must set the example for under class cadets.

- (1) There are situations that preclude a cadet from attendance at a Corps event. In order to obtain an exemption from being considered absent without permission, the following procedures must be strictly followed. At graded events, failure to do so results in the unit losing points in its marching score as described above in 2. for an unexcused absence.
- (2) A cadet requesting an excused absence from a Corps event must submit a request to his or her unit commander stating the reason for the absence. Staff members submit their request to the commander of their respective minor, major or Corps staff. This request must be done a minimum of five class days prior to the event. The commander will either approve or disapprove the request and inform the cadet within one class day of having received the request. In cases of emergency situations or unforeseeable circumstances, late requests may be considered.
- (3) Each commander will submit an e-mail message to the Corps adjutant listing those cadets excused from the Corps event at least three class days prior to the event. This message will list each excused cadet's complete name, class and justification for the absence. In cases of emergency requests subsequently approved, these will be submitted as soon as approved and add the justification for late approval. Commanders who have approved no excused absences will submit a message to that effect in lieu of the list of those approved. Commanders will submit all messages regarding absences by e-mail with info copies to the minor, major (as applicable) and the Corps commanders. The Corps commander may disapprove unit marching credit for those absent cadets which he or she feels does not have sufficient justification to be absent from the event. The Corps adjutant will acknowledge receipt by e-mail to the sending commander no later than 24 hours after transmission of each of these messages to him or her.
- (4) The Corps adjutant will consolidate these messages and forward by e-mail those approved by the Corps commander for marching event credit as excused absences to the Commandant's designated representative in the Office of Operations and Training. These messages must indicate the respective unit or staff for which the absence credit is to be applied. In addition, the Corps adjutant will similarly submit the number of absence credits by unit for those participating on color guards, Parsons Mounted Cavalry or other Corps related duty during a graded marching event. This information and the required messages from the commanders must be submitted no later than 0800 hours the first class day following the graded marching event. Only the Corps commander may submit

additions or corrections after this time. No changes will be applied after 0800 hours the second class day after the graded marching event unless the Commandant so directs.

- (5) Any unit which permits an unauthorized person to march in or with their formation will receive zero points for that graded event.

F. Column movements: All units except the Band will execute column movements as opposed to turning movements in order to change direction.

- (1) The commander gives the preparatory command (*Column Right* or *Column Left* as appropriate) over his or her right shoulder as the foot corresponding to the desired new direction of march strikes the ground. If the unit is marching in a Corps “block” formation (company/squadron/battery mass at normal interval between ranks and files, refer below to 7.), no supplementary commands are issued by platoon or flight leaders. The commander gives the command of execution MARCH the next time the same foot strikes the ground after the supplementary commands have been given.
- (2) The commander and guidon bearer execute their turn in marching on the command of execution and not before.
- (3) As each rank executes the column movement, those on the inside of the turn will pick up the half step as they come on line with those in their rank until the outer most person comes on line. When the rank has completed coming on line in the new direction of march, all those in the rank will step off in quick time (full 30-inch step at standard cadence) together without command. Each succeeding rank does likewise. There is no command of *Forward*, MARCH after a column movement.

G. Order of March:

- (1) Major and Special Units: Band, 1st Brigade, 2nd Brigade, 1st Regiment, 2nd Regiment, 1st Wing, 2nd Wing, and Parsons Mounted Cavalry. The order of march may be changed by the Corps Commander and will be published in the Corps operations orders.
- (2) Company, Squadron and Battery: Alphanumeric order within the brigade, wing, or regiment.

H. Formations: Corps units are authorized to modify the FM 3-21.5 Company formations to place all seniors in the front ranks of the company mass formation and to form and march at normal interval in this formation. Normal interval will be used by all staff formations with seniors forming the front rank. If a unit desires to march in column of platoons or flights, the commander is responsible to notify his or her chain of command. The procedures of FM 3-21.5 will apply as to commands, alignment within the unit and leader positions. During reviews the unit will form on the line of troops in unit mass formation, but will pass in review in column of platoons or flights. “Boot” ranks may be used, but the executive officer and platoon or flight leaders must be properly positioned.

CHAPTER 15. RISK MANAGEMENT

1. **PURPOSE.** The Purpose of the Corps Risk Management Program is to enhance Cadet Leaders' ability to plan, conduct and oversee safe events, whether they are daily routine events, or periodic ones. Risk Management is not intended to stifle activities; rather, it is designed to ensure that proactive thought goes into the planning process down through the chain of command, in order that individual well being is protected to the extent possible and practical.
2. **RISK ASSESSMENT PROCESS.**
 - A. The Risk Assessment process is the heart and soul of Risk Management in the Corps of Cadets. It was adopted from the Department of the Navy assessment procedures and modified to suit the needs of student organizations throughout Texas A&M University. It is a relatively simple five-step process that will work, no matter the event being planned. The Event Planning Matrix along with the six-step risk assessment process is included at the end of this section.
 - B. Prior to conducting an event:
 - (1) List all the activities that will occur during the event.
 - (2) Determine the various risks associated with each activity.
 - (3) List those risks.
 - (4) Using the Event Planning Matrix honestly evaluate:
 - (a) How serious are the risks.
 - (b) What is the likelihood that they will occur.
 - C. When considering the risks, look at the one with the most serious level (left hand column of the matrix), and make a subjective determination of the probability that it will occur (along the top row of the matrix). Look at the corresponding number in the matrix where the two intersect. The higher the number, the higher the risk for that activity. Then, develop ways to reduce the level of risk for each activity in the overall event. With those methods to reduce risk in mind, go back to the matrix.
 - (1) Reassess the seriousness of the risk and the probability of it occurring. Identify the new number on the matrix, and if it changes, write it down. Compare the new result with the previous one.
 - (2) Decide to go ahead with the event without any modifications, modify the event, eliminate some of the activities, or cancel the event entirely.
 - D. On the matrix, the number 5 represents the highest level of risk, and the number 1 represents the lowest level of risk. Anything falling within a 5 or 4 score on the matrix normally indicates that the event/activity is too risky. A 3 or less is worthy of consideration, but not without a concerted effort to reduce unnecessary risks first. Ideally, the goal is to reduce the "risk score" to a 2 or 1 assessment before conducting the event/activity. Ask the question: "If we participate in this event/activity and something goes wrong, can we stand in front of administrators, lawyers, parents, and/or the press and defend the decision to undertake the event/activity?" If the answer to that question

is, “No”, then it is probably a good indication that the event should either be modified or canceled.

- E. Never accept unwarranted risks. Either modify the activity to make risks acceptable, or eliminate the activity altogether. There is no substitute for common sense.

3. RISK ACCOUNTABILITY.

- A. Texas State Law has taken the position that organizational student leaders are “State Actors”, any Cadets acting in a leadership capacity are liable for their actions and are subject to the Laws of the State like any employee of the University. Along with the responsibility of leadership comes accountability for one’s actions or inactions. The Risk Management process is designed to help avoid the pitfalls that lead to ill-advised practices that may result in negative outcomes (e.g., embarrassment to the University, legal action, damage to property, or injuries). One of the toughest challenges of leadership is accountability for one’s actions.
- B. Cadets will be at risk from time to time during Cadet Corps activities, but a good risk management program will help reduce unnecessary incidents and accidents to a minimum. There is no excuse for cadets to be placed at risk due to poor risk management practices. Every cadet in a leadership position is responsible for coordinating cadet activities and must include risk management as an everyday part of their duties. Since assigning risk probabilities is somewhat subjective, when there is doubt on the level of risk potential, cadets must favor the most proactive approach (e. g., consider the highest probability of risk and then impose the most effective risk control method). When making assessments, Cadets should consult with their immediate commander, CTO, or Military Advisor when some uncertainty exists on the level of risk or the effectiveness of controls. A completed copy of the risk assessment will be provided to the appropriate CTO before the events/activity takes place.

4. RISK MANAGEMENT RESOURCES.

- A. The Chain of Command is the first line of “expertise”. Clear actions with superiors before assuming the risk associated with those actions.
- B. Military Advisors and Cadet Training Officers are experienced in Risk Assessment. Present your ideas to them, and ask them to go through the assessment process. They will assist in arriving at the correct decision regarding the event or activity.
- C. The Department of Student Activities web site, <http://studentactivities.tamu.edu>, should be reviewed by all Cadet leadership personnel. There are key “click-ons” that are vitally important in the Risk Assessment process. They are:
 - (1) Liability:
 - (a) Personal Liability of Student Leaders.
 - (b) Hazing and Discrimination Considerations.
 - (2) Student Activities Travel Guidelines:
 - (a) CIRT (Critical Incident Response Team) Notification (see information in this section).

- (b) Transportation Options (Pre-trip planning section).
- (c) Steps to Planning a Responsible Trip.
- (3) Alcohol:
 - (a) Planning an Event with Alcohol.
 - (b) Student Rules and Alcohol.
- (4) Event Planning:
 - (a) Event Planning Matrix. Refer to Student Activities website
 - (b) The Pre-Event planning Form. Refer to Student Activities website.

5. RISK ASSESSMENT MATRIX.

- A. Using a matrix to quantify and prioritize the risk(s) does not lessen the inherently subjective nature of risk assessment. However, a matrix does provide a consistent framework for evaluating risk. Although different matrices may be used for various applications, any risk assessment tool should include the elements of hazard severity and mishap probability. The Risk Assessment Code defined in the matrix represents the degree of risk associated with a hazard considering these two elements. While the degree of risk is subjective in nature, the RAC does accurately reflect the relative amount of perceived risk between various hazards.
- B. Using the matrix, the RAC is derived as follows:
 - (1) Hazard Severity. An assessment of the worst credible consequence that can occur as a result of a hazard. Severity is defined by potential degree of injury, illness, property damage, loss of assets, or effect on mission. The combination of two or more hazards may increase the overall level of risk. Hazard severity categories are assigned as Roman numerals according to the following criteria:
 - (a) Category I. The hazard may cause death, or loss of facility/asset.
 - (b) Category II. The hazard may cause severe injury, illness, property damage, or degradation to efficient use of assets.
 - (c) Category III. The hazard may cause minor injury, illness, property damage, or degradation to efficient use of assets.
 - (d) Category IV. The hazard presents a minimal threat to personnel safety or health, property, or efficient use of assets.
 - (2) Mishap Probability. The probability that a hazard will result in a mishap or loss, based on an assessment of such factors as location exposure, affected populations, experience, or previously established information. Mishap probability will be assigned a letter according to the following criteria:
 - (a) Subcategory A. Likely to occur immediately or within a short period of time. Expected to occur frequently to an individual item or person.
 - (b) Subcategory B. Probably will occur in time. Expected to occur several times to an individual item or person.

(c) Subcategory C. May occur in time. Can reasonably be expected to occur sometime to an individual item or person.

(d) Subcategory D. Unlikely to occur.

C. RAC. The RAC is an expression of risk that combines the elements of hazard severity and mishap probability. Using the matrix, the RAC is expressed as a single Arabic number that can be used to help determine hazard abatement priorities.

Risk Matrix

		PROBABILITY			
		A	B	C	D
SEVERITY	I	1	1	2	3
	II	1	2	3	4
	III	2	3	4	5
	IV	3	4	5	5

RAC Definitions:

- 1 - Critical risk
- 2 – Serious risk
- 3 – Moderate risk
- 4 – Minor risk
- 5 – Negligible risk

Note 1. In some cases, the worst credible consequence of a hazard may not correspond to the highest RAC for that hazard. For example, one hazard may have two potential consequences. The severity of the worst consequence (I) may be unlikely (D), resulting in a RAC of 3. The severity of the lesser consequence (II) may be probable (B), resulting in a RAC of 2. Therefore, it is also important to consider less severe consequences of a hazard if they are more likely than the worst credible consequence, since this combination may actually present a greater overall risk.

Note 2. The ORM process provides an additional tool for commanders to use in reducing risks inherent in operations. It provides a specific methodology for personnel to anticipate hazards and evaluate risk. We can evaluate risk as part of the decision making process. As personnel are trained in and use the process, ORM will become intuitive, and applied automatically as a means to aid in quickly developing an effective course of action to accomplish the mission.

6. ORM PROCESS. The five-step ORM process includes:

- A. Identify Hazards (Step 1). Begin with an outline or chart of the major steps in the operation (operational analysis). Next, conduct a preliminary hazard analysis by listing all of the hazards associated with each step in the operational analysis along with possible causes for those hazards.
- B. Assess Hazards (Step 2). For each hazard identified, determine the associated degree of risk in terms of probability and severity. Although not required, the use of a matrix may be helpful in assessing hazards.

- C. Make Risk Decisions (Step 3). First, develop risk control options. Start with the most serious risk and select controls that will reduce the risk to a minimum consistent with mission accomplishment. With selected controls in place, decide if the residual risk is acceptable and the benefit of the operation outweighs the risk.
- D. Implement Controls (Step 4). The following measures can be used to eliminate hazards or reduce the degree of risk. These are listed by order of preference:
 - (1) Engineering Controls. Controls that use engineering methods to reduce risks by design, material selection, or substitution.
 - (2) Administrative Controls. Controls that reduce risks through specific administrative actions, such as:
 - (a) Providing suitable warnings, markings, placards, signs, and notices.
 - (b) Establishing written policies, programs, instructions and standard operating procedures.
 - (c) Training personnel to recognize hazards and take appropriate precautionary measures.
 - (d) Limiting the exposure to a hazard (either by reducing the number of assets or personnel exposed, or the duration of exposure).
 - (3) Personal Protective Equipment (PPE). Serves as a barrier between personnel and a hazard. PPE should be used when other controls do not reduce the hazard to an acceptable level.
- E. Supervise (Step 5). Conduct follow-up evaluations of the controls to ensure they remain in place and have the desired effect. Monitor for changes, which may require further ORM. Take corrective action when necessary.

CHAPTER 16. SAFETY PROGRAM

1. GENERAL

- A. The Corps of Cadets engages in a multitude of activities that have various levels of risk, with the potential for negative as well as the planned positive outcomes. Those outcomes range all the way from no significant incident to tragedy. Safety must be paramount in the minds of all cadets down to the lowest level when conducting or participating in activities. A common sense Rule of Thumb is: if your gut tells you someone is likely to be injured as a result of an activity, either take appropriate measures to reduce the risk, or don't do it at all.
- B. Safety is not an exact science; it is more the use of common sense, listening to ones instincts, and taking well measured actions to avoid negative results. Always ask the question, "Have the unintended negative outcomes been considered, and if they occurred could the activity stand the reasonable scrutiny of others?" If the answer is "No", then the activity must be restructured or cancelled. If the answer is not clear, seek advice and feedback from the chain of command and advisors.
- C. Safety is everyone's responsibility. If you see an unsafe act, attempt to stop it then report it to a member of the chain of command. If you see an unsafe condition, report it to your commander. If you are not able to contact your commander, contact Corps Housing at (979) 845-3443 (Monday – Friday, 8am-5pm). All other times contact the Commandant's Duty Officer via the guard room (979) 845-6789. Cadets are expected to review and adhere to the policies and procedures published in The Standard, The PPG and the Cadet Resident Handbook.

5. FIRE SAFETY

- A. There are heat and smoke detectors in the hallways and individual rooms and there are manual pull stations in each stairwell. Refer to the "Safety Operations" section of the Cadet Resident Handbook for additional information regarding fire-safety including safety inspections, fire drills, and evacuations. Do not cover smoke detectors or attempt to disable them.
- B. Fire extinguishers are located in each stairwell. Use these only if it does not interfere with a safe evacuation. Do not tamper with fire extinguishers.
- C. Hallway fire doors are designed to close automatically in the event of a fire alarm. Do not block these doors or cover the glass windows.
- D. Room door closers are designed to automatically close the door to prevent fires from spreading. You may temporarily prop them open only while you are in the room.

6. SAFETY/SECURITY

- A. Cadets will lock their doors when away from their rooms and at night when going to bed. Do not lend your key or ID card to any individual. Report a lost key immediately.
- E. Do not allow someone to follow you into the dormitory after you swipe your card, especially if that person is unfamiliar to you (including uniformed cadets).

- F. Keep hallways clear. Place trash cans at the end of the hallways outside the fire doors and leave a pathway of four floor tiles in the hallway when items are placed there.
- G. Only Commanders and female unit members are authorized codes to female restroom cipher locks.
- H. Refer to the “Safety Operations” and “Holiday and Special Event Decorations” section of the Cadet Resident Handbook prior to placement of holiday and/or special event decorations.
- I. Room obstruction, lock tampering, and newspaper/glass/aluminum can recycling programs are prohibited in the Corps dormitories. Refer to the “Obstruction of Room and Lock Tampering” and “Recycling Programs” sections of the Cadet Resident Handbook.
- J. Texas A&M University rules prohibit smoking in any building on campus including dormitories, cadet rooms, and lounges.
- K. Candles (with or without wicks), incense, oil lamps, and other devices which use an open flame (including potpourri pots) are prohibited in the Corps dorms. Refer to the Candles, Incense and Open Flames” section of the Cadet Residence Handbook.

CHAPTER 17. ASSISTANCE PROGRAMS

1. There are numerous sources of assistance available to help all students at Texas A&M. Some of these resources are:

Emergency. On-campus 9-911 or off-campus 911.

University Police. 845-2345.

Campus Information. 845-3211.

Student Counseling Services. <http://scs.tamu.edu> or 845-4427. Services offered include personal counseling, crisis intervention, stress management, career counseling, and academic enhancement. Students may make their first appointment on-line. Note that emergency or crisis situations should go directly to the SCS, Henderson Hall, M-F 0800-1700, or, if after hours, call the Help Line at 845-2700 or go to an emergency room.

Student Health Services. A.P. Beutel Health Center, <http://shs.tamu.edu> or 845-1511. Staff provides primary health care services and promotes health through prevention and education.

Campus Ministry Association. <http://studentlife.tamu.edu/liaisons/ministers.htm> or 846-4527. Professional staff members are available at the All Faiths Chapel, M-Th, 1- 4pm. Students may stop in, without an appointment, to visit with the minister on duty.

ATMentors. <http://mentors.tamu.edu> or 845-6900. Organization consists of faculty, staff, and administrators who act as mentors to students. Website provides a list of available resources.

Guard room. 845-6789.

Corps Escorts. 845-6789.

Car-pool. 693-9905.

2. If in need of assistance, please contact any of the above or seek out CTOs, Military Advisors, Corps Academic Advisors or Mentors, or other commandant staff members. If deemed an emergency, please seek professional assistance.