

CHAPTER 10

Cadet Evaluation Boards

Purpose

Cadet Evaluation Boards serve as motivational tools and as vehicles for leadership training. They are also used as “fact finding” instruments to determine why a cadet failed to meet *specific* Junior ROTC standards of good conduct and behavior.

Punitive or physical punishment or hazing is strictly prohibited!

Cadet Evaluation Board Composition

- Wing Vice-Commander serves as President.
- Flight Commanders serve as board members.
- Flight Sergeants serve as board members.
- The SASI or an ASI will be present at all proceedings.

Responsibilities

The President and members of the Evaluation Board are responsible for investigating the facts surrounding a specific violation or incident. Their findings and recommendations are always subject to the approval of the Senior Aerospace Science Instructor.

Flight Commanders are responsible for the expeditious processing of an Incident Report (see Procedures below). No report over ten (10) days old will be accepted.

Procedures

Failure to meet AFJROTC standards of good conduct or behavior is documented on an

Incident Report Form (Figure 13). Only cadets assigned to leadership positions may submit an Incident Report Form. When completing the form, ensure the charges are specific (i.e. – what happened, date, time, where, witnesses, etc....do ***not*** rely on hearsay). It is imperative that common sense and good judgment be used when considering whether or not to submit an Incident Report Form. Incident Reports are treated very seriously and should only be used to document offenses that are deliberate violations of AFJROTC policies and procedures.

The Incident Report is initially reviewed by the Flight Sergeant and Flight Commander of the flight to which the accused cadet is assigned. It is then forwarded to the Wing Commander for review in consultation with the Senior Aerospace Science Instructor and Aerospace Science Instructors. If further action is not deemed necessary, the Flight Commander is notified and the Incident Report is voided. However, if further action is warranted, the report is forwarded to the Cadet Wing Vice Commander for the next phase.

At this point, the Vice Commander, in consultation with the SASI, establishes a date, time and place for convening an Evaluation Board (during normal school hours, and usually in the JROTC classroom) and notifies all concerned parties.

On the date and time specified, the offender and witnesses appear before the Evaluation Board. Appropriate military decorum will be maintained (i.e. - saluting the board president, bearing and behavior). If the offender fails to appear before the Evaluation Board at the specified time and place, the proceedings will commence without the cadet.

Immediately after the hearing, Evaluation Board findings are documented on the Incident Report Form Part II and forwarded to the Squadron Commander for review.

The Wing Commander makes a decision to concur or not to concur with the findings and recommendations of the Evaluation Board.

The Incident Report is then forwarded to the SASI who will concur or not concur with the findings and recommendations of the Evaluation Board.

Finally, the Evaluation Board is reconvened and the offender is notified of the findings and recommendations. Negative Board findings become a permanent part of the cadet's record.



Findings and Recommendations.

Not Guilty! Case is closed and all documentation is destroyed.

Guilty - Possible Consequences:

Serious Offenses (i.e. - fighting, cheating, hazing, sexual harassment, extreme insubordination, verbal assault, threats, etc.):

1. Referral to the Dean with a request for RPC or Suspension (Student Referral Form is initiated by SASI).
2. Removal from the JROTC program.

3. Counseling form completed and placed in cadet's record (Fig 14).

Mid-level Offenses (i.e. - cadet code infractions, inappropriate behavior, fraternization, vulgar language, mild insubordination, etc.):

1. Demotion or withholding of next promotion.
2. Counseling form completed and placed in cadet's record (Fig 14).
3. Evaluation Board President initiates a verbal/written reprimand.

Minor Offenses/Attitude Adjustment (i.e. - classroom/flight disruptions, uniform wear or grooming problems, insubordination towards cadet leadership cadre, failure to follow established rules, etc.) -

Using a glass jar, the cadet picks his/her own motivational tool/attitude adjustment by "volunteering" to:

- 1) Clean (vacuum, dust, straighten desks, etc.) the JROTC classroom and office.
- 2) Clean (pick-up trash) the Quad area.
- 3) Clean (pick-up trash) the faculty parking lots.
- 4) Clean (pick-up trash) around the CSN building.

NOTE: Flight Commanders are directly responsible for the training and **will be present** while the offender accomplishes the above motivational/attitude adjustment training. If the offending cadet refuses to participate in the training, they will be referred to the SASI and ***removal from the JROTC program may result.***



**Cadet Incident Report
Part I**

Cadet: _____ **Flight:** _____ **Date:** _____

Offense(s) (be specific as to date, time, place, witnesses, who did what to whom, etc.):

Date: _____ Time: _____ Place: _____

Cadet Submitting Report: *Last* _____ *First* _____ **Flight:** _____

Administrative Review

Flight Sergeant _____

Wing CC _____

Flight Commander _____

SASI _____

Comments/Recommendations: _____

Figure 13 – Cadet Incident Report

**Cadet Incident Report
Part II**

Evaluation Board Findings: _____

Evaluation Board Recommendations: _____

Flight Sergeant: _____ Flight Commander: _____ Vice-Wing Cmdr: _____

Administrative Review

Wing Commander: _____ SASI: _____

Comments/Recommendations: _____

Cadet

I am aware of the Evaluation Board findings, recommendations, and motivational/attitude adjustment training that is to be accomplished.

I *do* – *do not* (circle one) desire a meeting with the SASI.

Signature: _____ Date: _____

Cadet Name: _____ AS: _____ Flight: _____
Last First MI

Subject: _____

Cadet Acknowledgement Signature: _____

Figure 14 – Counseling Worksheet