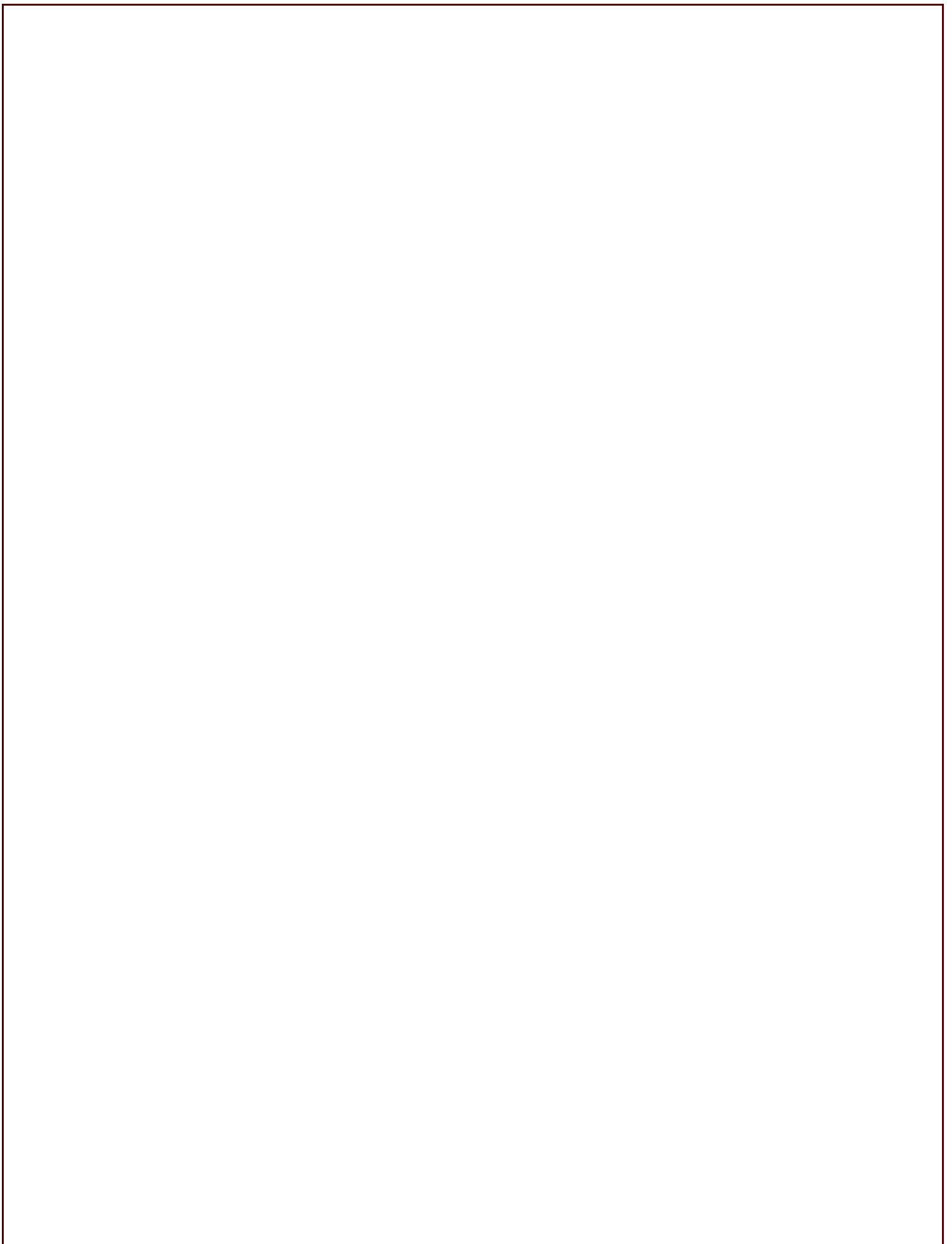


# **STANDARD ORDER 1.1**

## **Administration**



**Corps of Cadets**  
**Texas A&M University**  
**August 2021**



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## Record of Changes

DATE	CHANGE
13 Sep 2018	Updated Military Letter routing procedures.
1 Aug 2019	Chapter 1 - Clarified the SOMS requirements for all classes. - Clarified the Day Student request process. Chapter 2 - Updated position descriptions for Office of the Commandant staff members - Updated various cadet position descriptions. Chapter 6 - Updated the weighting of various unit award criteria.
1 Aug 2021	Completely revised and updated



# CHAPTER 1 – CORPS MEMBERSHIP REQUIREMENTS

## 1. CORPS ADMISSIONS POLICY

- A. All students wishing to pursue a commission through the ROTC programs at Texas A&M must be members of the Corps of Cadets. Exceptions are made for those students who are active duty and going to school under a service program. Students pursuing a commission outside the ROTC programs are not required to be members of the Corps.
- B. Undergraduate students wishing to join the Corps after beginning their college career must demonstrate a plan to spend at least two full years in the Corps of Cadets. This allows them to complete a semester as a Freshman then continue their Corps career as a sophomore or junior and finish as a senior.
- C. Graduate students who have less than two years remaining on their program but wanting to pursue an ROTC commission will be considered for membership on a case-by-case basis. If approved, these students will join the Corps as a Day Student and will be assigned to Corps Staff. In most cases, these students will complete a semester as a Freshman, then move to junior status and finish their Corps career as a senior.

## 2. CORPS MEMBERSHIP

- A. Until a Cadet resigns, is removed by dismissal or suspension, or completes their senior year of membership, they are considered a member of the Corps of Cadets and subject to the rules and regulations of the Corps. However, each year, all cadets must reapply for membership in the Corps. The point of contact for Corps applications is the Cadet Training Officer (CTO). The approval authority is the Commandant.
- B. Students applying to be in the Corps or remain a member of the Corps must agree to comply with the following Corps membership requirements.
  - (1) 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 and TEAB).
  - (2) Abide by all rules and regulations of Texas A&M University and the Corps of Cadets.
  - (3) Attend required ceremonies, formations, and all Corps and unit activities unless properly excused.
  - (4) Successfully complete appropriate ROTC course and/or SOMS course each semester.
    - a. All incoming freshmen must take SOMS 111. Freshman and sophomore cadets are required to be enrolled in an ROTC program and an appropriate ROTC course for their freshman year and the Fall semester of the sophomore year. Beginning with the Spring semester of their sophomore year, cadets may opt out of ROTC and assume Drill and Ceremonies (D&C) status (not contracted to pursue military commission). Sophomore cadets opting out of ROTC for their Spring semester (thus becoming a D&C cadet) must take SOMS 281.
    - b. Cadets must successfully complete the required freshman and sophomore SOMS and ROTC courses with a grade of “C” or better during their first two

years. Courses considered for Corps membership include SOMS 111, 180, 181, 280, and 281. Exceptions:

- Transfer cadets entering the Corps in the Fall semester are not required to enroll in an ROTC program or take an ROTC class if they do not intend to pursue a commission. These cadets will enroll in SOMS 180 during the fall semester.
  - Spring semester Transfer cadets must take entry-level ROTC class and SOMS 181.
  - Veteran cadets (completed at least 12 months of active continuous service or at least a six-month deployment in a combat zone) are not required to enroll in an ROTC program or take ROTC classes if they do not intend to pursue a commission. However, all veteran cadets must meet Corps membership requirements through enrollment in ROTC or SOMS courses.
- c. Junior and senior cadets must meet Corps membership requirements by achieving a grade of “C” or better in an appropriate SOMS and/or ROTC course. Senior D&C cadets may opt out of SOMS 482 during the Spring of their last year in the Corps.

**NOTE:** All cadets must pay an annual fee for the use of their cadet uniforms. Cadets who are enrolled in an ROTC program for the entire academic year and meet the standards for the ROTC program will receive a commutation allowance during the Spring semester from the ROTC detachment that normally covers the cost of the uniform fee. Cadets not enrolled in an ROTC program, who fail to meet the ROTC standards, or those cadets who opt out of the ROTC program do not receive commutation.

- (5) Maintain the minimum cumulative GPA identified in Standard Order 2 to avoid Corps Academic Probation, or meet the requirements of the Corps Academic Probation Contract if assigned to probation.
- (6) Purchase an approved meal plan each semester unless approved for day student status.
- (7) Complete a Corps housing contract for a Corps dorm room unless approved for day student status.
- (8) Pass the Corps physical fitness test (PFT) and meet the Corps height-weight/body fat minimum standard each semester. Traditional freshman cadets have until the end of the academic year to meet the PFT and weight/body fat standards.
- (9) Agree to release any information from the Aggie Honor Systems Office to the Office of the Commandant.
- (10) Purchase an All-Sports Pass that provides a ticket to every home football game.
- (11) Complete all restricted weekends and marching tours by their deadline.
- (12) Sign a waiver of release from liability to participate in Corps activities.
- (13) Participate in the Corps random drug testing program (if selected).



- (14) Agree to release academic records to cadet leadership and Office of the Commandant Staff in order to properly track cadet and unit academic progress.
  - (15) Sign a waiver agreeing to immediate care and treatment as a result of any minor injury by professionals managing the Corps Athletic Training Room.
  - (16) Sign a waiver allowing the Office of the Commandant to use photographs as well as video and/or audio footage of the cadet in official photographic or electronic productions and media deemed appropriate by Texas A&M University.
- C. Cadets risk being disenrolled from an ROTC program if found responsible for violations involving sexual assault/sexual harassment (SASH), alcohol, drugs or hazing. Any cadet who cannot be enrolled in an ROTC program due to specific disciplinary violations, and who does not meet the requirements to be a D&C cadet, cannot be a member of the Corps of Cadets.
- D. Approval of a Corps application is contingent upon compliance with the above membership requirements and the assessment of the cadet's performance by the chain of command. Applications will be approved, approved but placed on probation, or disapproved. All cadet memberships are subject to review at the end of each semester.

### **3. 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 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, and Air Force ROTC cadets will go to Wing units. Exceptions must be approved by both the affected ROTC Detachment Commander (PMS, PNS or PAS) and the Assistant Commandant for Operations & Training (ACOT).
- C. Cadets who enter the Corps in a semester other than the fall of their first year will be assigned to D-1, K-1, or Squadron-18 for their first semester. During their first semester in the Corps, cadet records will be reviewed and evaluated by Corps Academics to determine academic and Corps classification based upon progress to degree in their university-approved degree plan.

### **4. REQUESTING DAY STUDENT STATUS**

- A. Cadets who wish to reside off-campus may request "day student" status provided they meet one or more of the following criteria.
  - (1) Married and plan to reside with spouse in Bryan/College Station area (Must present marriage certificate).
  - (2) Plan to reside with parents in Bryan/College Station area (Must present proof of parents residing locally; living with siblings or cousins does not qualify).
  - (3) Varsity athlete (Verification by Athletic department required).
  - (4) Veteran military service member (must have completed a combat deployment of six months in length or served at least 12 months of continuous active service). Entry-level

training and/or guard/reserve service without at least a year of activated service does not qualify (Must present a copy of DD-214).

(5) Graduate students who have less than two years remaining on their program but wanting to pursue an ROTC commission.

B. New cadets meeting the Veteran Service Member classification (see 4.A.(4) above) are assigned to Delta Company. All other new cadets meeting the requirements for Day Student will be assigned to Corps Staff. Cadets qualifying for Day Student Status after having been a member of the Corps for at least a year will remain assigned to their unit and fulfill all requirements of being a cadet in the unit. Requests for exceptions to policy must be submitted to the Commandant via the Assistant Commandant for Operations & Training.

## **5. INTERNATIONAL STUDENTS**

International students are eligible to apply for Corps membership provided they have the approval of their embassy and the university and an F1/J1 visa compliance. Some international students may not be eligible to participate in an ROTC program. In such cases (and when requested), the Commandant will decide whether to waive the requirement to take an ROTC course. International students are not granted Day Student status unless they meet the criteria as defined in 4.A. above.

## **6. REQUESTING A UNIT TRANSFER**

A. To request a unit transfer during the school year, a cadet must complete a *Unit Transfer Form* obtained from the respective CTO.

B. To change outfits at the end of the school year (for the following year), a cadet will indicate their new outfit preference on the Corps membership application. A separate *Unit Transfer Form* is not required.

## **7. REQUESTING A TEMPORARY LEAVE OF ABSENCE**

Cadets may request a temporary leave of absence (LOA) to participate in study abroad, internship, co-op, or military service on orders. Cadets may also request LOA for medical reasons that require an extended absence from the Corps. 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 CTO. Cadets will request the LOA through their respective CTO. Cadets will also request an LOA with Corps Housing/ResLife.

## **8. INVOLUNTARY TERMINATION**

The Commandant may terminate membership in the Corps of Cadets at any time for failure to comply with the membership requirements; based on the recommendation of the cadet commander; as the result of a disciplinary sanction; or for just cause.

## **9. RESIGNING FROM THE CORPS**

A. Cadets who choose to resign from the Corps will initiate the process by obtaining a *Corps Resignation Form* from their 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. When 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 will ensure the person responsible for the cadet's ROTC records is aware of the resignation and completes the required steps for ROTC disenrollment.
- D. Leaders 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 will sign the resignation form and allow the resignation process to continue.

## **10. REAPPLYING FOR CORPS MEMBERSHIP**

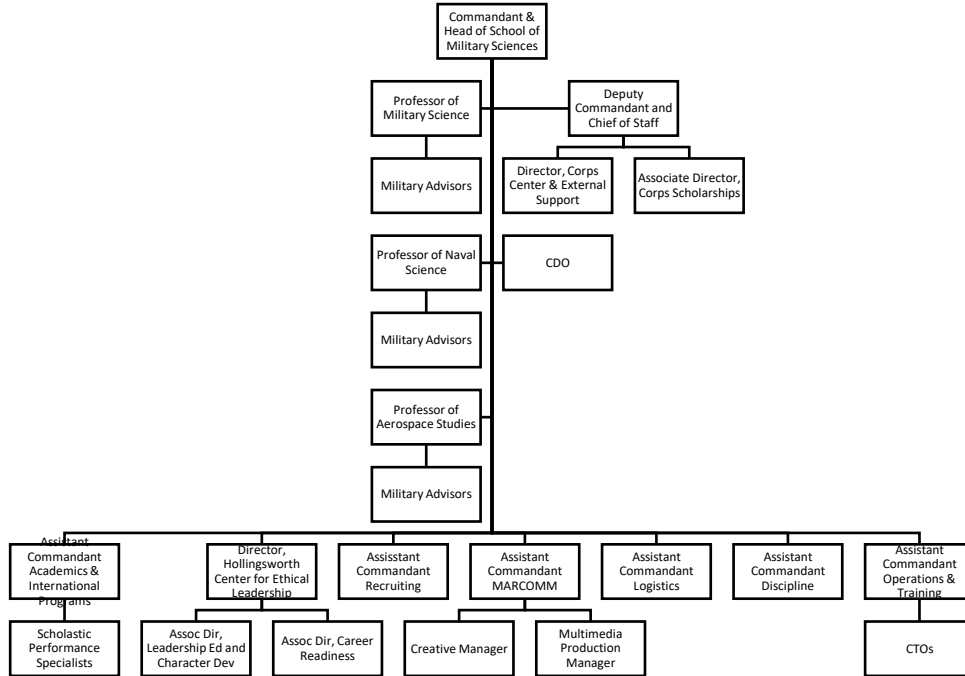
Cadets who have previously resigned, been involuntarily terminated, or taken a leave of absence from the Corps of Cadets may reapply for member by contacting the Corps Operations & Training office at [corpsops@corps.tamu.edu](mailto:corpsops@corps.tamu.edu).

## **10. 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. Neither the unit nor unit auxiliary groups such as parent groups will request or recommend a higher level of dues from their cadets. The dues distribution is as follows:
  - (1) Corps Operations Account \$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, the outfit level dues (\$32) will be allocated to the 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 the minimum amount of dues to be collected from any one cadet will be \$10.00. **Additional collections are not authorized.**
  - (6) Dues are collected no later than the 5th day of class in the fall semester. (Spring Transfer students pay their \$50 fee during the first week of classes in January.) Unit fund custodians will disperse funds to Corps and Major Units no later than the 15th day of class.

# CHAPTER 2 – CORPS ORGANIZATION

## 1. OFFICE OF THE COMMANDANT



## 2. 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 of the University, 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) within the Hollingsworth Center for Ethical Leadership. The Commandant and his staff coordinate all Corps-related activities and supervise the daily operations of the Corps of Cadets.
- 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 staff and associated programs. Specifically, budgeting, scholarships, and Office of the Commandant administrative functions fall under the direct supervision of the Chief of Staff.
- C. **Associate Director, Corps Scholarships.** Responsible for overseeing and awarding Corps Scholarships, and ensures compliance with University scholarship policies and procedures. Assists with developing, implementing and evaluating new and existing scholarship programs and their policies, which are awarded through Corps Scholarship Office. Advises students, prospective students, parents, counselors as to the availability of Corps scholarships and financial aid at Texas A&M as well as outside sources.

- D. **The Director of Corps Center & External Support.** Supervises all activities and functions within the Sam Houston Sanders Corps of Cadets Center, including accepting accessioning artifacts received from donors, updating displays within the museum, operating the museum and office space, and maintaining the Corps Center Library.
- E. **Assistant Commandant, Academics and International Programs.** The Assistant Commandant for Academics is the principal staff member responsible for the management and supervision of the academic support programs for the Corps of Cadets. This includes developing, implementing, and monitoring activities which help cadets maximize their academic performance. Duties include oversight and responsibility for all academic programs, and the management of three full time Corps Scholastic Performance Specialists. As the Assistant Commandant for International Programs, the staff member works with other departments on campus to orchestrate the Commandant's International Excursion Program as well as the Cadet Reciprocal Exchange Program with universities in other nations.
- F. **Scholastic Performance Specialists (SPS).** The Corps Scholastic Performance Specialists provide counseling and guidance to all cadets. They coordinate and work with College and Department Academic Advisors on behalf of cadets and ensure the university academic advisors understand the requirements for cadets as they relate to ROTC programs and cadet membership requirements.
- G. **Director, Hollingsworth Center for Ethical Leadership.** The Director of the Hollingsworth Center for Ethical Leadership is the principal staff member responsible for the management and supervision of the School of Military Sciences (SOMS) academic leadership courses, character development, career readiness and professional development programs, and certifying recipients for the Certificate in Leadership Study and Development. This includes overseeing the development of curriculum, verifying instructor credentials, coordinating class scheduling, implementing instructional plans and evaluation, and monitoring activities which help cadets maximize their professional development. Provides executive oversight to cadet leadership conferences to include the Nichols Rising Leader Conference and the Intentional Leadership Conference. Duties include oversight and responsibility for evaluating instructors, monitoring and reporting academic information to the Associate Provost for Undergraduate Studies and the Dean of Faculties, and supervising two full time Associate Program Directors and other support staff. Provides classroom instruction and mentors SOMS instructional staff. The Director works closely with other offices within the Office of the Commandant's staff -- as well as other departments on campus -- to optimize leadership education and professional development for members of the Corps of Cadets.
- H. **Associate Director for Leadership Education and Character Development, Hollingsworth Center for Ethical Leadership.** The Associate Director for Leadership Education and Character Development identifies, trains, supervises, evaluates, and assures the credentialing of SOMS instructional staff; develops and integrates course curricula; coordinates course section scheduling, provides leadership and organization to ensure quality performance throughout the leadership education program; serves as advisor for the Nichols Rising Leaders Conference; performs program educational evaluation; provides classroom instruction; delivers promotional presentations; and mentors cadets.

- I. **Associate Director for Career Readiness, Hollingsworth Center for Ethical Leadership.** The Associate Director for Career Readiness advises, mentors, and coaches cadets on career preparation and planning to help them successfully transition into the workplace; coordinates and facilitates career readiness events; serves as the corporate relations representative to employers to help cadets obtain cooperative education, internships, and full-time jobs; oversees the professional mentoring program; provides staff leadership to the cadet Career Readiness Officers (CROs); serves as the advisor for the Intentional Leadership Conference, the Cultural Awareness and Diversity Expansion Team (C.A.D.E.T), and the Cyber Operations Special Unit; and delivers leadership and career readiness training and presentations.
- J. **Assistant Commandant, Recruiting (ACR).** The Assistant Commandant for Recruiting 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 attracting and processing qualified prospects for the Corps of Cadets by using a systematic and highly personal approach. The ACR trains, supervises and evaluates staff within the Corps Recruiting Office; 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; organizes and supervises visitation programs; and produces high quality brochures and other materials.
- K. **Assistant Commandant, Marketing & Communications.** The Assistant Commandant oversees all marketing and communications efforts for the Office of the Commandant and Corps of Cadets. This includes advising the Commandant and his staff on public relations aspects of department activities, and recommending appropriate courses of action to establish and maintain a positive image of the department. Additional duties include: developing and implementing marketing strategies and programs that communicate consistent messages across print and electronic media; working with members of the Commandant's staff to develop programs/projects that promote the Corps of Cadets and support recruiting and development activities; ensuring key, strategic messages are communicated effectively to target audiences; and, exploring and leveraging the use of new media and technology for the delivery of marketing services. The Assistant Commandant, Marketing & Communications manages the marketing/communication team to include a Creative Manager and a Multimedia Production Manager.
- L. **Creative Manager.** The Creative Manager directs strategy development for advertising and branding in support of the Corps of Cadets and the Office of the Commandant. They manage and coordinate projects and personnel in support of the vision and goals of the Office of the Commandant as well as provide strategic planning, direction and oversight for how Corps of Cadets and Office of the Commandant brand image are represented visually, in print and online to include web and social platforms.
- M. **Multimedia Production Manager.** The Multimedia Production Manager collaborates with professional staff to conceptualize, plan, coordinate, implement and disseminate promotional campaigns utilizing photography and videography elements across digital platforms. They work with internal and external marketing and communications teams to create, produce, film/photograph and edit digital media content to support the mission of the Corps of Cadets and Texas A&M University.

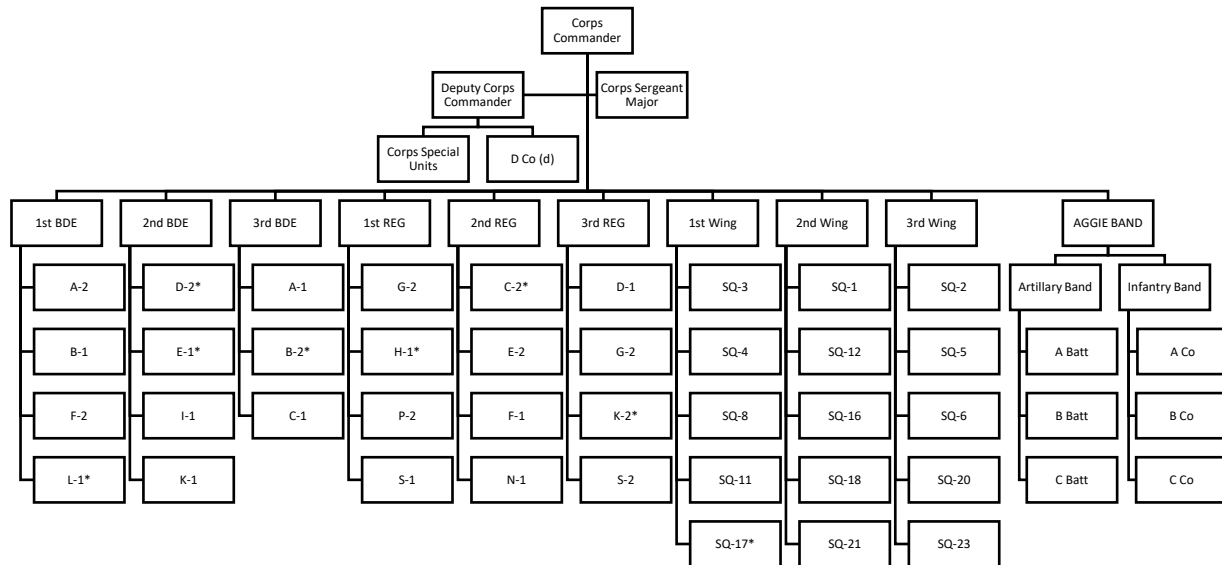


- N. **Assistant Commandant, Logistics (ACL).** The Assistant Commandant Logistics is responsible for the daily operations of all maintenance related issues involving the quadrangle (dorms and commons areas of the Corps of Cadets as well as other buildings used by the Office of the Commandant) and coordinates with other University level agencies as required to ensure support for the Corps. As the lead for logistics, the ACL also is the primary representative for any current and future building or renovation projects for the Corps area. The ACL is also responsible for the long range planning, daily operations, and administration of the Uniform Distribution Center. In this role the ACL provides direction and assists in setting priorities and allocating resources to support the Corps.
- O. **Assistant Commandant, Discipline (ACD).** The Assistant Commandant for Discipline manages and coordinates all issues regarding discipline and student conduct for the Corps of Cadets. These duties include investigating, assessing, and administering appropriate disciplinary actions and conducting primary liaison with the Student Conflict Office, University Police, Dean of Student Life and the Title IX office.
- P. **Assistant Commandant, Operations, & Training (ACOT).** The Assistant Commandant for Operations & Training oversees the day-to-day operations of the Corps of Cadets while planning future evolutions. Duties include monitoring cadet adherence to University/Corps rules, regulations, and policies; updating policies and regulations to reflect changes from one year to the next; overseeing the planning, execution and grading of march-ins, reviews, parades, and other Corps activities including annual Corps events such as Freshman Orientation Week, Family Weekend, March to the Brazos, and Final Review; coordination with Athletics and the 12<sup>th</sup> Man Foundation regarding cadet support of varsity athletics; supervising and advising the Cadet Performance Review Board; managing the Commandant's Duty Officer program and overseeing the Duty Company and Guard Room operations; managing the cadet leadership selection process; and orchestrating Command Team and FOW Cadre training. Additionally, the ACOT supervises the administrative duties associated with the running of the Cadet Corps including assignment of housing; supervision of the cadet membership application process; and overseeing all other administrative duties involved with the Cadet Management System (CMS) and cadets.tamu.edu, the Corps intranet site.
- Q. **Cadet Training Officers (CTO).** Cadet Training Officers serve as the Faculty/Staff Advisor for their Major Unit, the individual units in the major unit and for certain Corps Special Units. The CTOs are positive role models for the cadets and provide military presence and oversight at cadet formations, on the Quad and in the dorms, and at various Corps/Unit activities as well as University events involving the Corps. They mentor, advise, counsel, coach, and assist cadets on Corps, academic, training, and appropriate personal matters. CTOs assist cadets in planning and executing numerous events throughout the year: Corps Trips, parades, reviews, ceremonies, march-ins, and training activities. They advise on 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 ACOT. The CTOs also serve as the primary staff members who fulfill the duties of the Commandant's Duty Officer.

R. **Commandant's Duty Officer (CDO).** The Commandant's Duty Officer is a detailed duty manned by Cadet Training Officers and other staff members of the Office of the Commandant. 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 and is the inspecting officer for guard mount at 1700 hours daily. The CDO inspects Evening Study Time, oversees Corps Quadrangle security, ensures the execution of flag details, and takes appropriate action to resolve and report any emergency arising during the tour of duty. The CDO performs unannounced, periodic dormitory inspections throughout the evening, night, and early morning.

S. **Military Advisors (MA).** Military Advisors 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.

### 3. CORPS OF CADETS ORGANIZATION

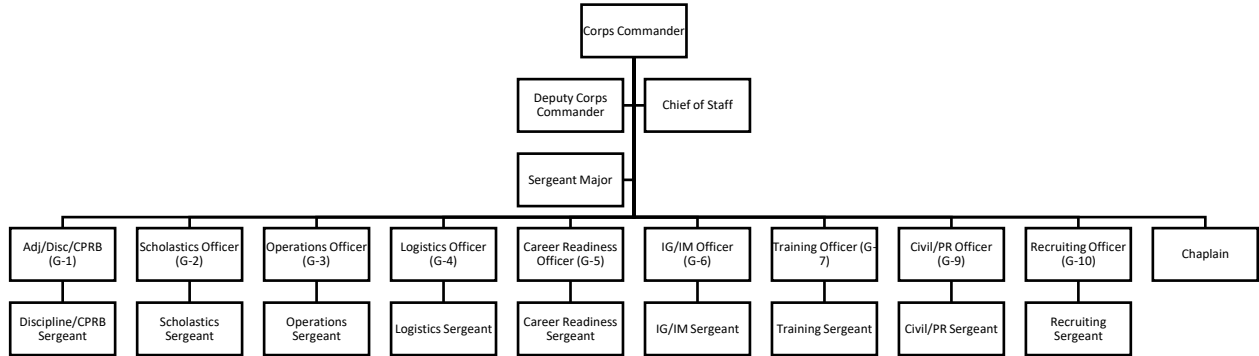


\* Non-gender Integrated Unit

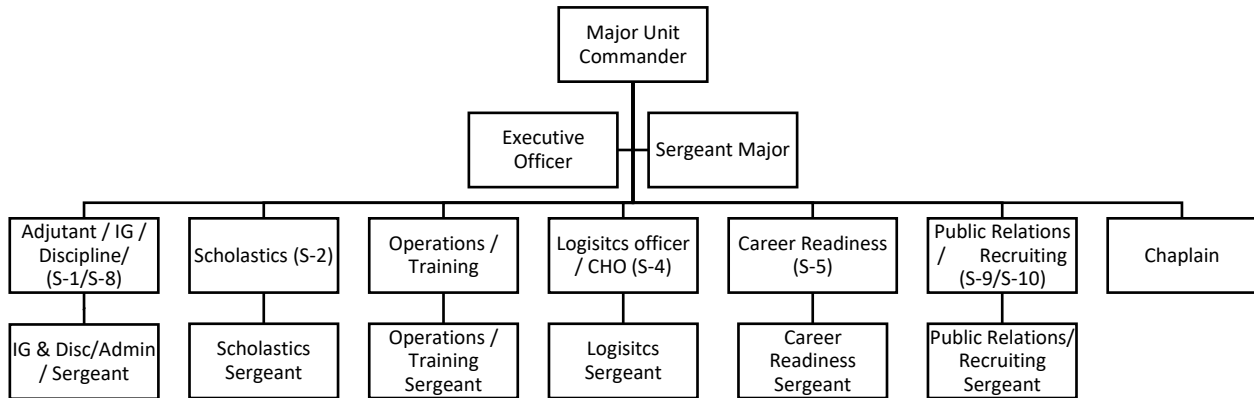
(d) Day Student Unit



#### 4. CORPS STAFF



#### 5. MAJOR UNIT STAFF FUNCTIONS



#### 6. CADET POSITION DESCRIPTIONS

A. The Corps Commander, Deputy Corps Commander, Corps Chief of Staff, 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 after first pass of Final Review of the junior year and conclude with the first pass of Final Review of the senior year.

- B. The Corps Housing Officer (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. CHOs assume their duties in August at the beginning of the cadet year and retain those housing responsibilities throughout the closure of the dormitories at the end of the academic year vice turning over duties during Final Review. Commanders will assist in the administration, maintenance and safety of cadet housing as a part of their command responsibilities.
- C. Units will assign individuals to all positions in their command, e.g., Assistant Squad Leader, Squad Leader, Platoon/Flight Sergeant, and Platoon/Flight Leader.
- D. 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. Personnel assigned to staffs will not appear in the outfit rosters nor will staff personnel be assigned duties in their old outfits.

## 7. 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 the primary position. The Corps Commander (with ACOT approval) may authorize deviations as needed.

### Corps Staff

<u>Position</u>	<u>Rank</u>	<u>Position</u>	<u>Rank</u>
Commander <sup>1</sup>	COL of Corps	Career Readiness Officer	LTC
Deputy Corps Commander <sup>1</sup>	COL	Sergeant Major of the Corps <sup>1</sup>	CSGM
Chief of Staff	COL	Operations Sergeant	MSG
Operations Officer	LTC	Logistics Sergeant	MSG
Training Officer	LTC	Training Sergeant	MSG
Logistics Officer	LTC	Scholastics Sergeant	MSG
Scholastics Officer	LTC	Recruiting Sergeant	MSG
Recruiting Officer	LTC	Public Relations Sergeant	MSG
Public Relations Officer	LTC	Discipline/CPRB Sergeant	MSG
Disc and CPRB Officer / Adjutant	LTC	Inspector General Sergeant	MSG
Inspector General	LTC	Career Readiness Sergeant	MSG
Corps Chaplain	LTC		

**Brigade/Wing/Regiment/Combine Band**

<u>Position</u>	<u>Rank</u>		<u>Position</u>	<u>Rank</u>
Commander <sup>1</sup>	COL		Sergeant Major <sup>1</sup>	SGM
Executive Officer	LTC		Scholastics Sergeant	SFC
Scholastics Officer	MAJ		Ops / Training Sergeant	SFC
Ops / Training Officer	MAJ		Logistics Sergeant	SFC
Logistics Officer	MAJ		Recruiting / PR Sergeant	SFC
Recruiting/PR Officer	MAJ		Discipline / IG Sergeant	SFC
Discipline Officer / IG / Adjutant	MAJ		Career Readiness Sergeant	SFC
Career Readiness Officer	MAJ			
Chaplain	MAJ			

**Corps and Major Unit Color Guard**

Commander <sup>2</sup>	MAJ	Color Sergeant	SFC
Senior Color Sergeant <sup>2</sup>	MSG	Color Guard	CPL

**Company/Squadron/Battery<sup>3</sup>**

<u>Position</u>	<u>Rank</u>	<u>Position</u>	<u>Rank</u>
Commander <sup>1</sup>	MAJ	Public Relations Sergeant	SSG
Executive Officer	CPT	Discipline Sergeant	SSG
Platoon/Flight Leader <sup>1</sup>	CPT	IG Sergeant	SSG
Operations Officer	1LT	Career Readiness Sergeant	SSG
Training Officer	1LT	Squad Leader <sup>1</sup>	SSG
Logistics Officer	1LT	Asst Squad Leader	CPL
Scholastics Officer	1LT	Fire Team Leader <sup>1</sup>	CPL
Recruiting Officer	1LT	Guidon Bearer	CPL
Public Relations Officer	1LT	Operations Corporal	CPL
Discipline Officer	1LT	Training/Athletic Corporal	CPL
Inspector General	1LT	Logistics Corporal	CPL
Career Readiness Officer	1LT	Scholastics Corporal	CPL
First Sergeant <sup>1</sup>	1SG	Recruiting Corporal	CPL
Platoon/Flight Sergeant <sup>1</sup>	SFC	Public Relations Corporal	CPL
Operations Sergeant	SSG	Discipline Corporal	CPL
Training/Athletic Sergeant	SSG	IG Corporal	CPL
Logistics Sergeant	SSG	Career Readiness Corporal	CPL
Scholastics Sergeant	SSG	Mascot Corporal (E-2)	CPL
Recruiting Sergeant	SSG	Asst Fire Team Leader	PFC

**Special Units<sup>4</sup>**

Commander <sup>2</sup>	MAJ	Operations Officer	1LT
Executive Officer	CPT	First Sergeant <sup>2</sup>	1SG

## Notes:

<sup>1</sup> Denotes cadets authorized to wear green tabs

<sup>2</sup> Denotes cadets authorized to wear grey tabs

<sup>3</sup> Major unit and outfit commanders need not place one cadet per billet, but they must ensure all billet responsibilities are assigned. Combining billet responsibilities under a single cadet is allowed. Major unit staffs should have no more than eight seniors and seven juniors.

All seniors without assigned positions are 2LTs; All juniors without assigned positions are SGTs; All sophomores without assigned positions are PFCs.

<sup>4</sup> The Corps Athletic Officer is assigned the rank of Major but is not authorized to wear grey tabs. Athletic team captains (to include CCMU) are not authorized the rank of Major nor will they wear grey tabs.

## 8. 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 can never delegate responsibility for ensuring standards are met and policies followed by every member of the Corps. The Corps Commander 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) the DCC 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. Specifically the DCC is charged with executing coordination and liaison with external organizations within the university and student government. The DCC is the immediate cadet supervisor for Delta Company and Corps Special units. The DCC is accountable to the Corps Commander and the Commandant.
- C. **Corps Chief Of Staff.** The Corps Chief of Staff assists with Corps activities as directed by the Corps Commander; ensures the Corps Commander’s policies are followed; manages the staff; and coordinates staff actions. The Chief of Staff is charged with ensuring efficient and timely staff actions and acts as a sounding board, mentor, and informal coordination chain for major unit Executive Officers.
- D. **Corps Command Sergeant Major.** The Corps Command Sergeant Major is the senior ranking cadet noncommissioned officer (NCO) in the Corps. As the ‘right-hand’ of the Corps Commander, the CSM carries out duties and tasks as directed by the Corps Commander, the Deputy Corps Commander, and Chief of Staff. The CSM 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. As the peer-leader of the SGMs, the CSGM facilitates accountability, assists in overseeing the standardization and organization of training plans, and ensures good order and discipline is maintained across the Quad. The CSGM acts in accordance with the intent and policies

outlined by the Corps Commander, Deputy Corps Commander, and Corps Chief of Staff, and is an extension of their command. The CSGM is accountable to the Corps Commander.

- E. **Corps Staff.** Corps Staff consists of the Commander, Deputy Commander, Command Sergeant Major, and the Corps Chief of Staff, along with officers and sergeants serving in staff positions. The Commander, the Deputy Commander, the Corps Chief of Staff, and the Corps Command Sergeant Major form the upper tier of the cadet command chain while the staff officers and their sergeants are responsible for numerous 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 tasking subordinate units based on the 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.

- (1) **Adjutant / Finance / Discipline Officer / Cadet Performance Review Board President (G-1/8).** The Corps Adjutant coordinates personnel and administrative actions and works with subordinate Adjutants to ensure effective management of personnel data. The Adjutant supervises admin personnel; ensures the accuracy of statistical information for compiling personnel reports; and accomplishes required tasks per The Standard Orders and other directives. He/She serves as the Adjutant for Corps formations and parades. As the Finance Officer, the G-9 works with Student Activities regarding the management of funds for the entire Corps as well as specific Corps Staff activities. As the Finance Officer, the G-9 is tasked with compiling statistical information for financial reports to work in conjunction with the Student Organizations Finance Center. The Adjutant also serves as the Discipline Officer and CPRB President for all disciplinary issues brought to the Corps Commander and oversees the Discipline/CPRB Sergeant. The Cadet Performance Review Board President serves as the head of the CPRB, unless someone else is designated by the Corps Commander and approved by the Commandant. The CPRB President manages all aspects of the cadet conduct system and accomplishes discipline program administrative tasks as required.
- (2) **Scholastics Officer (G-2).** The Corps Scholastics Officer coordinates scholastics activities and works with the Major Unit and Unit Scholastics Officers, the Assistant Commandant for Academics and International Programs, and the Corps Scholastic Performance Specialists. He/She ensures the cadet scholastic chain effectively manages Corps academic programs and informs all cadets of available academic support programs, supplemental instruction, and one-on-one cadet tutoring. The G-2 seeks to create additional opportunities to improve for cadets experiencing academic difficulties. The G-2 ensures the accuracy of statistical information for compiling/computing the various awards and recognition.
- (3) **Operations Officer (G-3).** The Operations and Training Officer conducts detailed planning and coordinates the execution of the Corps operations and training activities. The G-3 works with Major Unit Operations and Training Officers to ensure proper execution of operations. Additionally, the G-3/7 supervises the preparation of orders, the incorporation of risk assessment for all planned activities. The G-3 is also charged

with managing the guardroom, scheduling the Duty Company, and providing oversight of Duty Company activities.

- (4) **Logistics Officer (G-4).** The Logistics Officer is the Corps Housing. The G-4 coordinates with the Major Unit Logistics Officers/Corps Housing Officers to ensure the dorms are maintained and when necessary fixed in a timely manner. Alongside the Corps Housing Officer duties, the Logistics Officer will inspect and report any maintenance issues or damages that occur during the year. The Logistics Officer will serve as the Corps liaison for the University Dining Advisory Committee. In addition, the Logistics Officer will be the President of the Duncan Advisory Board.
- (5) **Career Readiness Officer (G-5).** The Career Readiness Officer serves as the cadet advisor for all programs and events planned, coordinated, and/or executed by the Career Readiness chain. The CR Officer ensures the proper training of the MU CR Officers and Sergeants and resolves issues and conflicts that arise. The G-5 is responsible for disseminating CR opportunities and information to the MU level. The CR Officer is responsible for working with and providing resources to the Intentional Leadership Conference and the Nichols Rising Leadership Conference. The G-5 also ensures all SOP requirements are met for the year and supervises the tracking and approval of these requirements. The CR Officer serves as a moderator of the Career Readiness Point submissions and is responsible for overseeing the MU point approvals/disapprovals.
- (6) **Inspector General Officer (G-6).** The Corps Inspector General (IG) is responsible for managing Standard of Living Inspections, Military Proficiency Inspections (MPIs), coordinating with the Uniform Distribution Center (UDC), and recommending changes to the Standard Orders. The G-6 must coordinate actions of the Major Unit IG chain to ensure Standard of Living inspections are completed in accordance with the Corps inspection policy. The Corps IG establishes, leads, and administers the MPI team, as well as the actions of its members. With this, the G-6 ensures accurate statistical compiling of inspection reports. The Corps IG facilitates the interactions between the UDC and cadets, and creates schedules for issue as well as providing feedback between the two entities for future improvements. The Corps IG provides recommended revisions to the Standard Orders as needed.
- (7) **Training Officer (G-7).** The Training Officer conducts detailed planning and coordinates with Major Unit Operations and Training Officers to ensure proper execution of training for all cadets. The G-7 oversees the execution of the Corps Remedial Training and Return to Duty Programs and provides oversight of athletic programs within the Corps. This effort ensures units and cadets receive credit for activities as well as the accuracy of statistical information for compiling/computing the various awards and recognition. Additionally, the G-7 supervises the publishing of the weekly training schedule.
- (8) **Public Relations Officer (G-9).** The Public Relations (PR) Officer coordinates the Corps' public affairs program and works with the Office of the Commandant Marketing and Communications and Major Unit PR Officers to ensure an effectively managed public affairs program. The PR Officer also coordinates cadet activities related to public outreach with the rest of the university and the surrounding community. The PR Officer keeps the commander informed of all public relations matters pertaining to the



Corps. The PR Officer is responsible for managing events that will raise money for the Corps' philanthropy each year.

- (9) **Recruiting Officer (G-10).** The Corps Recruiting Officer is ultimately responsible for all activities of the Corps Recruiting Chain. As the authority on Corps Recruiting, the G-10 establishes policies for the Corps Recruiting Chain. The G-10 supervises all recruiting activities in the Corps and coordinates the efforts of the Major Unit recruiting elements, the Darling Recruiting Company, the Corps Center Guard, and any other recruiting efforts. The G-10 approves individual recruiting awards for submission to the Commandant's Recruiting staff. The G-10 works closely with the Assistant Commandant for Recruiting and the subordinate recruiting chains 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"]. The G-10 ensures the accuracy of statistical information for compiling and computing the various awards and recognition.
- (10) **Corps Chaplain.** The Corps Chaplain promotes high morale and unity throughout the entire Corps. The Chaplain's focus is on the concern of the general welfare of all cadets. To promote this, the Chaplain oversees morale-building events and activities in order to generate more interpersonal relationships between cadets. The Corps Chaplain is in charge of the Corps prayers for events and chow.
- (11) **Scholastics Sergeant.** The Corps Scholastic Sergeant assists in the coordination of scholastics activities and works with the scholastic chain and Corps Scholastic Performance Specialists 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 Scholastics Sergeant ensures the accuracy of statistical information for compiling/computing the various awards and recognition.
- (12) **Operations Sergeant.** The Corps Operations Sergeant assists with detailed planning, coordination, and execution of all operations. The Operation Sergeant coordinates the preparation of orders with the incorporation of risk assessment for all planned activities. The Operations Sergeant is responsible for drafting OPORDS. The Operations Sergeant will help oversee the Corps Clerks. The Operations Sergeant is also responsible for weather updates, training plans, and changes to the Uniform of the Day (UOD).
- (13) **Logistics Sergeant.** The Logistics Sergeant will assist with coordination between the Major Unit Logistics chain and Corps Staff. Of primary importance, the Logistics Sergeant assists the Logistics Officer in the execution of duties related to dorm and facilities maintenance. The Logistics Sergeant will be responsible for Duncan announcements and assist in coordination of early chow and meal schedules.
- (14) **Training Sergeant.** The Training Sergeant ensures the publication of the training schedule and assists with the training activities for Corps events. The Training Sergeant works with major unit representatives to ensure proper execution of cadet training. He or she also oversees Remedial PT accountability, keeps track of cadets failing PFT or height/weight standards and manages the Return to Duty training program within the

Corps. The Training Sergeant also plans and conducts physical fitness training for Corps Staff members as well the Corps Staff PFT. As required, the Training Sergeant assists the Operations Sergeant.

- (15) **Discipline/Cadet Performance Review Board Sergeant.** The Corps Discipline Sergeant is responsible for the merit/demerit system. It is the responsibility of the Discipline Sergeant to ensure proper execution of Restricted Weekend, Marching Tours, and all discipline items. Along with his/her role as CPRB Sergeant, he/she coordinate all aspects of the cadet disciplinary system and ensures the integrity of the discipline program. The Discipline Sergeant also coordinates administrative actions and works with major unit admin personnel to ensure effective management of personnel data. The Discipline Sergeant ensures the accuracy of statistical information for compiling reports and assists with information management tasks. Part of the administrative duties includes working with Student Activities regarding the management of funds for the major units and assisting outfit finance personnel as required. The Discipline Sergeant also ensures Corps dues are paid in a timely manner and Corps funds are used properly and most effectively in order to best serve the Corps of Cadets. The Cadet Performance Review Board Sergeant serves as second in command to the president of the board. The CPRB Sergeant assists in the organization of case hearings and keeps the disciplinary records of all cadets who appear before the CPRB.
- (16) **Public Relations Sergeant.** The Corps Public Relations (PR) Sergeant assists in the coordination of the public affairs throughout the Corps. The PR Sergeant assists in the coordination of cadet activities related to public outreach with the rest of the university and the surrounding community. The PR Sergeant assists with information flow regarding public relations matters to both MU Staff and the Assistant Commandant for Marketing and Communications. The PR Sergeant also assists in the coordination of fundraising activities for the Corps' philanthropy, including coordination and accounting of funds with the Student Organizations Finance Center. Additionally, the PR Sergeant keeps track of community service hours performed by all cadets in order to calculate unit awards.
- (17) **Recruiting Sergeant.** The Corps Recruiting Sergeant assists in the coordination of recruiting programs throughout the Corps and ensures the accuracy of statistical information for compiling and computing various awards and cadet recognitions. The Recruiting Sergeant is responsible for the smooth flow of information both up and down the Recruiting Chain and assists Major Unit and Special Unit recruiting efforts as needed. The Recruiting Sergeant works with Darling Recruiting Company personnel to ensure proper execution of the weekly Spend the Night with the Corps (SNWC) program and is involved in the planning and execution of Aggieland Saturday.
- (18) **Inspector General Sergeant.** The Inspector General Sergeant assists the IG Officer in coordinating Standard of Living Inspections and manages documents concerning the inspection process, working closely with Major Unit IG personnel. The IG Sergeant ensures the MPIs are properly graded and the results distributed to the respective Outfits. The IG Sergeant is a key member on the MPI team serving as both a judge and assistant leader of the Corps Inspection Team. The IG Sergeant also performs all duties associated with Information Management.



(19) **Career Readiness Sergeant.** The Career Readiness Sergeant assists the Career Readiness Officer in developing and implementing CR policy, including the planning and execution of all programs and events related to Career Readiness. The CR Sergeant posts all CR announcements on Cadets and maintains a calendar of all CR events from the Corps and the University. The CR Sergeant assists in hosting events and networking with companies and guest speakers, including the Intentional Leadership Conference. The CR Sergeant also assists the CR Officer in making sure major units submit their points and stay on track with that year's average point goal. The CR Sergeant helps the major units approve CR points and disseminate important information such as deadlines, events, and meetings.

(20) **Corps Clerks.** Corps Staff employs the services of Corporals to serve as Corps Clerks/Runners. They provide a vital, physical information linkage between Corps Staff and Major Unit Staffs while assisting Corps Staff through various tasks as assigned. Clerks are responsible for the Corps guidons used at March-ins and Corps Reviews.

## 9. 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/She serves as Honor representative and supervises unit commanders, staff officers, and the Major Unit Sergeant Major. MUCs are accountable to the Corps Commander, their CTO and the Commandant for everything their units do or fail to do..
- 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 outrank a unit commander, he/she 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. The SGM is the "right-hand man" to the MUC and carries out duties and tasks as directed by the MUC. He/She works closely with the Corps Command Sergeant Major and unit first sergeants to ensure compliance with all Corps and University policies, facilitation of accountability, and execution of proper risk assessments of organization activities. As an extension of the MUC, the SGM aligns to the Major Unit Commander's intent for the major unit and ensures good order and discipline is maintained among all ranks. He is accountable to the Major Unit Commander.
- D. **Major Unit Staff.** Major Unit Staffs consist of the Commander, Executive Officer, the Sergeant Major, and additional officers and 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.

- (1) **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 Orders. As the Discipline Officer, he coordinates all aspects of the cadet disciplinary 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.
- (2) **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 Orders. As the Discipline Sergeant, he coordinates all aspects of the cadet disciplinary 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.
- (3) **Scholastics Officer (S-2).** The Major Unit Scholastic Officer coordinates scholastics activities and works with the Corps/Unit Scholastic Officers and the Corps Scholastic Performance Specialists to ensure scholastic personnel effectively manage Corps academic programs and inform unit members of available academic support programs, supplemental instruction, and one-on-one cadet tutoring. 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. The S-2 also enforces rules and regulations regarding execution of EST with the Major Unit
- (4) **Scholastics Sergeant (S-2A).** The Major Unit Scholastic Sergeant assists in the coordination of scholastics activities and works with the scholastic chain and the Corps Scholastic Performance Specialists to effectively manage Corps academic programs; ensure unit members are aware of available academic support programs, supplemental instruction, one-on-one cadet tutoring; and create additional opportunities for cadets experiencing academic difficulties to improve academically. The Scholastics Sergeant ensures the accuracy of statistical information for compiling/ computing the various awards and recognition and assists in the enforcement of EST rules and regulations.
- (5) **Career Readiness Officer (S-5).** The Major Unit Career Readiness Officer coordinates all of the Major Unit's contributions to Career Readiness chain programs and events.

- (6) **Career Readiness Sergeant (S-5A).** The Major Unit Career Readiness Sergeant assists the Career Readiness Officer in coordinating all of the Major Unit's contributions to Career Readiness chain programs and events.
- (7) **Operations and Training Officer (S-3/7).** The Major Unit Operations and Training Officer conducts detailed planning and coordinates the execution of the operations and training activities for the major unit. The S-3/7 works with unit representatives to ensure proper execution of operations and training for all cadets. He supervises the preparation of orders and the incorporation of risk assessment 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.
- (8) **Operations and Training Sergeant (S-3A/S-7A).** The Major Unit Operations and Training Sergeant assists with detailed planning, coordination, and execution of major unit operations. The S-3A/S-7A coordinates the preparation of orders with the incorporation of risk assessment, for all planned activities. The Major Unit Operations and Training Sergeant assists with detailed planning and coordination training activities for the major unit. He works with unit representatives to ensure proper execution of training for all cadets. 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.
- (9) **Logistics Officer (S-4).** The Major Unit Operations Officer conducts detailed planning and coordinates maintenance and logistics for the major unit. The S-4 works with unit representatives to ensure proper maintenance of the dorms and effective use of logistic resources. He supervises the accounting of logistical issues for all planned activities. Additionally, the Major Unit Logistics Officer serves as the Corps Housing Officer for the dorm in which the major unit is housed.
- (10) **Logistics Sergeant (S-4A).** The Major Unit Logistics Sergeant assists with detailed planning and coordination of logistics in support of operations and training for the major unit. He works with unit representatives to ensure proper execution and the effective use of logistical resources and resolution of logistical issues in support of planned activities.
- (11) **Recruiting/Public Relations/Retention Officer (S-9/S-10).** The Major Unit Recruiting and Public Relations Officer coordinates the recruiting programs within the major unit. He works closely with the Office of the Commandant, Corps staff, the DRC, and Recruiting Officers to ensure effectively managed recruiting programs. As the S-10, he supervises and coordinates major unit involvement in all recruiting activities. The S-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. The Major Unit Recruiting and Public Relations Officer coordinates the public affairs and related programs within the major unit. He works closely with the Office of the Commandant, Corps staff, Chaplains, and Commanders to ensure effectively managed public affairs, retention, and morale 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. The S-9 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.

- (12) **Recruiting/Public Relations/ Retention Sergeant (S-9A/S-10A).** The Major Unit Recruiting, Public Relations, Civil/Retention & Morale Sergeant assists in the coordination of recruiting programs within the major unit. He works closely with the DRC and unit recruiting sergeants to ensure effective management of recruiting programs. As the S-10A, he coordinates major unit involvement in all recruiting activities. The S-10A assists with information flow regarding recruiting matters pertaining to the major unit and ensures the accuracy of statistical information for compiling and computing the various awards and recognition. The Major Unit Recruiting, Public Relations, Civil/Retention & Morale Sergeant assists in the coordination of the public affairs and related programs within the major unit. He works closely with unit PR sergeants to ensure effective management of public affairs 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. The S-9A assists with information flow regarding public relations matters pertaining to the major unit and ensures the accuracy of statistical information for compiling and computing the various awards and recognition.

## 10. UNIT OFFICER/NCO POSITION DESCRIPTIONS

- A. **Unit Commander.** The Unit Commander is the senior ranking cadet officer assigned to an outfit. The Commander 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 Commander 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, and the First Sergeant. Unit Commanders are accountable to their Major Unit Commander, their CTO, and the Commandant.
- 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 supervises the unit staff officers. As the outfit Discipline Officer, he manages all aspects of the cadet disciplinary 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.
- 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/she ensures the unit guidon is present at required formations and other activities as directed by the unit commander 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.** 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.** These 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 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 leaders execute the directions of the Squad Leader in the management of squad activities and cadets. They provide leadership (Effective Coach, Academic Supporter, and Role Model) to freshman assigned to a Fire Team.
- J. **Inspector 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.
- 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 Officer.** The Admin Officer supervises unit compliance with all administrative and financial 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 the accuracy of statistical information for compiling personnel reports.
- M. **Administrative 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. 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 the Corps Scholastic Performance Specialists to ensure an effective management of the Corps academic programs and to inform unit members of available academic support programs, supplemental instruction, and one-on-one tutoring. 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. **Career Readiness Officer.** The Outfit Career Readiness Officer plans and executes outfit Career Readiness events. The CR Officer also facilitates outfit involvement in Corps-wide CR programs and events.
- R. **Career Readiness Sergeant and Corporal.** The Outfit Career Readiness Sergeant and Corporal assists the CR officer in their duties to contribute to Corps-wide CR events and put on outfit CR events and helps encourage outfit involvement in Corps-wide CR programs and events.
- S. **Operations 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.
- T. **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.
- U. **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.
- V. **Logistics Officer.** The Logistics Officer supervises logistical requirements for the outfit. The Logistics Officer will coordinate appropriate resources to conduct unit training and activities. He/she will work closely with the unit Finance Officer to arrange for venues

for unit special events, such as outfit social events or Family Weekend activities. The Logistics Officers duties also include coordinating with the Corps Housing Officer for the respective dorm to ensure appropriate submission and completion of work requests in AggieWorks.

- W. **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.
- X. **Public Relations/Civic Officer.** The PR Officer coordinates the unit's public affairs program and works with the Major Unit Public Relations 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.
- Y. **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.
- Z. **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. 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.
- AA. **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.
- BB. **Chaplain.** The unit Chaplain must be knowledgeable of resources available to cadets in need of counseling services or seeking religious services in the area. Chaplains will receive additional training from Student Counseling Services to recognize and assist cadets in crisis. Chaplains will not serve as a counselor, nor will they provide religious services (Chaplains will not lead Bible studies). This position can be a primary or secondary billet, but each unit must appoint at least one Chaplain.
- CC. **Other Positions.** Commanders may recognize additional duties as needed. These will not be formally recognized without written approval from the Major Unit Commander.

## 11. SPECIAL UNITS

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

<b>Corps Special Units</b>	<b>ROTC Affiliated Special Units</b>
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 Company
Summer Recruiting Company	SEAL Platoon
AMC Guard	Society of American Military Engineers
Major General Thomas G. Darling Recruiting Company	
C.A.D.E.T.	
Aggie Eagle Post	

#### A. THE ROSS VOLUNTEER COMPANY

The Ross Volunteer Company is composed of juniors and seniors in the Corps of Cadets. Interested juniors apply at the beginning of their 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 eligible junior cadets are invited and encouraged to apply for membership in the organization.

#### B. PARSONS MOUNTED CAVALRY

Parsons Mounted Cavalry is a mounted military organization of volunteers from the sophomore, junior and senior classes 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 travels to all Corps Trips for the military 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.

#### C. 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. All eligible cadets are encouraged to join the organization.

#### B. CORPS 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 other events 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 Cadet Training Officer. A junior cadet serves as the senior non-commissioned officer for each team. All eligible cadets are encouraged to join the organization.

#### C. FISH DRILL TEAM

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.

#### D. 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.

#### E. SUMMER RECRUITING COMPANY

The Summer Recruiting Company (SRC) is a temporary company of cadets from all units in the Corps attending summer school at A&M and those cadets living in proximity to the campus during the summer months. Its mission is to provide support for the summer recruiting programs and to maintain a visible presence on campus (such as Corps Open House [part of every New Student Conference] and Spend the Day with the Corps). Every corps unit is encouraged to provide three members from its regular ranks for each summer session. Participation in SRC is a great way to interact with a unit's incoming class of cadets. All activities performed as a member of SRC count toward both individual and unit recruiting awards.

#### F. AMC GUARD

The AMC Guard is composed of juniors and seniors in the Corps of Cadets who make themselves available to render honors to former cadets at their burial services. All "white belt" cadets are invited and encouraged to apply for membership in the organization.

#### G. GENERAL THOMAS G. DARLING RECRUITING COMPANY

The purpose of the Major General Thomas G. Darling Recruiting Company (DRC) 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. Participation in DRC is the most direct and impactful way a cadet can recruit for his/her unit on a regular basis. Additionally, participation in DRC offers a plethora of opportunities for cadets to expand their professional network and work on professional communications skills.

#### H. C.A.D.E.T.

The purpose of the Cultural Awareness and Diversity Expansion Team (C.A.D.E.T.) is to advance cadets' leadership development and career readiness through diversity, cultural awareness, inclusion, equity, and access education and training. C.A.D.E.T plans and

participates in a variety of events in a welcoming environment to explore differences to help prepare our members to become well-rounded citizens upon entering the military and/or corporate workforce. C.A.D.E.T also participates in events with student organizations from across the campus and performs community service in the Bryan/College Station area to foster civic learning, engagement, and preparation to lead, work, and live in a complex global environment.

#### K. AGGIE EAGLE POST

The Aggie Eagle Post provides scouting alumni a self-motivated leadership experience that directly promotes the scouting movement in the local community, on campus, and in the Corps of Cadets. Members must have attained the highest rank of their respective scouting organization, to include the Girl Scouts of America or sub organizations of the Boy Scouts of America.

#### L. 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.

#### M. RECON COMPANY

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

#### N. 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 designed 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.

#### O. 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.

#### P. 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. Team members train year-round and compete in regional and

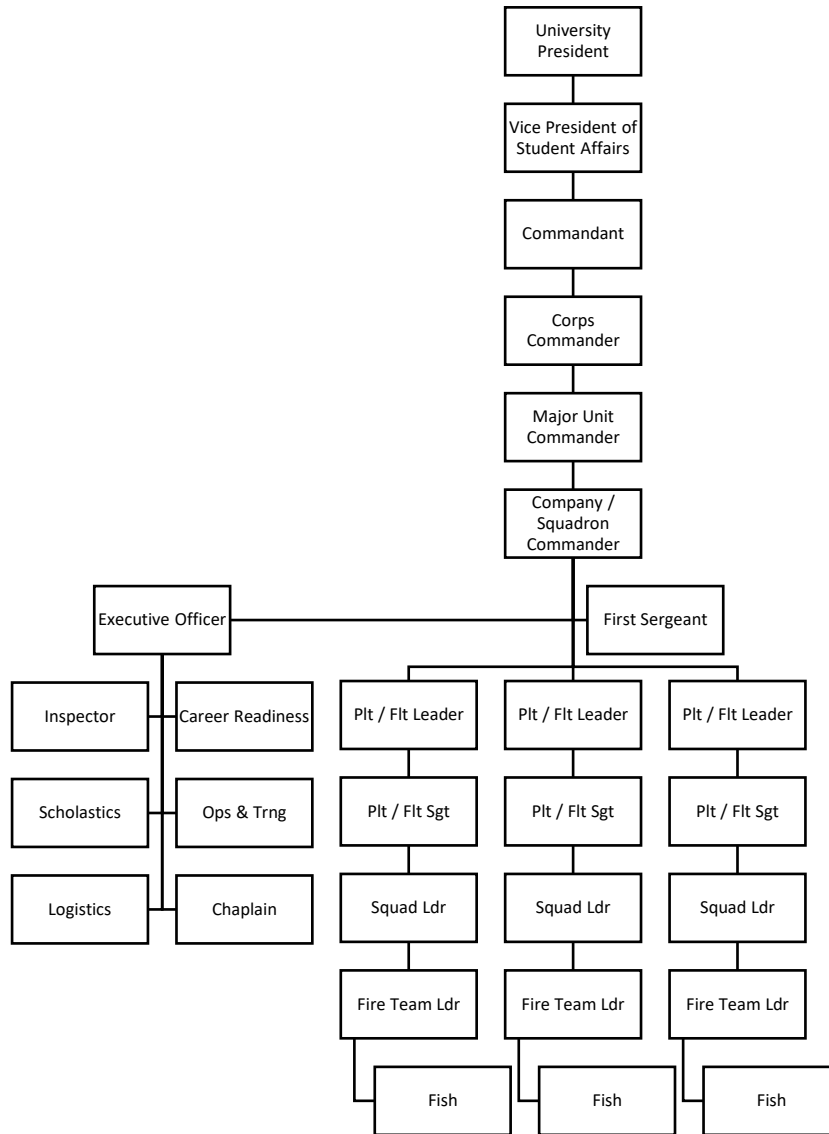
national competitions. All Army ROTC Cadets interested in this type of competition and military and physical fitness training are encouraged to join.

**Q. SOCIETY OF AMERICAN MILITARY ENGINEERS (SAME)**

The Texas A&M Chapter of SAME is open to all interested students. The chapter meets to discuss and learn about topics of interest in the military engineering realm. Accomplished engineering leaders from industry, government, and the military speak and lead seminars on current issues and career opportunities. Cadets with interest in engineering or other technical fields are encouraged to join.

# CHAPTER 3 – COMMAND AUTHORITY

## 1. CHAIN OF COMMAND



## 2. SELECTION OF CADETS FOR COMMAND TEAM POSITIONS

- A. In early December, any qualified junior or sophomore cadet may complete an online command team application. Applicants must be in good standing with the University and the Corps at the time of application and are expected to meet or exceed the minimum overall and term GPA and hours listed below.
- (1) **All Commander Applicants.** Must have and maintain a 2.90 overall GPA and have successfully completed or projected to have successfully completed 84 hours by the start of next fall semester.
  - (2) **All Sergeants Major and First Sergeant Applicants.** Must have and maintain a 2.90 overall GPA and have successfully completed or projected to have successfully completed 54 hours by the start of the next fall semester.
  - (3) Any current commander may write one letter of recommendation to the selection board per applicant under their command.
- B. Selection Board members and schedules will be announced prior to the start of fall semester finals. Voting board members will be composed of cadets and ROTC/Commandant 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, determine the candidates to be interviewed, and 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 candidates' interviews.
- D. Board recommendations will be forwarded to the Commandant for decision. Assignments will be made by the Commandant. Corps and Major Unit selections are determined first. Outfit selection boards then proceed in the same manner.

## 3. COMMAND AUTHORITY

- A. Command authority refers to 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 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 the intermediate commander 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.

#### 4. INCIDENT REPORTING

Commanders are responsible for reporting all incidents involving their commands or members of their commands in accordance with Standard Order 3.

#### 5. 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, letters of warning/probation, leadership positions, and disbandment. Units not in good standing will be given a letter of warning, put on probation, or experience a change in cadet leadership. Normally, a warning and/or probation precede leadership removal.

- (1) Strength. All companies/squadrons, except D Co, D-1, K-1, and Sq-18 are expected to attain a strength of between 40 and 65 Cadets on the first day of class of the fall semester. All companies/squadrons, except D Co, are expected to maintain a strength of at least 40 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 GPA for the Corps, outfits and Fish class are established and set as goals each semester. These GPA goals are known to all and are achievable. Units which fail to meet these standards will be subject to review, resulting in letters of warning/probation or a change in cadet leadership. These units will be given a specific target GPA which they must meet in the succeeding semester.

- (3) Retention. Units will to retain a minimum of 75% of their fish through the freshman year based on the number of fish assigned on the first class day. 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 letters of warning/probation, change of leadership, and disbandment.

## **6. 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 an organized unit activity without permission and members of the outfit are unaware of the cadet's whereabouts.
- B. Unit Commander Responsibilities. Upon determining a cadet is in a UA status, the unit commander will take action identified below.
  - (1) Question members of the cadet's outfit to determine when the missing cadet was last seen.
  - (2) During working hours (0730-1700), notify the Cadet Training Officer of the cadet in a UA status. After hours (1700 to 0730) notify the Commandant's Duty Officer (CDO) at 979-229-5826. Notification involves positive communication and confirmation that the message was received by the intended individual.
  - (3) Notify the cadet chain of command.
  - (4) If the cadet has a vehicle, check the assigned parking lot/garage to determine if the vehicle is present and report findings to the CTO/CDO.
  - (5) Provide to the CTO/CDO the names of any known civilian student friends of the missing cadet.
  - (6) Commanders will not call parents of cadets in a UA status.
  - (7) The CTO/CDO will initiate all other actions, as required.

## **CHAPTER 4 – CADET MANAGEMENT SYSTEM RESPONSIBILITIES**

### **1. COMMAND RESPONSIBILITIES**

- A. Corps rosters and strength reports are generated from the Cadet Management System (CMS) database. Commanders are responsible for the accuracy of the data in CMS and will verify their roster and all administrative data of their assigned cadets on a weekly basis.
- B. Commanders are responsible for the following actions in CMS:
  - (1) Weekly verification of outfit rosters, to include the following data:
    - a. Accuracy of personnel assigned.
    - b. Accuracy of assigned housing (dorm and room number).
    - c. Accuracy of cadet contact information (cell phone number).
    - d. Accuracy of cadet rank and position within the outfit/staff.
    - e. Accuracy of D&C or ROTC and contract status.
  - (2) Enter Physical Fitness Test (PFT) scores within two days of completion of the PFT.
  - (3) Enter height/weight data within two days of measurement. Coordinate with the respective CTO for taping of personnel who do not meet height/weight standards.
  - (4) Submit disciplinary sanctions (demerits, marching tours, and restricted weekends) on individual cadets, as necessary.
  - (5) Review discipline appeals, as necessary.
  - (6) Review and forward and/or approve military letters, as necessary.
  - (7) Provide recommendations on cadet applications to return to the Corps, as required.
  - (8) Provide recommendations on cadet leadership applications, as desired.

### **2. INDIVIDUAL RESPONSIBILITIES**

- A. Individual cadets will accurately maintain their records in CMS, to include the following:
  - (1) Email address (@tamu.edu account).
  - (2) Preferred phone number (cell phone).
  - (3) Dorm and room assignment.
  - (4) Emergency contact information.
  - (5) Permanent address (may be edited through the Howdy portal).
  - (6) Special Unit and Student organization involvement.
- B. The Cadet Management System pulls much of its information directly from other university databases. In order to ensure accuracy of data in CMS, cadets must update that information via their Howdy portal.

### **3. MILITARY LETTERS**

- A. The purpose of the military letter is to submit individual or unit requests not covered by standard operating procedures. Requests will be submitted through the chain of command for



consideration by an appropriate approval authority. Cadets must not execute their request without approval.

**B. MILITARY LETTER ROUTING GUIDELINES:**

- (1) The Cadet Management System will automatically route military letters to the appropriate reviewers and approvers based on the subject matter of the request.
- (2) 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.
- (3) Approval Authority

Outfit Commander:

Permission for a cadet to go out of town for a closed weekend or during the academic week.

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 be excused from Evening Study Time.

Major Unit Commander:

Permission for a cadet to be excused from remedial PT or Return to Duty PT.

Permission for a cadet to be excused from a required Corps activity.

Permission for an outfit to be excused from formation.

Permission for an outfit to deviate from the training plan.

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 conduct non-standard activities.

Permission for an outfit to take an outfit bag-in.

Permission for an outfit to institute a restricted weekend on itself.

Corps Commander:

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.

CTO:

Permission for a cadet to be excused from a required Corps PFT due to medical reasons.

Permission for a cadet to wear Class C to class.

- (4) Military Letter Routing Chains

In any case the Cadet Management System fails, or does not operate as intended, cadets will email their military letters to the appropriate authority, as defined below. Emailed military letters should follow the same format as the original military letters and remain professional, concise, and organized. When approving military letters, those in the “Reviewer” category will reply all with either “APPROVED” or “DENIED”. Those responsible for approving or denying military letters should also make comments below the decision to return to the sender. Military letters that do not follow the proper routing, including carbon copy recipients, will be considered invalid and will not be approved. Should cadets require military letters that fall out of the scope of this document, they must consult their chain of command to determine the proper routing.

Outfit Commander:

Permission for a cadet to go out of town for a closed weekend or during the academic week

Reviewers: First Sergeant, Commanding Officer

CC: CTO

Permission for a cadet to be excused from formation

Reviewers: First Sergeant, Commanding Officer

CC: CTO

Permission for a cadet to be excused from a required outfit activity

Reviewers: First Sergeant, Commanding Officer

CC: CTO

Permission for a cadet to be excused from Evening Study Time

Reviewers: First Sergeant, Commanding Officer

CC: CTO

Major Unit Commander:

Permission for a cadet to be excused from remedial PT or Return to Duty PT

Reviewers: First Sergeant, Commanding Officer, MU Training Officer

CC: Remedial Trainer, CTO

Permission for a cadet to be excused from a required Corps activity

Reviewers: First Sergeant, Commanding Officer, Major Unit Commander

CC: Sergeant Major, CTO

Permission for an outfit to be excused from formation

Reviewer: Major Unit Commander

CC: Sergeant Major, CTO

Permission for an outfit to deviate from the training plan

Reviewer: Major Unit Commander

CC: MU Training Officer, MU Training Sergeant, CTO

Permission for an outfit to be excused from a required Corps activity

Reviewer: Major Unit Commander

CC: Sergeant Major, CTO

Permission for an outfit to be excused from Evening Study Time

Reviewer: Major Unit Commander

CC: Sergeant Major, Corps Scholastics Officer, CTO

Permission for an outfit to conduct non-standard activities

Reviewer: Major Unit Commander

CC: Sergeant Major, CTO

Permission for an outfit to take an outfit bag-in

Reviewer: Major Unit Commander

CC: Sergeant Major, CTO

Permission for an outfit to institute a restricted weekend on itself

Reviewer: Major Unit Commander

CC: Sergeant Major, Corps Discipline Officer, CTO

Corps Commander:

Permission for a Major Unit to be excused from formation

Reviewer: Corps Commander

CC: Corps Sergeant Major, CTO, Asst Cmdt Ops & Trng

Permission for a Major Unit to be excused from a required Corps activity

Reviewer: Corps Commander

CC: Corps Sergeant Major, CTO, Asst Cmdt Ops & Trng

Permission for a Major Unit to be excused from Evening Study Time

Reviewer: Corps Commander

CC: Corps Scholastics Officer, Corps Sergeant Major, CTO, Asst Cmdt Ops & Trng

Permission for a Major Unit to take a bag-in

Reviewer: Corps Commander

CC: Corps Sergeant Major, CTO, Asst Cmdt Ops & Trng

CTO:

Permission for a cadet to be excused from a required Corps PFT due to medical reasons

Reviewers: First Sergeant, Commanding Officer, Major Unit Commander, CTO

CC: MU Training Officer, MU Training Sergeant

Permission for a cadet to wear Class C to class

Reviewers: First Sergeant, Commanding Officer, Major Unit Commander, CTO

CC: MU IG Officer, MU IG Sergeant

## **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 and to join the Corps of Cadets.

### **2. RECRUITING PRINCIPLES**

- A. Systematic Approach. Each year the Corps Recruiting office collects thousands of high school prospect names and contact information. This information is entered into a recruiting database. Cadets are also encouraged to recruit from their hometown and high schools, and at other recruiting events or projects as authorized by the Assistant Commandant for Recruiting. These prospects and their parents are contacted through direct mailings, emails, and phone calls. If the prospective student expresses an ROTC preference they will be assigned to one of our Corp units. 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 them to sign up for a Corps visitation program. Commanders and other key leaders should personally visit with each prospect their outfit hosts for any of the overnight 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 and/or YouTube account to communicate with prospects, encourage them to participate in recruiting events, and influence their decision to join the Corps.
  - (2) Encourage their cadets to be actively involved in the Corps Recruiting chain and Darling Recruiting Company, know what recruiting activities are planned and participate to the maximum extent possible, and Log all recruiting points online.
  - (3) Make and maintain contact (call, email, Facebook, and mail) with prospects to guide them in completing their TAMU admissions application on time (by 1 December) and attend a Corps Recruiting programs (SNWC/AEP/JCAP/SDWC).
  - (4) Make good use of your SNWC/JCAP/AEP outfit time. Introduce prospects to the unit leadership, bring them to intramural games, let them watch and ask questions about all facets of Corps life.
  - (5) 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.
  - (6) Contact 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.

- (7) 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 each outfit meet them at the Corps Open House. If they do not come, find out why and encourage them to reconsider.
- (8) Do not just rely on Corps Recruiting Office for prospects. Find prospects and have them complete a prospect card or provide information online.
- (9) Involve cadets from all classes. Referrals are not just for fish and calling is not just for sophomores. Send periodic informative letters and emails 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 outfit's recruiting progress

### **4. RECRUITING OFFICER**

- A. Each commander appoints a Recruiting Officer for their unit or staff. The Recruiting Officer is responsible to the commander for managing, supervising, and monitoring the recruiting program and the performance and success of designated recruiting personnel.
- B. The Recruiting Officer ensures compliance with all Corps of Cadets recruiting programs, policies, and procedures and coordinates all unit-recruiting activities with the 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 outfit meetings regarding the weekly schedule of events for recruiting, including SNWC.

### **5. RECRUITING SERGEANT**

- A. Each commander appoints one Recruiting Sergeant for their unit or staff. Usually, there is one Recruiting Sergeant on Corps Staff and one at the major unit and outfit level.
- B. The Recruiting Sergeant reports to the Recruiting Officer and assists in coordinating and supervising the recruiting program.
- C. Responsibilities generally include: Serving as the primary point of contact for the SNWC program and phone push; Ensuring SNWC prospects are assigned cadet escorts, 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 the recruiting program for the unit as well as any other special recruiting duties as assigned by the unit commander or the Recruiting Officer, and Supervises the unit's Recruiting Corporals (if applicable).

### **6. RECRUITING CORPORAL**

- A. Each outfit commander normally appoints at least one (usually 2-3) Recruiting Corporals.
- B. Recruiting Corporals assist the Recruiting Officer and Recruiting Sergeant.

### **7. 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 gain insight and information about the University Admission Process, Financial Aid, Scholarships, Academic Support Programs, and ROTC Programs. Prospective students attend class with a cadet and participate in normal cadet activities including formations and meals at Duncan Dining Center and other scheduled/sanctioned events. They participate in all scheduled Spend the Night activities. It is the responsibility of the outfit commander to ensure 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 will be conducted. All prospects will be assigned to a specific outfit prior to their actual arrival. Participants 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 participant will be briefed on the scheduled events and will receive a copy of the SNWC agenda. The program concludes at approximately noon the following day (Tuesday or Friday).
- C. The SNWC Program must 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 procedures.
- D. Inappropriate fraternization with prospects 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 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).

#### **8. 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, 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.

#### **9. AGGIE EAGLE PROGRAM (AEP)**

AEP is a Corps recruiting program held once each 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.

#### **10. JUNIOR CADET ACCESSIONS PROGRAM (JCAP)**

JCAP is a Corps recruiting program held once each semester. Traditionally, a significant percentage of cadets in the Corps participated in Junior ROTC, Civil Air Patrol, Young Marines or Sea Cadets. The Program recognizes the traits that motivate students to join a military style organizations 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 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 are paired with cadets who were also involved in JROTC, CAP, Young Marines or Sea Cadets and housed in the Corps dorms. Attendees are counseled on the admission process and receive valuable information regarding loans, scholarships and ROTC Programs.

## **11. RECRUITING AWARDS**

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 is 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 a ribbon.

The Recruiting Ribbon is 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 SOP. Recruiting points will be awarded for cadet participation in recruiting activities, including SNWC, AEP, JCAP, College Fairs, hometown recruiting, SDWC, Summer Recruiting Company, and other recruiting events or projects as authorized by the Corps Recruiting Officer.

Applications for recruiting ribbons are available from the Corps Recruiting Officer. Prior to receiving the award, a cadet’s application must be approved by the Corps Recruiting Officer and the Assistant Commandant for Recruiting.

## **12. RECRUITING RESOURCES**

- A. Cadets are encouraged to use outfit and Corps websites to assist in recruiting prospects, particularly <http://www.aggiecorps.org>.
- B. The recruiting chain can obtain recruiting handouts, brochures, videos, presentations, and other materials from the Corps Recruiting Office located in Room 135 of the Sanders Corps Center.



## CHAPTER 6 – UNIT AWARDS

### 1. GENERAL

The following major awards are given annually in connection with the Corps Awards Program.

- A. **The Lieutenant General Ormond R. Simpson Award for Most Outstanding Color Guard.** Sponsored by the United Services Automobile Association (USAA), the award is named for Lieutenant General Ormond R. Simpson, a member of the Corps of Cadets, Class of '36. Upon retirement from the United States Marine Corps, 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.
- B. **The United Services Automobile Association Award for Most Outstanding Major Unit Staff.** Established and sponsored by USAA, a Texas-based diversified financial services group of companies founded in 1922, this award is presented to the Major Unit Staff achieving the highest cumulative total point ratings derived from academics, military proficiency, inspections, and physical fitness tests. The award consists of a distinctive streamer which is affixed to the staff of the organizational color of the major unit earning the award.
- C. **The Commandant's Award and Flag for University Activity.** Sponsored by The Comal County A&M Mothers' Club to recognize the outstanding university involvement/proficiency and Career Readiness activities of a the members of a company, squadron, or battery. 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 unit affiliation is to the Commandant's award recipient, are also authorized to wear the citation cord.
- D. **The Robert M. Gates Public Service Award.** Endowed by Gerald Ray and Donald Zale, the award was established to recognize the outstanding public service of a company, squadron, or battery. 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 are worn for one year by cadets who are members of the award-winning unit. Cadets assigned to staff positions, who contributed to the unit winning the Gates award, are also authorized to wear the citation cord.
- E. **The J.J. Sanchez Award and Flag for Recruiting and Retention.** Sponsored by The Austin Texas A&M Mothers' Club, the award was established to recognize the outstanding recruiting and retention achievement of a company, squadron or battery. The award 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 are worn for one year by cadets who are members of the award-winning unit. Cadets assigned to staff positions, who contributed to the unit winning the Sanchez award, are also authorized to wear the citation cord.

F. **The George P. F. Jouine Award and Flag for Scholastic Achievement.** Sponsored by The Houston A&M University Mothers' Club, the award was established to recognize the outstanding academic achievement of a company, squadron or battery. The award 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 are worn for one year by cadets who are members of the award-winning unit. Cadets assigned to staff positions, who contributed to the unit winning the Jouine award, are also authorized to wear the citation cord.

G. **The Major General Bruno A. Hochmuth Award and Flag for Military Achievement.** Endowed by Colonel Max and Judy Cottrell through the Eternal Aggie Corps Endowment, the award was established to recognize outstanding achievement in military proficiency, inspections, and physical fitness standards of a company, squadron or battery. The award 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 are worn for one year by cadets who are members of the award-winning unit. Cadets assigned to staff positions, who contributed to the unit winning the Hochmuth award, are also authorized to wear the citation cord.
- (4) Separately, a 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> Place Pass-In-Review Streamer will be awarded to non-band units scoring highest in the grading for Reviews and Football March-Ins. The total scores from reviews and march-ins will continue to be used in determining unit order for the military proficiency graded portion of the Hochmuth award

H. **The Taylor A. Gillespie Award and Flag for Most Improved Unit.** Sponsored by the Friends of Taylor's Place, the award is presented to the company, squadron, or battery demonstrating the greatest overall improvement from one year to the next. The award is named for former Cadet Taylor Gillespie '11, who died in an automobile accident during the spring semester of his senior year in the Corps. The award consists of:

- (1) The Gillespie 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 are worn for one year by cadets who are members of the award-winning unit. Cadets assigned to staff positions, who contributed to the unit winning the Gillespie award, are also authorized to wear the citation cord.

- I. **The President's Award and Flag for the Most Outstanding Major Unit.** Sponsored by Texas A&M University President, the award was established to recognize the outstanding Major Unit as it relates to Scholastic and Military Proficiency as well Recruiting and Retention and cadet activities. The award consists of the President's Flag, which is carried for one year by the major unit earning the award.
- J. **The General George F. Moore Award, Plaque, and Flag for the Outstanding Unit.** Endowed by Gerald and Susan Sullivan, the award was established in 1946 to recognize the outstanding company, squadron, or battery in the Corps of Cadets. The award 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 are worn for one year by cadets who are members of the award-winning unit. Cadets assigned to staff positions, who contributed to the unit winning the General Moore award, are also authorized to wear the citation cord.
- K. All awards are presented at the annual Family Weekend Review. All honors and privileges commensurate with each particular award are in effect upon the announcement and presentation of the award until the first call for the next year's Family Weekend Review.
- L. 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 Family Weekend. That is, units must attain viability in Strength, Grades, Retention, and Conduct.
- M. In regards to misconduct within a unit, the Commandant reserves the right to penalize a unit during award computations if there has been a pattern of misconduct within the unit during the past year. This pattern of misconduct could affect a unit's ability to compete and /or win the Hochmuth, Gillespie, President's and Gen Moore awards.

## 2. UNIT AWARD COMPUTATIONS

- A. Inverse Point System. Award computations are determined using an inverse point system with the higher placing units in an evaluated category receiving the most points. 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 45 units in this year's Corps, and Company X-2 is ranked number one in terms of some specific achievement, Company X-2 will receive 45 points. Squadron 10, which was ranked number two, will receive 44 points. The inverse point scale will be based on the largest number of units, whether it is the spring or fall semester.
- B. In the event of a tie for any factor and for the final award standings, add the inverse ratings for the rank positions then divide by the number of units tied for the position; the result becomes the number of points earned.
- C. Factors - Weighted Statistics. The following example is a Major Unit staff's calculations for the Major Unit Staff Award. Determination of final point values for award competitions

requires the use of weighted statistics or factor multiplications. These allow a percentage of importance to be placed upon the previous year's Spring Academics (Weight factor 2), the current year's Fall Academics (Weight factor 2), the current year's Marching (Weight factor 3), the current year's General Moore Inspections (Weight factor 1), the current year's Commandant's Inspections (Weight factor 1), and the current year's Physical Fitness (Weight factor 1). After the initial rank positions (1-9) and inverse ratings (9-1) have been determined for each graded area, each of the point totals are then multiplied by the corresponding weight factor.

D. Retention Standards. While each award has its own criteria, freshman attrition rates are a factor in many of these unit awards. For the Hochmuth and Jouine awards, freshman attrition accounts for 20% of the award calculations. For the Sanchez, Gillespie, President and Gen Moore awards, units with a less than satisfactory freshman retention rate are eliminated from consideration. A unit must maintain a freshman retention rate of 75% or greater to be eligible for these four awards.

### 3. THE USAA AWARD FOR MOST OUTSTANDING COLOR GUARD

A. **Criteria.** To earn the award, a color guard must achieve the highest cumulative total points that accrue from ratings derived from military proficiency.

<b>Graded Area</b>	<b>Weight Factor</b>
(1) Military Proficiency. Rank order of color guard units based on graded march-ins and reviews.	10.0

B. **Procedures.**

(1) Military Proficiency. Each unit's standing in marching will be based on the average grade earned in all graded marching events.

### 4. THE USAA AWARD FOR MOST OUTSTANDING MAJOR UNIT STAFF

A. **Criteria.** To earn the Most Outstanding Major Unit Staff Award, a major unit staff must achieve the highest cumulative total point ratings derived from academics, military proficiency, inspections, and physical fitness tests. In the event of a tie, the major unit staff with the greater academic proficiency score will receive the award. (In the case of the Combine Band Staff earning the award, the streamer is affixed to the guidon of a band unit designated by the Combined Band Commander.)

<b>Graded Area</b>	<b>Weight Factor</b>
(1) Academic Proficiency.	
(1) Rank order of major unit staffs based on spring term GPR.	1.0
(2) Rank order of major unit staffs based on fall term GPR.	3.0
(2) Military Proficiency. Rank order of major unit staffs based on graded march-ins and reviews.	3.0
(3) Inspections. Rank order of the major unit staffs based on the number of discrepancies in Military Proficiency and Commandant's Staff inspections. Military Proficiency and no-notice Commandant Staff inspections will each count half of this ranking.	2.0

- (4) Physical Fitness Test. Rank position and inverse points will be based on the average score achieved on the For Record PFT and the percentage of cadets meeting height/weight and body fat standards.

1.0

**B. Procedures.**

- (1) Academic Proficiency. 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. 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.
- (2) Military Proficiency. Each unit's standing in marching will be based on the average grade earned in all graded marching events.
- (3) Inspections. General Inspections. Rooms, uniforms, and staff records are subject to inspection. Inspections of major units' in-ranks and rooms will be on an unannounced basis
- (4) Physical Fitness Test. All cadets will take an ROTC or For the Record Corps Physical Fitness Test in the fall and spring semesters. Rank position and inverse points will be based on the percent of cadets passing the PFT and meeting height/weight and body fat standards. Fall semester results will be provided NLT 1 December. Spring semester results will be drawn from the most current PFT scores for the Spring.

**5. THE COMMANDANT'S AWARD FOR UNIVERSITY ACTIVITY**

- 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.

<b>Graded Area</b>	<b>Weight Factor</b>
(1) University Activity Proficiency.	
(a) Rank order of outfits based on the Cadet Activity Point Sheet.	3.5
(b) Rank order of outfits based on Off-Quad Involvement.	3.5
(c) Rank order of outfits based on Career Readiness activity	3.0

**B. Procedures.**

- (1) Extracurricular Activities. Corps Staff 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 14.
- (b) All questions concerning the Activities List should be submitted to Corps Staff, the agency in charge of compiling and validating extracurricular activity statistics.

(c) Points for Career Readiness Activity. Similar to the Recruiting Points system, Career Readiness Event participation will be tracked using a Google Form on [cadets.tamu.edu](http://cadets.tamu.edu). The Corps Career Readiness Officer and Sergeant will track the responses to this form and award points based on valid submissions. At the end of the year, outfits will be placed in a rank order based solely off how many cadet hours they contributed to Career Readiness Events.

## FORM 1 – ACTIVITY POINT SHEET

Name: \_\_\_\_\_

Class: \_\_\_\_\_

Unit: \_\_\_\_\_

Total Points: \_\_\_\_\_

1. Using your initials, indicate the activities in which you presently participate. DO NOT include activity participation of previous years.
2. ALL ACTIVITIES ACCOMPANIED BY AN ASTERISK (\*) REQUIRE SPECIFIC INFORMATION FOR POINT CREDIT. IF THE INFORMATION ISN'T GIVEN, THE POINTS WON'T 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 above provide line.

### 16 POINTS

- \_\_\_\_\_ Corps Commander
- \_\_\_\_\_ Student Body President
- \_\_\_\_\_ MSC Council President
- \_\_\_\_\_ Student Regent

### 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
- \_\_\_\_\_ Cadet LTC
- \* \_\_\_\_\_ Chair of University/Student Gov't/MS/Corps Committee List cmtes \_\_\_\_\_
- \_\_\_\_\_ Yell Leader (other than Head Yell Leader)
- \* \_\_\_\_\_ Lettered in Varsity Sport Sport \_\_\_\_\_

### 6 POINTS

- \_\_\_\_\_ Junior, Corps Staff
- \_\_\_\_\_ Distinguished Air, Military or Naval Science Student
- \_\_\_\_\_ Inf/Arty Band Drum Major
- \_\_\_\_\_ Commander, Rudder's Rangers
- \_\_\_\_\_ Commander, Recon Company
- \_\_\_\_\_ PMC Active Member
- \_\_\_\_\_ Ross Volunteer Active Member
- \_\_\_\_\_ Corps Bugler
- \_\_\_\_\_ Commander, Corps Center Guard
- \_\_\_\_\_ Commander, Color Guard
- \_\_\_\_\_ Commander, O.R. Simpson Honor Co
- \_\_\_\_\_ Commander, Pathfinders
- \_\_\_\_\_ Commander, Ranger Challenge
- \_\_\_\_\_ Commander, SEAL Platoon
- \_\_\_\_\_ Commander, Special Operations
- \_\_\_\_\_ Commander, Summer Recruiting Co

### 5 POINTS



- \_\_\_\_\_ Distinguished Student (Last 2 sem only)
- \_\_\_\_\_ O.R. Simpson Honor Company
- \_\_\_\_\_ Member, Student Senate
- \* \_\_\_\_\_ Member, Student Gov't Executive Committee \_\_\_\_\_
- \* \_\_\_\_\_ Executive, MSC Committee \_\_\_\_\_
- \_\_\_\_\_ Director, MSC Council
- \* \_\_\_\_\_ Member, University Committee \_\_\_\_\_
- \_\_\_\_\_ Major Unit Staff, not listed above

**4 POINTS**

- \_\_\_\_\_ Member, Aggieland Staff
- \_\_\_\_\_ Member, Battalion Staff
- \* \_\_\_\_\_ Member, Varsity/Club Sport \_\_\_\_\_
- \_\_\_\_\_ Member, Ranger Challenge
- \_\_\_\_\_ President/Commander, Arnold Air or Midshipmen Battalion or SAME

**3 POINTS**

- \_\_\_\_\_ SCONA Delegate
- \* \_\_\_\_\_ Trainer or Mgr. Varsity Sport \_\_\_\_\_
- \* \_\_\_\_\_ Member, Student Gov't/MSC Comm \_\_\_\_\_
- \* \_\_\_\_\_ President; Honor Society, Student \_\_\_\_\_
- \_\_\_\_\_ Council Service Org, etc. \_\_\_\_\_
- \_\_\_\_\_ Organization \_\_\_\_\_
- \_\_\_\_\_ Member, CPRB
- \_\_\_\_\_ 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 \_\_\_\_\_

**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
- \_\_\_\_\_ Member, Century Singers
- \_\_\_\_\_ Member, Service/Student Activities, \_\_\_\_\_
- Clubs, etc.
- Organization \_\_\_\_\_
- \* \_\_\_\_\_ Corps Athletic Team \_\_\_\_\_
- Team \_\_\_\_\_

## SHEETS FOR SPECIFIC ACTIVITIES (\*)

### HONOR

- \_\_\_\_\_ 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
- \_\_\_\_\_ 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
- \_\_\_\_\_ 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
- \_\_\_\_\_ Parents 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
- \_\_\_\_\_ Recreational Sports Advisory Committee
- \_\_\_\_\_ Student Services Women's Issue 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 CLUB SPORTS**

- \_\_\_\_\_ Marksmanship Unit

**Mens Sport:**

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**Womens Sport:**

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## 6. THE ROBERT M. GATES PUBLIC SERVICE AWARD

A. **Criteria.** To earn the Gates Award, a company, squadron, or battery must achieve the highest cumulative ranking as determined through computations performed by Corps Staff.

<b>Graded Area</b>	<b>Weight Factor</b>
(1) Community Service Involvement. Rank order of outfits based on information regarding activity throughout the year.	10.0

### B. Procedures.

(1) Community Service Proficiency. The standing for Community Service of each unit will be based on the overall ranking of all activities in which the unit participated. The final results are calculated by adding the cumulative rankings indicated by the voting members of the cadet board appointed and led by the Corps Chief of Staff.

## 7. THE J. J. SANCHEZ AWARD FOR RECRUITING AND RETENTION

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. In the event of a tie for the Sanchez Award, the unit with the greatest **retention proficiency** will receive the award. Units with greater than 25% attrition in their fish class are eliminated from consideration for this award. Criteria for determining the recipient unit is as follows:

<b>Graded Area</b>	<b>Weight Factor</b>
(1) Retention Proficiency.	
(a) Rank order of outfits based on freshman retention.	3.0
(b) Rank order of outfits based on sophomore retention.	1.5
(c) Rank order of outfits based on junior/senior retention.	0.5
(2) Recruiting Proficiency.	
(a) Rank order of outfits based on Recruiting Activity Points	5.0

### B. Procedures.

(1) Freshman Retention. The points for freshman retention are computed using the initial freshman strength from the first day of fall classes through 1 April. The initial strength includes all freshmen who report to the unit on or before the first day of fall semester classes 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) 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) Upperclassmen Retention. The sophomore and junior/senior retentions are computed in a similar manner as the freshmen and will use the initial strength from the first day of classes until 1 April. The unit with the highest percentage will be 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.
- (4) Recruiting Activity Points. Points are based on cadet participation in recruiting events including: SNWC, JCAP, AEP, hometown recruiting, drill meets, high school visits, Darling Recruiting Company, Summer Recruiting Company, and New Student Conferences. The size of each unit is considered when determining the rating of units based on their point totals.

**8. THE GEORGE P. F. JOUINE AWARD FOR SCHOLASTIC ACHIEVEMENT**

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.

<b>Graded Area</b>	<b>Weight Factor</b>
(1) Scholastic Proficiency.	
(a) Rank order of outfits based on the previous spring semester grades (grades for seniors included).	2.0
(b) Rank order of outfits for the fall semester grades.	1.0
(c) Rank order of the freshman grades by outfits for the fall semester.	1.0
(d) Rank order of the sophomore grades by outfit for the fall semester.	1.0
(e) Rank order of the junior and senior grades by outfit for the fall semester.	2.0
(2) Scholastic Inspections. Rank order of the outfits as to the number of discrepancies in EST inspections conducted by the Corps/Major Unit Scholastic Officers.	1.0
(3) Freshman Retention. Rank order of units based on fish retention.	2.0

**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. An outfit's rank will be based on their fall semester results in grades and inspections.
- (3) 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.

- (4) Data for the scholastic inspections rank order comes from inspections conducted by or for Corps Staff beginning with the start of school in the Fall through the end of March.
- (5) Since Delta Company cannot be inspected for EST by the Corps/Major Unit Scholastic Officers, the value assigned to D-Co in this area will be in direct relation to their final academic standing of the previous semester (i.e., if D Co finished first in scholastic standing then the number of cuts assigned would be the number that would place them in 1<sup>st</sup> 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) Freshman retention data uses the same rank order determined for the Sanchez Award.

**9. THE MAJOR GENERAL BRUNO A. HOCHMUTH AWARD FOR MILITARY ACHIEVEMENT**

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 standards achieved, freshman retention, and scholarship thank-you letter completion. In the event of a tie for the Hochmuth Award, the unit with the greatest military proficiency score will receive the award. Separately, a 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> Place Pass-In-Review Streamer will be awarded to the units scoring highest in the grading for Eyes Right / Ready Front during Reviews and Football March-Ins. The total scores from review and march-ins will continue to be used in determining unit order for the military proficiency graded portion of the Hochmuth award.

<b>Graded Area</b>	<b>Weight Factor</b>
(1) Military Proficiency. Rank order of outfits based on graded march-ins and reviews.	2.0
(2) Inspections. Rank order of the outfits as to the number of discrepancies in Military Proficiency Inspections and Commandant's Staff inspections. Military Proficiency and no-notice Commandant Staff inspections will each count half of this ranking.	2.0
(3) Physical Fitness Test. Rank order of the outfits based on the average score achieved on Corps Physical Fitness Test.	2.0
(4) Height/Weight/Body Fat Percentage. Rank order of the outfits as to the percent of members meeting height/weight and body fat standards.	1.0
(5) Freshman Retention. Rank order of units based on fish retention.	2.0
(6) Scholarship Thank-You Letter Completion. Rank order of units based on Thank-You Letter completion and accuracy.	1.0

**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.
- (a) The total 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.
  - (b) 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 will result in point deduction of the total graded points for the march-in.
- (2) Inspections.
- (a) The following is a list of the areas subject to inspection:
 

Senior Uniforms	Senior Rooms	Scholastic Records
Junior Uniforms	Junior Rooms	Personnel Records
Sophomore Uniforms	Sophomore Rooms	Bulletin Boards
Freshmen Uniforms	Freshman Rooms	
  - (b) Military Proficiency Inspections of a unit's in-ranks will be on an unannounced basis. Rooms will be inspected during the academic day by the Corps Inspector General Officer and the Corps Inspector General Sergeant. NOTE: Since Delta Company cannot be inspected for cadet rooms the value assigned in this area will be in direct relation to their uniform inspections results [i.e., if D-Co 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 will be followed in both the fall and spring semesters. The standings for the Hochmuth Award will be computed as for any other unit in the Corps.
- (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 achieved on the For Record PFT. Fall semester results will be provided NLT 1 December. Spring semester results will be drawn from the most current Spring PFT scores.
- (4) Passing Height/Weight or Body Fat Content Percentage. All cadets must meet the Height/Weight or Body Fat Content Percentage as detailed in the Standard. Cadets are measured in the fall and again in the spring. Rank position and inverse points will be based on the passage percentage rate for cadets in the unit. Total number of cadets in the unit will be determined upon the 12th day of classes for each semester. Missing or incomplete data for a cadet will be counted as a failure. Passing percentage for Fall and Spring is weighted evenly.
- (5) Freshman retention data uses the same rank order determined for the Sanchez Award.



- (6) Thank-you letter completion. Outfits will be ranked based on the percentage of thank you letters that are turned in by the deadline without having to be resubmitted for corrections.

**10. THE TAYLOR A. GILLESPIE AWARD FOR MOST IMPROVED UNIT**

- A. **Criteria.** To earn the Gillespie Award, a company, squadron, or battery must achieve the highest cumulative point improvement that accrue from ratings derived from the General Moore Award computations for the current year and the past year. Units with greater than 25% attrition in their fish class are eliminated from consideration for this award.

<b>Graded Area</b>	<b>Weight Factor</b>
(1) General Moore Award. The criteria that apply for the ranking of the unit in the previous year’s General Moore Award compared to the current year’s General Moore ranking.	10.0

- B. **Procedures.** Use the same procedures used for the General Moore Award.

**11. THE PRESIDENT’S AWARD FOR MOST OUTSTANDING MAJOR UNIT**

- A. To earn the President’s Award, a Major Unit must achieve the highest cumulative total points that accrue from ratings derived from Scholastic Proficiency, Military Proficiency, Recruiting and Retention, and the Commandant’s Award. Major Units with greater than 25% attrition in their total fish class are eliminated from consideration for this award. The below criteria is used to determine the recipient Major Unit. The rankings for the MU Staff and the subordinate units in the Major unit are combined to determine the ranking of the Major Units:

<b>Graded Area</b>	<b>Weight Factor</b>
(1) Scholastic Proficiency. The criteria that applies for the selection of the Jouine Award.	3.0
(2) Military Proficiency. The criteria that applies for the selection of the Hochmuth Award.	3.0
(3) Recruiting and Retention Proficiency. The criteria that applies for the selection of the J. J. Sanchez Award.	2.0
(4) Commandant’s Award. The criteria that applies for the selection of the Commandant’s Award.	2.0

- B. **Procedures.**
  - (1) Each Major Unit will earn a rating in each of the graded areas. On the basis of these ratings the Major 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 Gen Moore Award, the determining factor will be scholastic proficiency.
  - (2) Freshman retention data uses the same rank order determined for the Sanchez Award. All units in the major unit are combined to determine eligibility for the award.

**12. THE GENERAL GEORGE F. MOORE AWARD FOR THE OUTSTANDING UNIT**

- 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 the Commandant's Award. Units with greater than 25% attrition in their fish class are eliminated from consideration for this award. Criteria for determining the recipient unit is as follows:

<b>Graded Area</b>	<b>Weight Factor</b>
(1) Scholastic Proficiency. The criteria that applies for the selection of the unit earning the Jouine Award.	3.0
(2) Military Proficiency. The criteria that applies for the selection of the unit earning the Hochmuth Award.	3.0
(3) Recruiting and Retention Proficiency. The criteria that applies for the selection of the unit earning the J. J. Sanchez Award.	2.0
(4) Commandant's Award. The criteria that applies for the selection of the unit earning the Commandant's Award.	2.0

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 Gen Moore Award, the determining factor will be scholastic proficiency.
- (2) Freshman retention data uses the same rank order determined for the Sanchez Award. All units in the major unit are combined to determine eligibility for the award.

### 13. MINOR UNIT AWARDS

The following Minor Unit Awards are given annually in connection with the Corps Awards Program.

- A. **Pass in Review Streamer.** 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> Place Streamers presented to the Corps units scoring highest in graded pass in review and march-in events throughout the year
- B. **Career Readiness Streamer.** 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> Place Streamers presented to the Corps units scoring highest in Career Readiness evaluation criteria throughout the year.
- C. **Endurance Mud Run Competition Streamer.** 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> Place Streamers presented to the Corps units scoring highest in the team running of the Mud Run Endurance Course.
- D. **Bloody Cross Competition Streamer.** 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> Place Streamers presented to the Corps units scoring highest in the annual Bloody Cross run.
- E. **Obstacle Course Competition Streamer.** 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> Place Streamers presented to the Corps units logging the fastest times in the team running of the USMC Obstacle Course.
- F. **Cadet Challenge Competition Streamer.** 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> Place Streamers presented to the Corps units demonstrating the combined best scores of the Bloody Cross, Obstacle Course and Endurance Course Competitions.

## CHAPTER 7 – INDIVIDUAL AWARDS

### 1. GENERAL

The following individual awards are given annually in connection with the Corps Awards Program. The awards are designed to recognize outstanding individual cadet and advisor achievement during the school year.

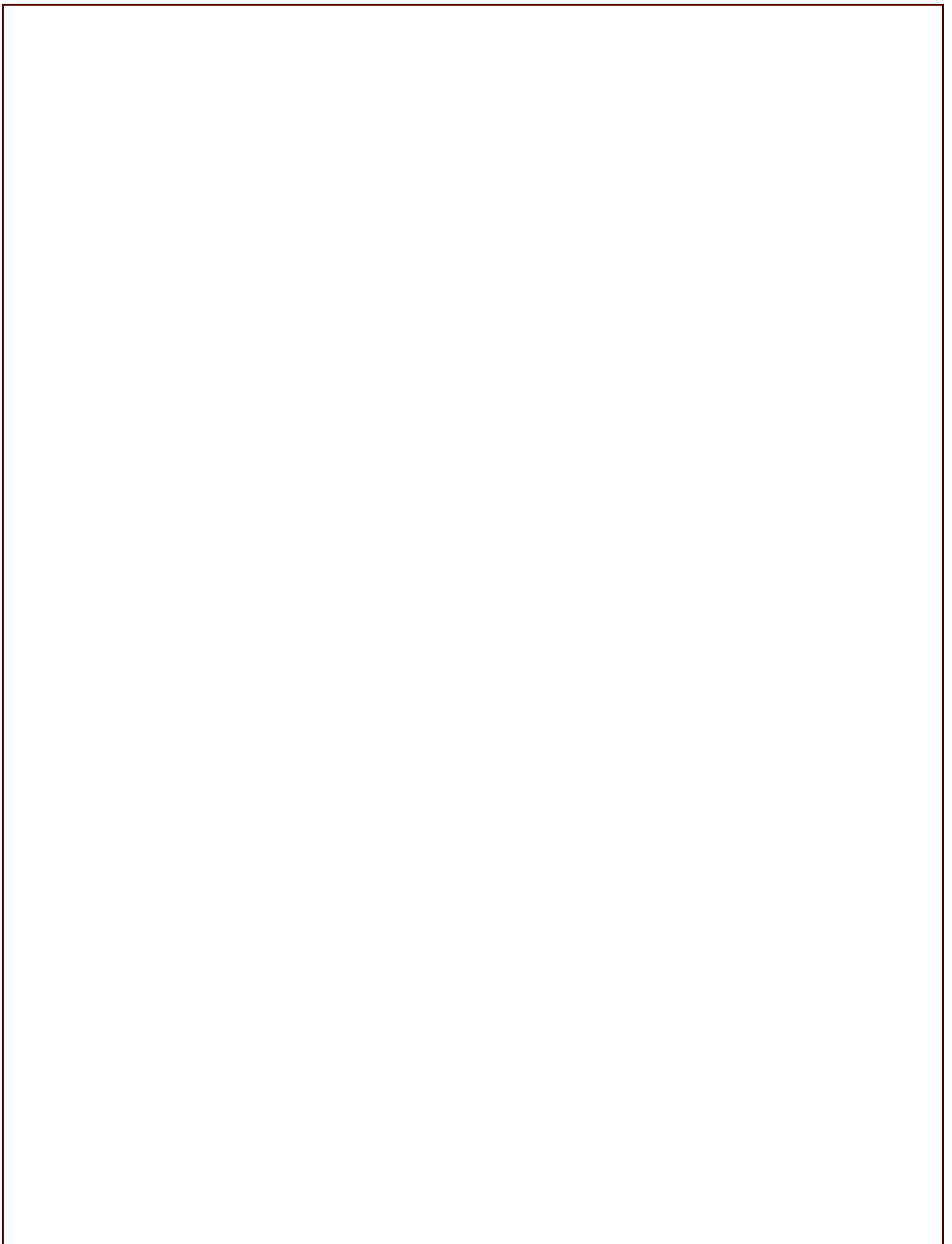
- A. **CORPS COMMANDER RECOGNITION AWARD** – Mr. John Bratten, a long-time supporter of the cadet awards program, annually presented the award to recognize the leadership of the current year's cadet Corps Commander. Mr. Bratten's daughter, Ms. Adelaide Leavens continues to sponsor the award.
- B. **DEPUTY CORPS COMMANDER RECOGNITION AWARD** –Sponsored by the La Villita Chapter, Daughters of the American Revolution, to recognize the leadership of the current year's cadet Deputy Corps Commander.
- C. **CORPS CHIEF OF STAFF RECOGNITION AWARD** – Sponsored by the William Scott Chapter, Daughters of the American Revolution, to recognize the leadership of the current year's cadet Chief of Staff.
- D. **MASCOT CORPORAL RECOGNITION AWARD** – Sponsored by the Texas Aggie Corps of Cadets Association to recognize this year's Mascot Corporal's dedicated service and positive representation to Texas A&M University.
- E. **CORPS COLOR GUARD COMMANDER SABER** – Sponsored by the Texas Aggie Corps of Cadets Association to recognize this year's Corps Color Guard Commander's achievements.
- F. **THE LULIE HUGHEY LANE SCHOLARSHIP AWARD** – Sponsored by the Stephen Williams Chapter, The Texas Society US Daughters of 1812, to recognize the Sophomore Liberal Arts Major who distinguished himself or herself through academic achievement and the highest grade point average.
- G. **THE GLASSCOCK LIBERAL ARTS AWARD** – Endowed by Melbern Glasscock, Class of '59, and his daughter, Anne Elizabeth, Class of '86, to recognize and honor the Senior in the Corps of Cadets who has combined a high level of academic success in his or her Liberal Arts Degree program with demonstrated leadership in the Corps of Cadets.
- H. **DEPARTMENT OF THE ARMY SUPERIOR CADET AWARDS** – Presented by Army ROTC, each year the Department of the Army recognizes the Outstanding Military Science student in each academic class.
- I. **THE ENSIGN MIKE BEACH MEMORIAL SCHOLARSHIP** – Presented by Naval ROTC, the scholarship was established by the Beach family in honor of their son, who graduated from Texas A&M and subsequently died while serving in the United States Navy.
- J. **AIR FORCE ASSOCIATION AWARD** – Presented by Air Force ROTC, The Aggieland Chapter of the Air Force Association awards a silver medal, ribbon, and certificate to the Air Force ROTC cadet recognized by the Professor of Aerospace Studies as the most Outstanding AS 300 Air Force ROTC cadet.

- K. **MACARTHUR CADET AWARD** – Sponsored by the MacArthur Memorial Foundation to promote the high ideals exemplified by General of the Army Douglas MacArthur in his life of service to our country, the award is presented annually to an outstanding cadet from among the ROTCs at each of the Nation’s military colleges and schools.
- L. **OUTSTANDING CORPS STAFF OFFICER AWARD** – Sponsored by the Dallas County A&M University Mothers' Club to recognize this year’s Outstanding Corps Staff Officer.
- M. **OUTSTANDING MAJOR UNIT COMMANDER AWARD** – Sponsored by The Texas Aggie Corps of Cadets Association to recognize this year’s Outstanding Major Unit Commander.
- N. **OUTSTANDING OUTFIT COMMANDER AWARD** – Endowed by Dr. John Fritz, the award known as the Fritz Cup recognizes the outstanding outfit commander in the Corps of Cadets.
- O. **OUTSTANDING EXECUTIVE OFFICER AWARD** – Sponsored by USAA, the award is given to the XO who supported and assisted with the execution and coordination of cadets and activities within the unit.
- P. **OUTSTANDING FIRST SERGEANT AWARD** – Sponsored by The Texas Aggie Corps of Cadets Association, the award is one of the longest standing awards and is given to the First Sergeant who demonstrated outstanding leadership and training guidance to fellow cadets and the Corps
- Q. **OUTSTANDING SOPHOMORE AWARDS** – Sponsored by the Federation of Texas A&M University Mothers’ Club, the awards recognize this year’s Best-Drill Sophomore and the Most Outstanding Sophomore in the Corps of Cadets.
- R. **OUTSTANDING FRESHMEN AWARDS** – Sponsored by The Texas Aggie Corps of Cadets Association, the awards recognize this year’s Best-Drill Freshman and the Most Outstanding Freshman in the Corps of Cadets.
- S. **OUTSTANDING SCHOLASTICS OFFICER AND SCHOLASTICS SERGEANT AWARDS** – Sponsored by The Texas Aggie Corps of Cadets Association, the awards recognize this year’s Scholastic Officer and Sergeant’s achievements.
- T. **OUTSTANDING DRILL AND CEREMONIES CADETS** – Sponsored by The Texas Aggie Corps of Cadets Association, the award recognizes this year’s most outstanding D&C senior and junior cadets in the Corps and in each major unit.
- U. **DAUGHTERS OF THE AMERICAN REVOLUTION AWARD** – Sponsored by the La Villita Chapter and the William Scott Chapter, Daughters of the American Revolution, the awards recognize this year’s outstanding senior cadet from each branch of service.
- V. **VETERANS OF FOREIGN WARS ROTC MEDALS** – Established to recognize senior, junior, and sophomore-level cadets from each ROTC program who exhibit military achievement and exceptional leadership ability.
- W. **AMERICAN LEGION AWARDS** – Presented by the Earl Graham Post 159, the awards recognize senior and junior ROTC cadets in the advanced program who have displayed high military and academic excellence.

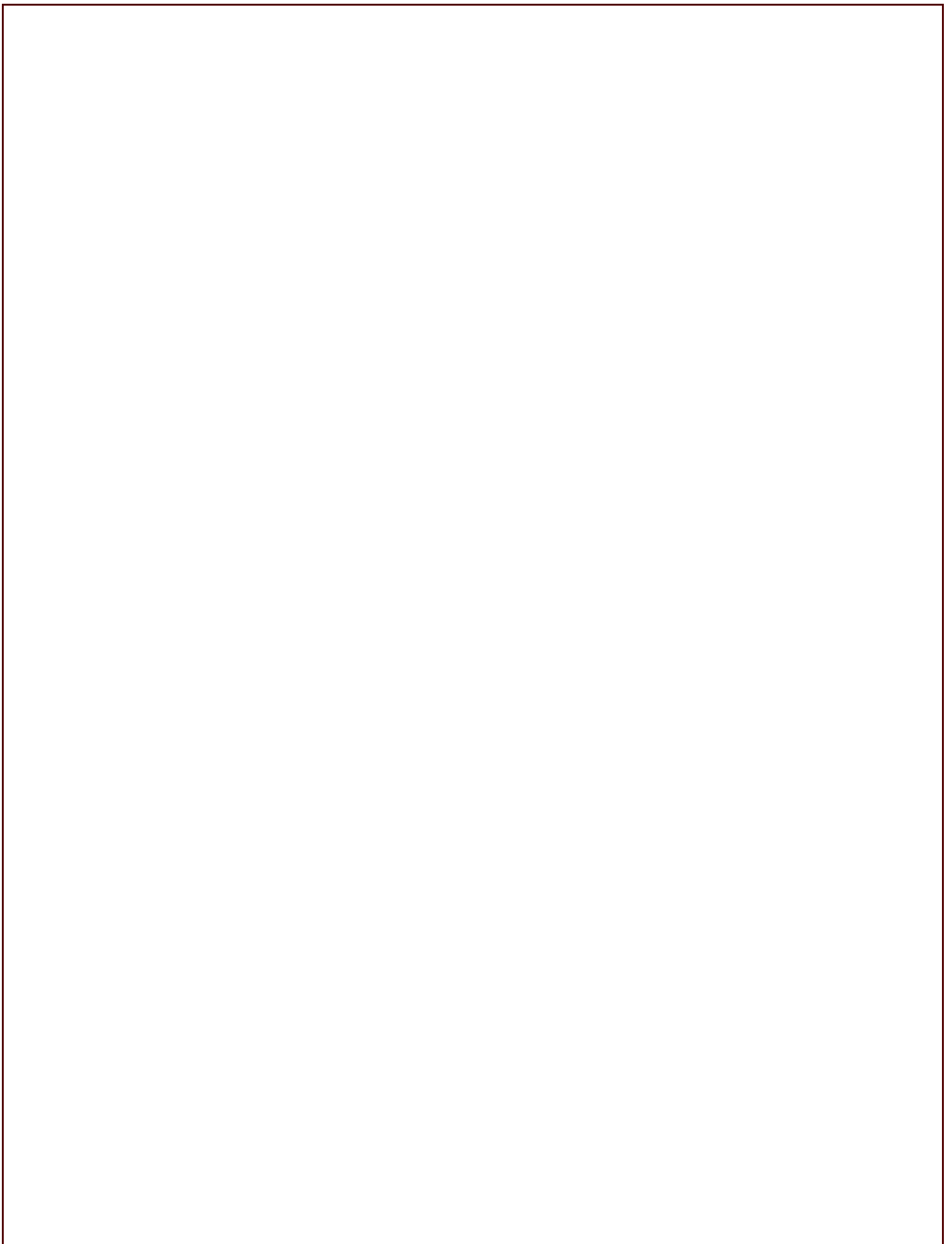
- X. **NATIONAL SOJOURNERS AWARD** – Sponsored by the Brazos Valley Chapter of the National Sojourners, the award recognizes one cadet in each service who has demonstrated the highest degree of patriotism and willingness to serve God and Country.
- Y. **MILITARY OFFICERS ASSOCIATION OF AMERICA AWARD** – Sponsored by the Brazos Valley Chapter of the Military Officers Association of America, the award recognizes a 300-level ROTC cadet from each branch of service who shows exceptional potential for military leadership.
- Z. **INDEPENDENCE CHAPTER, TEXAS SOCIETY OF THE SONS OF THE AMERICAN REVOLUTION AWARD** – Presented by the Independence Chapter, Texas Society of the Sons of the American Revolution to a freshman cadet from each branch of the service who demonstrates outstanding leadership qualities, military bearing, and all-around excellence in ROTC studies and activities.
- AA. **SOCIETY OF AMERICAN MILITARY ENGINEERS AWARD** – Presented by the Houston Post of the Society of American Military Engineers to recognize outstanding ROTC cadets who are candidates for engineering or engineering technology degrees, excel in the classroom, are dedicated to pursuing a career in military engineering, and will be commissioned into the Armed Services of the United States.
- BB. **MILITARY ORDER OF WORLD WARS AWARD** – Sponsored by the Dallas Chapter of The Military Order of World Wars, the award recognizes a 300-level, 200-level, and 100-level cadet from each branch of service who plans to enroll in the next ROTC class level and has the goal of earning a commission.
- CC. **THE MILITARY ORDER OF FOREIGN WARS OF THE UNITED STATES AWARD** – Texas Commandery awards the Military Order of Foreign Wars of the United States award to a **junior** cadet in each ROTC program who distinguished himself or herself through academic achievement with the highest grade point average in his or her History major.
- DD. **AT&T VETERANS ROTC LEADERSHIP AWARD** – Sponsored by AT&T and awarded to one ROTC cadet from each branch of service and one Delta Company combat cadet who has excelled in AT&T’s “Rethink Possible” philosophy; recognizing cadets who have displayed the ability to solve problems outside the box, using innovative thinking and carrying it through to execution.
- EE. **OUTSTANDING ACADEMIC CADETS** – Sponsored by USAA to recognize this year’s outstanding senior, junior, sophomore, and freshman academic cadets.
- FF. **OLIN E. TEAGUE SOLDIER STATESMAN AWARDS** – Sponsored by the Olin E. Teague family to recognize outstanding senior cadets from each service who demonstrate qualities of maturity, self-confidence, leadership, and desire which will enable them to be superior officers in their respective military services.
- GG. **THE BRUCE DEAN GOODRICH AWARD** – Named for former Cadet Bruce Dean Goodrich who died while a cadet in 1984, the award recognizes a sophomore cadet who has demonstrated high leadership potential and dedication to fellow cadets.
- HH. **ZACHARY L. DAVIS AWARD** – Sponsored by Mr. Gerald Ray ’54 and Mr. Donald Zale ’55 and named for former Cadet Zach Davis ’09, a 100% visually impaired cadet who

successfully complete four year in the Corps of Cadets, the award recognizes a cadet who has overcome adversity and hardship during his/her Corps career.

- II. **HELLCAT 9 '68 BOOTS AND SABER AWARD** – Sponsored by Claudia and Fred Jackson, and seven other previous Hellcat 9 members, the award assists one outstanding sophomore cadet in paying for his or her senior boots and saber.
- JJ. **WOFFORD CAIN BOOTS AND SABER AWARDS** – Endowed by the Effie and Wofford Cain Foundation and presented in honor of Wofford Cain, class of 1913, the awards recognize this year's outstanding achievement by seniors in the Corps of Cadets.
- KK. **LTC JAMES WYATT BOOTS & SABER AWARD** – Given to a sophomore cadet who has demonstrated leadership and student involvement at Texas A&M University.
- LL. **DALLAS A&M CLUB SENIOR BOOTS AWARD** – Sponsored by the Dallas A&M Club and given to a sophomore cadet who has demonstrated leadership and student involvement at Texas A&M University.
- MM. **PRESIDENT'S MEDAL** – The Association of Military Colleges and Schools annually sponsors the President's Medal which is given to the cadet selected to be next year's cadet Corps Commander.
- NN. **THE COLONEL WOODALL SABER** – Named for Colonel James R. Woodall, Colonel, U.S. Army (Retired), Class of '50, and former Commandant of the Corps of Cadets, the award recognizes the next year's newly-selected Deputy Corps Commander.
- OO. **FIRST COMMAND FINANCIAL PLANNING SABER** – sponsored by First Command Financial Planning to recognize the newly selected Corps Chief of Staff.
- PP. **THE KELLY CASTLEBERRY MEMORIAL AWARD** – This award is presented annually to a Marine Corps junior selected for the highest rank for his/her senior year in the Corps of Cadets.
- QQ. **THE COLONEL GLENN STARNES '81 MEMORIAL AWARD** – This award is presented annually to a senior who will commission into the U.S. Marine Corps.
- RR. **ASSOCIATION OF FORMER STUDENTS ROTC CADRE AWARDS** – Sponsored by the Association of Former Students and recognizing the most outstanding ROTC Officer or Non-Commissioned Officer instructors.
- SS. **THE LIEUTENANT COMMANDER DENNIS "LEE" HASSMAN '88 OUTSTANDING CADET TRAINING OFFICER AWARD** – Sponsored by the Office of the Commandant and recognizes the most outstanding Cadet Training Officer (CTO).









*"We Make Leaders"*