

Appendix A Cadet Promotion Requirements

Milestone	Grade	Min. Age (mo)	TIS ¹ (mo)	TIG ² (mo)	Training (40 Hrs)	Military Science	Leadership	Ethical Leadership	Community Service/DDR	PFT ⁶	Staff	Promotion Authority	Other Requirements
1	C/RC				Recruit Orientation (40 Hrs)	RO Exam	No Requirement	No Requirement	No Requirement	Minimum	N/A	Company Cndr/Det OIC	N/A
2	C/PV2 (Meritorious) ³		3	3	ROC	90% RO Exam	Chapter 1		No Requirement	National	N/A	Company Cndr/Det OIC	N/A
2	C/PV2		6	6	ROC	CTT: E-2 Tasks MH&P: Guidebook Ch. 1	Chapter 1		No Requirement	Minimum	N/A	Company Cndr/Det OIC	N/A
3	C/PFC		9	3	BCT	CTT: E-3 Tasks MH&P: Guidebook Ch. 2	Chapter 2		DDR Workbook	Minimum	N/A	Company Cndr/Det OIC	N/A
4	C/CPL		16	4	N/A	CTT: E-4 Tasks MH&P: Guidebook Ch. 3	Chapter 3		DDR Workbook	Minimum	N/A	Company Cndr/Det OIC	Good Conduct Medal
5	C/SGT		24	4	BLC	CTT: E-5 Tasks MH&P: Cadet Staff Study Guide	Chapter 4 (Team Leader)		Community Svc Workbook	National	Instruct at BCT	Bn Cdr	Good Conduct Medal X2 First Aid/CFR
PROFICIENCY CERTIFICATE													
6	C/SSG		14	32	6	N/A	Comprehensive MS and Leadership Exam Chapter 5 (Squad Leader)	Essays/pspech	Community Svc Workbook	National	Instruct/Staff at AT or Troop Handler	Award Authority, National HQ	Recurring Ribbon or RECONDO Unit MTOE (1 per full squad)
7	C/SFC		15	40	6	THA or CNCOC ⁴	Chapter 6 (Platoon Sergeant)	Serve as Small Group Leader	Community Svc or DDR Workbook	National	AT Staff or Troop Handler	Bee Cdr	Good Conduct Medal X3 Color Guard/Honor Guard Ribbon Unit MTOE (1 per platoon)
8	C/1SG		16	48	6	N/A	Chapter 7 (First Sergeant)	Assist with Case Study Development	Community Svc or DDR Workbook	Presidential	AT Staff or Troop Handler	Bee Cdr	Good Conduct Medal X4 Academic Excellence Ribbon Unit MTOE (1 per company)
COMPLETION CERTIFICATE⁵													
9	C/SGM		15	--	--	N/A	Chapter 8 (Sergeant Major)	Essays/pspech	Service Project	Presidential		Award Authority, National HQ	Special Appointment
N/A	C/CSM		16	--	--	N/A	Chapter 9 (Command Sergeant Major)	No Requirement	No Requirement	Presidential	N/A	National Cdr	Special Appointment

Notes:

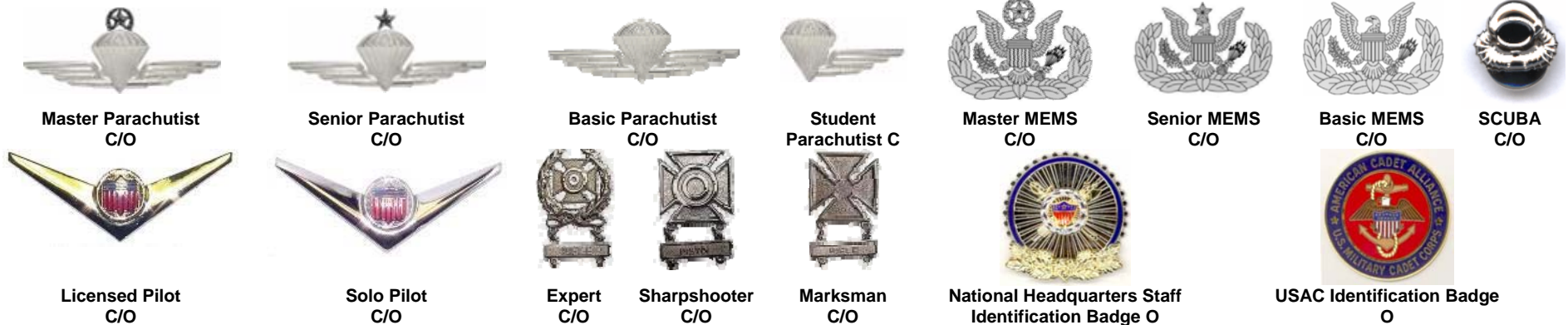
- Time in Service accrues beginning on the date of enrollment as reflected in CADTRAK
- Time in Grade accrues beginning on the date of the previous promotion as reflected in CADTRAK
- Meritoriously promoted Cadets must complete all requirements standard E-2 promotion prior to advancement to E-3
- Cadets attending Troop Handlers Academy in lieu of CNCOC must complete the CNCOC online POI prior to advancement to E-7
- The Completion Certificate may be attempted after a Cadet completes Milestone 6, whether or not the Cadet is a C/1SG
- Cadets requiring a National or Presidential level PFT must pass the PFT with 4 of 5 events at the required level; the fifth event can be passed at the next lower level

Appendix B
Awards and Decorations of the USAC



U.S. Army Cadet Corps Awards and Badges

Qualification, Marksmanship, and Identification Badges (not to scale) (C= Cadet Award O = Officer Award)



Ribbons (C= Cadet Award O = Officer Award, # = ribbon device number used with that ribbon)



Ribbon Devices



Appendix C Cadet Code of Discipline

SECTION 1 - IMMEDIATE DISMISSAL OFFENSES

Article 1: Drugs/Narcotics/Misuse of a Controlled Substance. No Cadet shall at any time, whether in a duty capacity or not, consume, chew, smoke, inhale, ingest or inject in himself, or permit himself to be injected with, any form of narcotic, illegal substance or drug; nor shall he bring or cause to be brought onto an USAC facility, to include Department of Defense or other governmental facilities temporarily utilized for USAC training, or into his quarters, or in any other way be in possession or control of, any narcotic, illegal substance or drug of any description, nor shall he inject in another person, sell or present to another person, any narcotic, illegal substance or drug of any description. Steroids not prescribed by a physician will be considered illegal substances for the purposes of this punishable offense as will medications obtainable only by prescription.

Article 2: Alcoholic Beverages. No Cadet shall at any time consume or bring or cause to be brought onto an USAC training facility, to include Department of Defense or other governmental facilities temporarily utilized for USAC training, or into his quarters or otherwise in his possession, alcoholic beverages such as wine, beer or liquor of any type, nor shall he present to another Cadet, or act as an agent in the purchase or sale to another Cadet, any alcoholic beverages of any type.

SECTION 2 - POTENTIAL DISMISSAL OFFENSES

Potential dismissal offenses are those which *may* result in dismissal from the USAC after the second offense.

Article 3: Alcoholic Beverages. No Cadet shall at any time, consume alcoholic beverages such as wine, beer or liquor of any type; nor shall he present to another person, or act as an agent in the purchase or sale to another person, any alcoholic beverages of any type, while participating in a USAC activity in a non-duty capacity, or when off-duty between USAC activities.

Article 4: Assault. No Cadet shall assault, or threaten to assault by words or actions, another Cadet, member of the USAC Officers' Corps, or any other person.

Article 5: Battery. No Cadet shall strike, kick, bump, clutch or touch in an aggressive manner another Cadet, member of the USAC Officers' Corps, or any other person.

Article 6: Misappropriation/Stealing/Shoplifting. No Cadet shall steal, take, borrow or appropriate any property or money of another Cadet or person, institution or commercial business without a correct business transaction and a proper receipt. Unauthorized use of another's credit card, calling card, or telephone code is considered stealing.

Article 7: Off Limits. No Cadet shall be present in, or enter, or make signs to enter, any place that has been designated Off Limits by competent authority.

Article 8: A Combination of Lesser Offenses. A Combination of Lesser Offenses as listed in Section 3 (Other Punishable Offenses) may result in dismissal.

SECTION 3 - OTHER PUNISHABLE OFFENSES

Article 9: Absent or Late. No Cadet shall absent himself from, or be late in reporting to, any scheduled period of instruction, duty, formation, muster, parade, drill, inspection, religious service or other announced or scheduled event without permission from their immediate senior (Squad Leader, Platoon Sergeant, Leading Petty Officer, Troop Handler, etc.). Following the last officially approved event of the evening, excluding overnight liberty, Cadets will remain in their barracks. While on overnight training, to include regularly scheduled drill weekends or Annual Training (AT), Cadets will be in their own racks in their cubes (rooms) and remain there until reveille. "Recons" are not authorized and will be treated as unauthorized absences. Cadets authorized late lights will visit other barracks only with the specific approval of their immediate senior. Late lights will normally expire at 2400.

Article 10: Academic Misconduct. No Cadet shall receive, give, or act as an agent in receiving or giving, unauthorized academic assistance to another Cadet or to himself; nor shall a Cadet use deceit, trickery or perversion of truth to complete academic work, or to achieve an evaluation or grade for academic work. Cadets shall have in their possession during academic periods those items directly related to their academic instruction, study or needs, and those items only.

Article 11: Borrowing or Lending. No Cadet shall borrow money or any other articles from, or lend money or any other articles to another Cadet, member of the ACA Officers' Corps or any other person.

Article 12: Civilian Dress. No Cadet, E-3 or below, shall wear civilian dress at any time during an ACA training activity. Cadets are expected to wear their uniform to and from all ACA activities, including drills, parades, staff meetings, boards and graduations, including when attending as a guest. Civilian attire may not be worn to an ACA event or activity without the approval of the Unit Commander. Cadets E-4 and above may be permitted to wear civilian clothes, when not in an ACA duty status, as a privilege granted by the Unit Commander.

Article 13: Conduct of Immoral or Unethical Nature Which May Bring Discredit Upon the Armed Forces or the U.S. Army Cadet Corps. No Cadet shall at any time exhibit conduct of a nature which injures the reputation of the Armed Forces or the USAC. Included in the conduct prescribed within this article is promiscuous sexual conduct or indecent acts.

a. Conduct Prejudicial. No Cadet shall, in words or actions, conduct himself in a manner prejudicial to the good order and discipline of the USAC.

b. Conduct, Improper Marriage. No Cadet shall be married while participating as a Cadet. Cadets who are age 17 and found to be married will be dismissed as a Cadet, and required to apply for an appointment as an Officer Candidate. Cadets younger than age 17 and found to be married will be dismissed as a Cadet.

c. Conduct Unbecoming. No Cadet shall, in words or actions, conduct himself in a manner unbecoming the Armed Forces or the USAC.

Article 14: Conspiracy. No Cadet shall conspire with another or other Cadets, or with another or other persons, to violate this Code or any civil law, ordinance or statute.

Article 15: Dereliction of Duty. No Cadet shall neglect, be remiss in the performance of, or fail to do his full duty at any time. Cadets will anticipate what is required by ACA regulations and take action accordingly.

Article 16: Disobedience. No Cadet shall disobey or disregard a lawful order, spoken, written or otherwise uttered by an officer, Cadet Leader senior or equal in rank, or by any other competent authority.

Article 17: Disrespect. No Cadet shall be disrespectful in words, gesture or attitude to any officer or Cadet Leader senior or equal in rank or to any adult person.

Article 18: Disturbance. No Cadet shall disturb the peace, good order or discipline of any period of instruction, duty, formation, muster, parade, drill, inspection, religious service, meal, social gathering, living area, place of study, place of business or any other place or activity.

Article 19: Equipment Unclean. No Cadet shall appear with, or permit to appear with, or appear in itself, unclean weapons, accouterments, uniform clothing or equipment, on charge to that Cadet, at any time or at any place.

Article 20: Falsehood. No Cadet shall speak, write, or in any way, utter or imply words or ideas he knows to be false.

Article 21: Fighting. No Cadet shall participate in, make signs of intending to participate in, instigate, arrange or encourage a fight where blows are struck or a physical struggle occurs; or where blows may be struck or a physical struggle may occur.

Article 22: Fraud. No Cadet shall employ deceit, trickery or perversion of truth for any purpose.

Article 23: Gambling. No Cadet shall participate in any form of gambling through games of cards, dice, coins, or tokens; or in any other kind of contest at which money, property or favors may change hands.

Article 24: General Article. No Cadet shall exhibit any conduct prejudicial to the good order and discipline of the ACA. A Cadet may be charged under this article if the accused offense does not fall under an article contained herein.

Article 25: Hazing. No Cadet shall haze another Cadet by ordering or demanding unnecessarily disagreeable work, exercise, drill or other activities, or by unnecessary harassment, abuse, ridicule or humiliation. This does not preclude motivational training for Cadet Recruits, as outlined in USAC Instruction 1513.2 (Series), Motivational Training for Cadet Recruits While Attending Recruit Training.

Article 26: Impersonation. No Cadet shall impersonate rank not his own, or honors not his own, by displaying upon himself a medal, ribbon or any other device he has not been awarded by competent authority.

Article 27: Inattention. No Cadet shall sleep or display inattention during any period of instruction, duty, formation, muster, parade, drill, inspection, religious service or any other activity.

Article 28: Mail Tampering. No Cadet shall open another Cadet's mail, or other person's mailbox or mail, nor shall he hold or read the mail of another Cadet or person without his permission.

Article 29: Malingering. No Cadet shall feign illness or injury to avoid instruction, duty, work, examination, physical fitness test, formation, muster, parade, drill, inspection, religious service or any other event.

Article 30: Misbehavior of a Sentinel. No Cadet shall, while serving as a sentry, fail to remain in an alert status while assigned a duty that requires them to be awake.

Article 31: Missing Ship or Unit Movement. No Cadet scheduled to be embarked on a ship or vessel, or to travel with his or her unit, shall fail to appear in sufficient time to accompany the ship, vessel or unit upon departure.

Article 32: Moral Turpitude. No Cadet shall commit or be a party to the commission of any act that is foul, base, ugly, shameful or obscene.

Article 33: Motor Vehicles. No Cadet may ride in the vehicle of another person, while in an ACA duty status, without the approval of the Cadet's Unit Commander. No Cadet will provide a ride to another Cadet without the approval of the other Cadet's parent(s)/guardian(s).

Article 34: Negligence. No Cadet shall act with negligence in a manner that might bring about the injury of another Cadet or person; nor shall he act with negligence in a manner that might bring about the damage or destruction of government, USAC, or private property.

Article 35: Profanity. No Cadet shall speak, write, or in any way, utter or gesture profane words or ideas.

Article 36: Property Unsecured. No Cadet shall, at any time, leave his personal property or money, jewelry, clothing or any other item of value; or government or ACA property on loan to the Cadet; unsecured or unguarded, nor shall he leave his locker(s) or lock(s) unlocked while not present in his quarters.

Article 37: Public Display of Affection (PDA). No Cadet shall kiss, hug, hold hands, place their arm around for an extended period, caress, etc., any other person while in an ACA duty status and wearing the ACA uniform. Hugging ones parents or other immediate family member is permitted.

Article 38: Quarters Misuse. No Cadet shall use his quarters to hide unauthorized items; or keep in his quarters unauthorized food or beverages of any kind; or obscene material of any kind; or any unauthorized electrical appliance; or shall have in his quarters between taps and reveille any light on of any kind; or shall he or his equipment make noise in his quarters that may be heard from outside his quarters, or shall he leave his rack between taps and reveille, except for personal hygiene reasons; or shall have in his quarters at any time an unauthorized guest.

Article 39: Quarters Privacy. No Cadet shall enter quarters other than his own unless at least one of the Cadets assigned to those quarters is present and issues an invitation to enter. Cadet Leaders may enter the quarters of another Cadet when performing a scheduled inspection.

Article 40: Quarters Unclean. No Cadet shall have unclean or disorderly quarters.

Article 41: Sale of Articles. No Cadet shall sell or offer to sell to another Cadet, member of the ACA Officers' Corps, or any other person, any printed material, foodstuffs, soft drinks, cigarettes, items of uniform clothing, or any item of like nature, without the authority of the Unit Commander.

Article 42: Telephone Misuse. No Cadet shall, without proper authority, use an official government or ACA telephone to transmit or receive personal messages; or use the public telephones in or about the barracks on an ACA facility, to include Department of Defense or other governmental facilities temporarily utilized for ACA training, between taps and reveille, nor shall any Cadet use, borrow or steal another Cadets' phone card calling number or code.

Article 43: Tobacco Misuse. No Cadet shall use or possess any tobacco substances, to include "snuff" or "dip," while participating in ACA activities. Tobacco paraphernalia such as pipes are also prohibited.

Article 44: Unauthorized Absence. No Cadet shall fail to notify his chain of command, no less than 72 hours in advance, when the Cadet must miss a scheduled drill or activity. An unauthorized absence cannot be redeemed by a make-up drill.

Article 45: Uniform Improper. No Cadet shall at any time appear in an unclean or unpressed uniform, or with unshined shoes or other leather; unshined brass or silvered accessories; or with unclean medals, ribbons or badges. No Cadet shall wear a uniform or portion of a uniform not authorized by ACA directives and the training schedule; nor wear a uniform in a sloppy or incorrect manner.

Article 46: Vandalism/Damage/Destruction. No Cadet shall willfully, or through negligence, deface, damage or destroy any property, facility or equipment of the government or USAC, another Cadet, or another person or any public or private institution or commercial business.

Article 47: Weapons Unauthorized. No Cadet shall have in his possession a weapon such as a firearm, blade, razor, stick, chain or any object of any substance or shape that

is intended by design or the holder to do harm, except weapons issued or approved by competent authority for the purpose of military instruction, duty or ceremony.

Article 48: Wrongful Possession. No Cadet shall have in his possession the property, to include uniform items, or money of another Cadet or of any other person, institution or commercial business without proof of a correct business transaction and a proper receipt.

Glossary

Section I Abbreviations

AT

Annual Training

BCT

Basic Cadet Training

BLC

Basic Leader's Course

CNCO

Cadet Non-Commissioned Officer's Course

CTC

Cadet Transition Course

NCO

Non-Commissioned Officer

POI

Period of Instruction

POI

Program of Instruction

RO

Recruit Orientation

THA

Troop Handler's Academy

TSP

Training Support Package

USAC

United States Army Cadets

UTA

Unit Training Assembly

Section II

Terms

American Cadet Alliance

One of the parent organizations of the USAC.

American Nautical Alliance

One of the parent organizations of the USAC.

American Nautical Cadets

One of the parent organizations of the USAC.

American Naval and Marine Scouts

One of the parent organizations of the USAC.

Annual Training

A multiple-week summer training activity.

Basic Cadet Training

The two-week summer camp all Recruits must attend their first summer in the USAC.

Basic Leader Course

A course in small-unit leadership taught to Cadet privates first class and corporals. It is required for promotion to sergeant.

Battalion

A unit made up of three to four companies, a battalion commander and his staff.

Brigade

A unit made up of three to four battalions, a brigade commander and his staff.

Buddy

A fellow Recruit who is assigned to be your partner through Recruit Orientation or Basic Cadet Training.

Cadet

A graduate of BCT or the CTC.

Cadet Non-Commissioned Officer's Course

A course in unit leadership taught to Cadet sergeants and staff sergeants. It is required for promotion to sergeant first class.

Cadet Transition Course

A one-week introductory course available to those entering the USAC from other cadet organizations.

Chain of command

The line of commanding officers from the National Commander down to your Company Commander or Platoon Leader.

Colonel Cody's Boy Scouts

The name of the original parent organization of the USAC.

Command Sergeant Major

The senior Cadet NCO in a brigade, division, or command. This is an NCO Support Channel position.

Company

A unit made up of two to four platoons, a company commander and his staff.

Drill

One or more Unit Training Assemblies put together to train Cadets and recruits in basic USAC subjects.

First Line Supervisor

The person who you report to. Normally a Cadet corporal or sergeant for Recruits and junior enlisted Cadets.

First Sergeant

The Senior Cadet NCO in a company. This is an NCO Support Channel position.

Genovese, Jr., Peter E.

Former Soldier, National Guardsman, and National Commandant of the American Cadet Alliance. Co-founded the U.S. Army Cadet Corps with then Lieutenant Colonel Charles R. Tornow.

Grade

See pay grade

Junior Naval Reserve

One of the parent organizations of the USAC.

Make-up drill

A training or assistance activity that a unit commander may allow for a Cadet who can not attend a normally scheduled unit drill.

Maritime Brigade

One of the parent organizations of the USAC.

Murdoch, Gilbert G.

Former Cadet, Soldier and National Commandant of the American Cadet Alliance.

NCO Support Channel

The noncommissioned officer (sergeants) positions that are paired with unit commanders.

New York Junior Naval Militia

One of the parent organizations of the USAC.

Non-Commissioned Officer

The enlisted leadership ranks. In the Army, these are corporals and sergeants.

Pay grade

The pay rate for a service member. Designated with an E for enlisted Soldiers (for example E-5 is a sergeant), a W for Warrant Officers (W-2 is a Warrant Officer 2), and an O for officers (O-3 is a Captain). Cadet grades are designated with a C (for example, C-4 is a Cadet Corporal).

Period of Instruction

A class with a set subject, lesson plan and schedule.

Phonetic alphabet

Short, understandable words used in place of letters in radio communications.

Pistol belt

The standard-issue green nylon military equipment belt with a plastic buckle.

Platoon

A unit made up of two to four squads and a Cadet platoon sergeant.

Platoon Sergeant

The Senior Cadet NCO in a platoon. This is an NCO Support Channel position.

Program of Instruction

A series of classes (periods of instruction) that together make up a complete training program. Recruit Orientation, BCT, and the CTC are all examples of programs of instruction.

Rank

The title for a pay grade. For example, the rank of Sergeant corresponds to the pay grade E-5.

Recruit

A new Cadet member of the USAC who has not yet completed BCT or the CTC.

Recruit Orientation

The course that introduces Recruits to basic Cadet subjects.

Regiment

A notional unit made up of nine or more companies, a regimental commander and his staff.

Retreat

The end of the Army duty day, announced with a bugle call.

Reveille

The beginning of the Army duty day, announced with a bugle call.

Sergeant Major

The senior NCO in a battalion. This is an NCO Support Channel position.

Smyth, James H. C.

Founder of Colonel Cody's Boy Scouts and the Junior Naval Reserve.

Sponsor

A Cadet in the unit who is assigned to help you get 'settled in' and to answer your questions.

Squad

A unit made up of two to four teams and a Cadet squad leader.

Squad Leader

The Cadet NCO in command of a squad.

Team

A unit made up of two to three Cadets, including a Cadet team leader.

Tornow, Charles R.

Former Cadet, Sailor, Marine and National Commander of the American Cadet Alliance. Co-founder of the U.S. Army Cadet Corps along with Brigadier General Peter E. Genovese, USAR. First National Commander and Commanding General of the United States Army Cadet Corps.

Training Support Package

The materials provided to help instructors provide a Period Of Instruction (POI),

Troop Handlers Academy

A course in leadership and Recruit training taught to Cadet sergeants and staff sergeants who are selected to train BCT Recruits.

Unit Training Assembly

A unit training activity that runs over one weekend a month or a month's worth of weekly meetings.

Zulu

The time zone that corresponds to Greenwich Mean Time.