



**AIR FORCE RESERVE OFFICER TRAINING CORPS
NORTHERN ARIZONA UNIVERSITY**

06 January 2020

MEMORANDUM FOR 27CW

FROM: 27CW/IG

SUBJECT: Spring 2020 Corrective Action Memorandum

1. The purpose of this memorandum is to provide cadets a guideline for implementing corrective action during the Spring 2020 semester.

2. The first step in identifying the proper procedure for applying corrective action is understanding the different avenues required for either POC or GMC corrective action.

a. GMC Corrective Action

(1) SQ/CC's are responsible for updating the Corrective Action Tracker (CAT) regardless of whichever Cadre/POC cites a cadet for misconduct.

(2) If a POC gives a citation to a GMC cadet for corrective action (CA) they are responsible for notifying the GMC's FLT/CC and providing details about the incident. The FLT/CC will then provide the details of the incident to their SQ/CC who will then update the tracker accordingly. Failure to update the tracker within 72 hours of the incident will result in the SQ/CC receiving CA according to the normal progression listed below.

(3) Normal escalation means that CA will occur in the order listed below:

(a) Correction

(b) Verbal Counseling

(c) Written Counseling

(d) C-Staff Board

(4) Abnormal escalation (e.g. skipping a verbal counseling and going straight to a written counseling) will depend on the form of conduct that is violated. Carefully read the instructions for each infraction that each form of CA is correctly and fairly administered.

b. POC Corrective Action

(1) Whenever a POC is given a citation, the POC's supervisor and the IG will be notified, and the IG will update the CAT. Any CA requiring a written or higher will require a meeting between all parties involved and the IG and/or the Wing CC or Vice Wing CC.

3. The next step involves identifying which citation is appropriate for the CA administered. Within each citation is a given set of rules for the appropriate escalation of CA, whether it be normal or abnormal.

a. Professionalism- Conduct

(1) CA is warranted whenever a cadet is disrespectful to any member of Cadre or any cadet regardless of if that cadet is a GMC or a POC.

(2) CA may require a meeting between all involved parties with the IG and/or the Wing Commander if the citation is questionable.

(3) Sequence of escalation for CA:

(a) The cadet will receive a correction for the first offense and any offense thereafter will follow normal escalation. However, an application of abnormal escalation may be possible depending on the severity of the incident, but it must be approved by the IG and/or the Wing and Vice Wing Commander. For event deemed too severe to be handled by cadet leadership, Cadre will be involved.

b. Professionalism- Leadership Misconduct

(1) Corrective action is warranted whenever a cadet in a supervisory position displays poor judgment that negatively affects the mission or those around them and under their command. Examples include not participating in PT, complaining in front of subordinates, or failure to maintain a proper relationship with other cadets (e.g. being overly relaxed with a subordinate and not promoting or maintaining a productive, professional atmosphere).

(2) Sequence of escalation of CA

(a) Escalation will be up to the judgment of the IG and/or either the Wing or Vice Wing Commander.

(b) All citations must be brought to the parties listed above and the POC's supervisor upon the first and following offenses. No exceptions.

c. Professionalism- Missed Deadlines

(1) CA is warranted whenever a cadet misses an established deadline without being given an extension or without extenuating circumstances.

(2) Sequence of escalation of CA

(a) The first offense will constitute a correction, any and all offenses thereafter will follow normal escalation.

d. Attendance- Tardiness/Absences

(1) CA is warranted whenever a cadet is late by any degree to any official AFROTC event without prior approval from superiors or without extenuating circumstances. This does not apply to unofficial events such as flight or squadron meetings. However, all cadets are encouraged to be at appointments 10-15 minutes early and are highly encouraged to attend all flight and squadron meetings. If a cadet has four unexcused absences from physical training (PT) they will receive a verbal counseling. If a cadet has six unexcused absences from PT they will receive a written counseling and if they have seven unexcused absences, they will be subject to a C-Staff Board. If a cadet has one unexcused absence from leadership laboratory (LLAB) they will receive a verbal counseling. If a cadet has 2 unexcused absences from LLAB they will receive a written counseling.

(2) Sequence of escalation for CA:

(a) The cadet will receive a correction for being late to an official event if they do not notify their supervisor prior to being tardy.

(b) If the cadet makes a second offense without notifying their supervisor, CA will jump to a written. If the cadet notifies their supervisor prior to being tardy for a second time, the cadet will receive a verbal counseling.

(c) Third and Fourth offenses will follow normal escalation

e. Etiquette/Other- Uniform Discrepancies:

(1) CA is warranted whenever a cadet does not properly wear any article of United States Air Force (USAF) clothing or does not fit into dress and appearance standards.

(2) Sequence of escalation for CA:

(a) The cadet will be given a correction and will be provided guidance on how to properly wear the article of the uniform in question or will be given guidance on how to be within dress and appearance standards. Additionally, they will be encouraged to ask for assistance from peers, or POC cadets and will be told to consult AFI 36-2903 for future uniform inquiries.

(b) If the cadet improperly wears the same article of the uniform or appears out of dress and appearance standards a second time they will be given a verbal counseling. Additionally, all customs and courtesies afforded to the blues uniform will be afforded to professional attire. Professional attire acts as a mock blues uniform and instills self-discipline, building habits conducive to better cadets, preparing GMC for summer training and POC to become USAF officers. All cadets while in uniform will wear a black bicycle helmet while riding a bike. Any cadet not wearing a helmet while on a bike will be considered out of uniform and will be given appropriate CA.

(c) For third and fourth offenses, the escalation will continue in order: written counseling and then C-staff Board.

f. Etiquette, Other- Salutes

(1) CA is warranted whenever a cadet improperly salutes, misses a salute, or fails to greet when applicable.

(2) Sequence of escalation for CA:

(a) If the cadet misses a salute or greeting or improperly salutes, they will be given a correction. The cadet will be then taught how to salute and when and how to greet.

(b) If the cadet misses a salute or greeting or improperly salutes a second time, they will be given a verbal counseling. For third and fourth offenses follow the normal escalation of CA.

g. Etiquette, Other- Email Etiquette:

(1) CA is warranted whenever a cadet does not use proper format or customs and courtesies in an email or improperly sends an email to a person or persons. An example of the latter would be for the cadet to send a detachment wide email when not appropriate.

(2) Sequence of escalation for CA:

(a) The cadet will receive a correction and will be shown how to format future emails, be correct in their use of customs and courtesies, and will be taught the different functions of the email engine that they are using. After the correction is issued, follow normal escalation.

h. Other

(1) CA is warranted whenever a cadet is given a citation for anything other than the aforementioned offenses.

(2) Sequence of escalation for CA

(a) Escalation will be up to the judgment of the IG and/or either the Wing or Vice Wing Commander.

(b) All citations must be brought to the parties listed above and the POC's supervisor upon the first and following offenses. No exceptions.

4. Retaliation

a. The cadet IG, cadet Wing/CC, or cadet Wing/VC prohibits any retaliation of any sort against cadets who have made good faith reports or complaints of violations of the policies and procedures outlined in the Operations Plan. Any cadet who takes malicious action against another for any form of corrective action is subject to corrective action at the discretion of the cadet IG, cadet Wing/CC, or cadet Wing/VC.

5. Counseling

a. Any and all counseling and corrections will require an MFR to be written by the counseled party detailing what was discussed and sent to the counseling party. The counseling party will include an incident report outlining the details of the event to the best of their knowledge. The information from each incident will be added to the counselee's MFR, reviewed by the Wing IG for record keeping purposes within 72 hours of the counseling.

6. Length of CAT record

a. Any and all information added to the CAT during a cadet's GMC years will be maintained until they enter their POC years or they are disenrolled. Any information that appears to occur in a pattern will be kept on file. Additionally, if the GMC cadet receives more than one written for similar offenses or multiple written counselings for multiple offenses, that information will continue to be tracked into their POC years. POC corrective action will continue throughout the commissioning process until either disenrollment or commissioning.

7. CAT formatting

a. The CAT will be organized by AS class year and by the cadet's last name to identify and track CA. The format will be LAST NAME, FIRST NAME, MI. Additionally, each offense will be color coded within each of the three behavior categories. Corrections will be green, verbal counseling will be yellow, written counseling will be orange, and conditional events will be red. Under the column "citation type" fill in what form of conduct was broken and then color code it appropriately. Under the "date" column fill out the date in DD/MM/YYYY format. Under the "notes" column write a brief description of the incident. Each cadet can be listed up to four times vertically, behavior escalating to a C-staff board in any of the three behavior categories.

8. For questions concerning this memorandum contact Inspector General, Cadet Brett Inman, Det 027, 520-903-4547 or bsi8@nau.edu.

//Signed/bsi/06Jan20//
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Inspector General