01 September 2019

MEMORANDUM FOR RECORD

SUBJECT: Conduct History for Cadet Richard W. Snuffy

1. The purpose of this memorandum is to detail the complete conduct history of Cadet Snuffy. This conduct is documented in three behavioral areas: professionalism, attendance, and etiquette, other.

2. Fall 2018 Semester

a. Warning given 27 September, 2018 for a missed deadline.

(1) Cadet Snuffy was given a warning on the 27September, 2018 by Cadet Castleman for failing to submit a squadron chant by COB on 26 September, 2018. After correcting Cadet Snuffy’s discrepancy, the importance of meetings deadlines was explained to him.

(2) N/A

3. Professionalism

a. Warning given 27 September, 2018 for a missed deadline.

(1) Cadet Snuffy was given a warning on the 27September, 2018 by Cadet Castleman for failing to submit a squadron chant by COB on 26 September, 2018. After correcting Cadet Snuffy’s discrepancy, the importance of meetings deadlines was explained to him.

(2) Cadet Snuffy’s response to correction was to write future deadlines down on his calendar and also use phone reminders to ensure future deadlines are not forgotten.

b. Verb counseling given 1 October, 2018 for missed deadline.

(1) Cadet Snuffy was given a verbal counseling on 1 October, 2018 by Cadet Castleman for failing to fill out the recall roster. After correcting Cadet Snuffy’s discrepancy, the importance of meeting deadlines was reiterated as well as the importance of filling out the recall roster.

(2) Cadet Snuffy’s response to correction was to write down future deadlines on his calendar, set reminders on his phone, and to have another GMC manually remind him when a flight deadline approaches.

4. Attendance

a. Verbal counseling given 5 October, 2018 for missing 4 physical training sessions.

(1) Cadet Snuffy was given a verbal counseling on the 5 October, 2018 by Cadet Castleman for missing 4 training sessions.

(2) Cadet Snuffy’s response to correction was to explain that he has been struggling with his engineering workload and has been staying up studying for tests every Wednesday and Thursday, frequently over-sleeping. Cadet Snuffy will be buying a seperate alarm clock that will wake him up for PT.

b. Written counseling given 30 October, 2018 for missing 6 physical training sessions.

(1) Cadet Snuffy was given a written counseling on 30 October, 2018 by Cadet Satran for missing 6 training sessions.

(2) Cadet Snuffy’s response to correction was to explain that he has been struggling with his engineering workload and has also been having additional family issues at home, making it difficult for him to sleep at night. Cadet Satran explained that Cadet Snuffy is close to a C-Staff board and that two more absences will likely lead to a disenrollment investigation. Cadet Snuffy acknowledged this and said that in addition to the steps mentioned in his verbal counseling for attendance, he will be getting a ride to PT with another cadet who will ensure that he attends PT each morning.

c. C-Staff board notice given 10 November, 2018 for missing 7 physical training sessions.

(1) Cadet Snuffy was given a C-Staff board notice on the 5 October, 2018 by Cadet Mertz for missing 7 training sessions.

(2) Cadet Snuffy’s response to correction was to explain that he still missed his 7th session on 8 November, 2018 because he got stuck behind the train on the way to PT.

5. Etiquette, Other

a. N/A

6. If you have any questions or concerns regarding the above information, please contact Cadet Aguilar at maa778@nau.edu or call 623-388-1250.

//SIGNED/maa778/01 Sept 19//

MANUEL A AGUILAR

CW027/Inspector General