



# TUSCOLA AIRPOWER

## ***A15.—Cadet Corps Awards (MERIT) and Discipline (DEMERIT) Program***

**A15.1. OVERVIEW.** The Cadet Corps awards (Merit) and Discipline (Demerit) Program applies to all cadets in the NC-075.

**A15.2. PURPOSE.** To maintain good order, discipline, respect, and standards within the NC-075th *Cadet Corps*. To recognize a cadet's outstanding performances or shortcomings (in / out) of the classroom. At the conclusion of the semester, the program will be one of the determining criteria factors for a cadet receiving the AFJROTC Good Conduct Award.

**A15.3.** Award (Merit) recommendations may be submitted for noted activities that demonstrate good examples of integrity, excellence, or service that significantly affects others.

**A15.4.** Discipline (Demerits) recommendations may be submitted for poor behavior, misconduct, customs and courtesies violations, dress and appearance violations, or failure to fulfill cadet group responsibilities. In addition, Demerits may be assessed for cadets violating Tuscola High School rules, NC-075 Cadet Corps rules, and procedures or military customs and courtesies.

**A15.5.** Merit and demerit systems are not required by AFJROTC/HQ; moreover, they generally don't work well in every unit. However, the SASI has approved the use of Awards (Merit) and Discipline (Demerit) Program in the NC-075th Cadet Corps.

**A15.5.1.** Instructors will monitor the Merit/Demerit system closely to prevent the abuse and/or misuse of the program. Instructors will conduct a final review of all merits and demerits before any final action. Daily discipline in the classroom is administered by both instructors and cadet leadership through the use of our merit/demerit system.

**A15.5.2.** The cadet receiving an Award (Merits) or Discipline (Demerits) must be fully aware of the pending action on the merit/demerit form.

**A15.5.3.** All action will be documented on the AETC Form 341, computer generated form provided in this attachment, or by other means when necessary.

**A15.6.** Instructors and cadets alike ensure the system is not just a punitive system which fails to recognize good cadet actions. Therefore, the Cadet Corps Command Chief will publish and post a weekly tracking tabulation in both classrooms.



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In addition, the Command Chief along with other cadet leaders will regularly brief the concept and operation of the program especially how the number of merits or demerits depending on the gravity of the action affects a cadets' success in the AFJROTC program.

**A15.7.** Only Cadet Officers and Non-Commissioned officers are authorized to issue merits and demerits.

**A15.8.** Merits/Demerits both directly affect class grades and ability to be considered for field trips in a negative manner. Merits will affect grades in a positive manner whereas Demerits affect grades in a negative manner. Merits and Demerits will be tallied at the end of each nine-week grading period, and will be charged for/against the Leadership grade.

**A15.8.1.** Receiving too many demerits is an indication of behavioral problems and a distinct sign that a cadet refuses to follow the cadet code and the core values. Such severe infractions can result in a cadet being refused entry back into the program the next school year.

**A15.8.2.** Merits are added to the cadets overall Military Bearing (*Weekly Discipline*) Grade points. Merit points can counter their Demerit points.

**A15.8.3.** Once a cadet is issued 10 demerits; he/she will be confronted by the Command Chief and First Sergeant to discuss cause(s) and possible options to correct performance. If the cadet is unwilling, the cadet will be referred to the instructors.

**A15.9.** Cadets on the Cadet Corps Group Command staff are not usually issued AETC Form 341's. Nonetheless, these cadets will be held accountable by each other; and if necessary, the SASI/ASI.

## **A15.10. OPERATIONS (*how it works*):**

**A15.10.1.** Every week; each cadet starts with a set amount of Military Bearing (*Weekly Discipline*) points. No more than 100 points will be given.

AS-1 Cadets receive 60 points or 'D' grade.

**70-79 pts = 'C' grade, 80-89 pts = 'B' grade, 90+pts = 'A' grade.**

AS-2 Cadets receive 50 points.

AS-3 Cadets receive 40 points.

AS-4 Cadets receive 30 points.

**A15.10.2.** At the end of each week, each Flight Commander/Sergeant will record all their flight members Merits/Demerits. In-turn, the Flight Commander will provide the data (written/digital) to the Operations Flight Commander during the weekly Operations staff meeting. Next, the Operations Flight Commander will consolidate all the data from each flight and forward to the Cadet Corps Command Chief and First Sergeant. If any additional merits/demerits need to be added it will be done at this time.



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**A15.10.2.1.** Once the Cadet Corps Command Chief and First Sergeant receive the data; they will verify if any cadet(s) has received ten or more demerits and needs to be contacted for counseling. In addition, they will identify any outstanding cadet performance and forward both good and bad cases up to the Cadet Corps Commander during the weekly staff meeting.

**A15.10.2.2.** The Command Chief should immediately inform the SASI/ASI of any unique situations; both good and bad. The Command Chief and First Sergeant will finalize all data and post in each classroom.

**A15.10.3.** Demerits issued to the cadet will cause a reduction in their overall Military Bearing (Weekly Discipline) Grade. The Military Bearing (Weekly Discipline) grade accounts for 10% of a cadet/students report card grade. Demerits will work differently than merits. Once a cadet receives 20 demerits he/she will be required to appear in front of a demerit board to determine the right course of action.

Some possible consequences includes:

- Probation period
- Demotion in rank
- Suspension from participating in events/teams
- Impact on JROTC grade
- Requirement to help out with the AFJROTC program (cleaning , sorting, organizing, busy work, etc.)

**A15.10.4.** All merits/demerits will be approved by an instructor before being recorded by an Flight Commander/Sergeant.

**A15.10.5.** The Cadet Corps Command Chief is overall responsible for maintaining the merit/demerit listings.

**A15.10.6.**

## **A15.2. AETC FORM 341.**

**A15.2.1.** Purpose. Used to record displays of excellence/discrepancies.

**A15.2.2.** Each cadet must have at least three AETC Form 341s on their person; at all times.

**A15.2.3.** AETC Form 341s may only be “pulled” by cadet Officers, Command Chief, First Sergeant, Flight commanders, and Flight Sergeants.

## **A15.3. AETC Form 341 procedures.**

**A15.3.1.** AETC Form 341s will be filled out displaying the cadet’s last name, first name, and middle initial, JROTC class year, unit organization and flight name.

**A15.3.2.** The excellence/exhibited discrepancy description will be filled out by the signing Officers/Flight commanders and sergeants using the infraction/action identification numbers.



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**A15.3.3.** The AETC Form 341 form will include the time, date, and place of the infraction/action. All authorized cadet personnel “pulling” AETC Form 341s must print and sign their name.

**A15.3.4.** The form must be detailed enough, outlining place, persons involved, statements made and any form of previous corrective actions that were taken to correct a behavior.

**A15.3.5.** The cadet writing the AETC Form 341 completes the form gets the cadet to initial/acknowledge it and then gives it to the cadet’s flight commander, and the AETC Form 341 is then given to the SASI/ASI.

**A15.3.6.** After the AETC Form 341 has been processed and the flight sergeant has recorded the demerits in the flight’s merit/demerit ledger, the AETC Form 341 will be filed in the cadet’s personnel record.

**A15.3.7.** If there is a discrepancy with the AETC Form 341; the cadet’s flight commander, Command Chief, and Group First sergeant will resolve the discrepancy.

**A15.3.8.** The final adjudication is always with the SASI/ASI.



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## Merit System Per 9 weeks

Activity	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	Grade	Max	Min
<b>Good Behavior (1 per Day)</b>	5	5	5	5	5	5	5	5	5		45	30
<b>Uniform Wear (1 per week)</b>	5	5	5	5	5	5	5	5	5		45	30
<b>(PT/drill participation)</b>	5	5	5	5	5	5	5	5	5		45	30
<b>Team Practice</b>	1	p	e	r		H	O	U	R			
<b>Team Event</b>	10	p	e	r		e	v	e	n	t		
<b>Flag (Raise and Lower)</b>	max	2		p	e	r		d	a	y		
<b>Football Games</b>	10	p	e	r		g	a	m	E			
<b>Canton Labor Day Parade</b>	15	p	e	r		e	v	e	n	T		
<b>Waynesville Parade</b>	15	p	e	r		e	v	e	n	t		
<b>Canton Parade</b>	15	p	e	r		e	v	e	n	t		
<b>Canned Food Drive</b>	50	p	e	r		e	v	e	n	T		
<b>Blood Drive</b>	10	p	e	r		d	a	y				
<b>Corps Leadership Merit</b>										9	9	1
<b>Instructor Merit</b>										9	9	1
Outstanding display of command & leadership												
Academic average in all classes of an "A"												
Perfect attendance for a full grading period												
Other outstanding displays of cadet conduct or motivation												
Academic average in all classes of a "B" or above												
Outstanding service in off-campus community service activity												
Outstanding service in school related activity												
One-week perfect attendance with no demerits												
Outstanding service in general Cadet Corps support activity												
Community service one hour per set of merits												
Outstanding display of command & leadership												
Cadet of the Month												
Special Achievements												
Outstanding Military Bearing												



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Winning Drill Knock-Outs																				
Exceptional Uniform (Shoes, Etc.)																				
Participating in Meets and Special Events																				
Extra Participation in Cadet Activities																				
Extra Flag Detail																				
Community Service (more than 30 hours)																				
Community Service (more than 10 hours)																				
Positive Feedback from teachers																				
Perfect Attendance (nine-week period)																				
Perfect Attendance (Weekly)																				
All Homework Turned In On Time																				
Excellent Uniform Wear (Quarterly)																				
Outstanding In Inspection																				
Special Projects																				
Participation In Meets/Special Events/Cadet Activities																				
Best In Flight Inspection																				
Best In Drill Competition (1-On-1)																				
Exemplary Effort																				
Other Merits																				

**Demerits can be given out for the following things:**



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**Eating, Drinking, and Chewing gum w/o permission = 2 demerits**

**Sleeping in class = 2 demerits**

**General misconduct (attitude, not following directions, etc.) = 5 demerits**

**Inappropriate uniform wear (not in uniform all day, sloppy appearance, etc.) = 10 demerits**

**Not wearing the garrison cap correctly = 2 demerits**

**Using cellphones and electronics without permission = 2 demerits**

**Lockout = 5 demerits**

**Suspension = 15 demerits**

**ASD = 10 demerits**

**Problems with conduct in other classes = 5 demerits** A15.5.2. Demerits may be issued for infractions associated with the regulations in the Cadet Guide or procedures taught in the AFJROTC program.

**A15.5.4.** When recommending Demerits use the following as a guide:

- Late To Class -1 Points
- Talking In Class -1 Points
- Talking In Formation -1 Points
- Items In Mouth -1 Points
- Unnecessary Movement during Drill -1 Points
- Putting Feet On Anything -1 Points
- Inappropriate speech -1 to -3 Points
- Cadet Handbooks Not Brought To Class -2 Points
- Haircut Out Of Regulation (1st Offense) -3 Points
- Uniform Dirty (1st Offense) -3 Points
- Uniform Open -3 Points
- Uniform Item Missing -3 Points
- Unshined or Dirty Shoes -3 Points
- Not Using "Sir" or "Ma'am" -3 Points
- Dangling Earrings (female) -3 Points
- Nose Rings / Other Disallowed Body Jewelry -3 Points
- Earrings On A Male Cadet -3 Points
- Homework Not Turned In 0% Grade

The following performances are examples that warrant 5 demerit points:

- Improper Wear of the Uniform
- Collar Insignia missing/crooked
- Grade insignia missing/crooked
- Name tag missing/crooked
- Belt missing/missing loops/buckle
- Tie improperly worn/missing
- Head gear improperly worn/missing
- Other



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A black silhouette of a jet engine or aircraft tail section, pointing to the right, positioned to the right of the word "AIRPOWER".

## Appearance of the Uniform (5-10 demerits)

- Wrinkled
- Dirty/stained
- Shoes not shined
- Cables (Loose threads)
- Buttons Loose/Missing
- Improper Undershirt
- Belt Buckle not shined/scratched
- Excessive lint on uniform
- Hair on uniform

## Grooming (5-10 Demerits)

- Need Haircut (1st Offense)
- Need Shave
- Mustache not in compliance
- Side Burns not in compliance
- Jewelry not in compliance
- Unnatural hair color
- Improper color of hair tie

## Classroom Infractions (5-10 Demerits)

- Sleeping in class
- Eating/Drinking in class
- Chewing gum in class/formation
- Improper Gestures
- Saying "yeah"/"nope"
- Talking without permission
- Sitting on the tables
- Wearing a hat in class





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## **A15.6. LEVEL 2 DEMERITS # OF DEMERIT POINTS.**

- Leadership (10-20 Demerits)
- Failure to perform duties
- Failure to wear uniform on Uniform Day -10 Points and 0% Grade
- Lack of Military courtesy
- Abuse of Authority
- Missing scheduled Meeting
- Failure to turn in staff work
- Failure to salute
- Unexcused Tardy
- Unexcused Absence
- Unprepared for class
- Haircut Out Of Regulation (2nd Offense)
- Uniform Dirty (2nd Offense)

### Misconduct (30-50 Demerits)

- Conduct unbecoming a Cadet
- Cadet Honor Code (i.e., Cheating, Lying, Theft, Fighting)
- Insubordination/Disobedience
- Unexcused absence from formation
- Unexcused absence (Cut Class)
- Disrespect to a Commander
- Arguing with SASI/ASIs
- Disrespect (Defiance) of An Upperclassman and/or to others
- Misuse of property
- Profanity
- Inappropriate Jokes
- Leaving Class Without Permission
- Uniform Mixed With Civilian Clothes

### Suspension from school (30-50 Demerits)

- Drug/Alcohol related
- Fighting
- Disrespect to a teacher
- Other official reasons not listed



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Actions	Points
2-1 Outstanding display of command & leadership	10
2-2 Academic average in all classes of an "A"	10
2-3 Perfect Uniform Wear- individual per grading period	10
2-4 Perfect uniform wear-Flight per inspection	8
2-5 Perfect uniform wear-Individual per inspection	6
2-6 Perfect attendance for a full grading period	6
2-7 Other outstanding displays of cadet conduct or motivation	5
2-8 Academic average in all classes of a "B" or above	5
2-9 Outstanding service in off-campus community service activity	4
2-10 Outstanding service in school related activity	4
2-11 Outstanding service in general corps support activity	4
2-12 One week perfect attendance with no demerits	3
2-12 community service one hour per set of merits	2

## **A15.7. DEMERITS.**

Infractions	Points
1-1 Violation of Cadet Honor Code***	20
1-2 Destruction/damage of corps property	18
1-3 Assault upon fellow cadet**	18
1-4 Out of school suspension (OSS)*	15
1-5 Disrespect/defiance of Faculty/Instructors	15
1-6 In-school suspension	12
1-7 Disrespect/defiance of Senior Ranking Cadet	12
1-8 Defacing the uniform	12
1-9 Disrespect of fellow cadet	10
1-10 Failure to wear uniform	10
1-11 Violation of classroom rules/etiquette	10
1-12 Improper wear of the uniform	8
1-13 Failure to attend assigned formation	8
1-13 Misconduct or other actions bringing discredit upon the corps	8
1-14 Repeated breach of military bearing	6
1-15 Late to assigned formation or event	4
1-16 Failure to comply	4
1-17 Failure to turn in classwork on time	4
1- 18 Chewing gum in class (subsequent offenses: as determined by instructor)	2 for 1st offense
1- 19 Leaving books, clothing, or belongings in classroom a.k.a."Motel Fee": demerits per day per article left behind	2
1 -20 Resting head on desk during class	2



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- 1 -21 Failure to salute when required 2
- 1-22 Inattention during class or while in formation: 2 for 1st offense (subsequent offenses are determined by instructor).
- 1 -23 Failure to pay ROTC activity fee and/or turning in WAIVER by deadline  
2 demerits per school day until paid.
- 1 -24 Failure to return signed documents or reservations by deadline  
2 demerits per school day until turned in
- 1 -25 Disrespect to a cadet senior in rank = 3 demerits.
- 1- 26 Inappropriate language (swearing, vulgarity) = 3 demerits for 1st offense (subsequent offenses are determined by instructor).
- 1 - 27 Earring(s) worn into classroom (MALES) = 3 demerits.
- 1 -28 Improper uniform wear in public (no hat, jacket unbuttoned, tie untied) = 5 demerits.
- 1 -29 Changing out of uniform without instructor permission on Uniform Day = 5 demerits; plus a "zero" for uniform grade that week.
- 1- 30 Disrespect or insubordination toward an instructor = punishment determined by instructor
- 1 -31 In-school suspension = 10 demerits; plus automatic cadet rank demotion of at least one rank (additional punishment also possible depending on the offense)
- 1 -32 At-home suspension = 15 demerits; plus automatic demotion in cadet rank of at least one rank (additional punishment or Cadet Evaluation Board possible depending on the offense)

NOTE (1): 1-1 Honor Code Violations will result in the cadet appearing in front of the Cadet Evaluation Board. Pending the decision of the Cadet Evaluation Board/SASI, the cadet may not be allowed to reenroll in the Tuscola AFJROTC NC-075 program the following year.

NOTE (2): 1-3 Assault upon a fellow cadet/1-4 Out of School Suspension will result in the Cadet appearing before the Cadet Evaluation Board.

## CELL PHONES ARE NOT ALLOWED TO BE OUT DURING CLASS.

- 1st Offense-5 demerits issued to individual Cadet who violated the rule.
- 2nd Offense-5 demerits issued to entire Flight for failure to control classroom discipline. 10 demerits are issued to individual Cadet who violated the rule. Finally, all CELL phones will be taken until the end of class.
- 3rd Offense-All Cadet Cell Phones Taken until Class Ends. 10 demerits will be issued to the entire flight. 20 demerits will be issued to the individual Cadet who violated the rule. In addition, the Cadet (who violated the rule) will also be taken to the Administrative Staff for Classroom Disruption for possible In-School Suspension.

## Staff member demerits

- 3-1 Disrespect of a cadet higher in the chain of command
- 3-2 Disrespect of any cadet
- 3-3 Not taking responsibility for the outcome of your tasking
- 3-4 Failure to turn in weekly report
- 3-5 Failure to meet an assigned deadline
- 3-6 Failure to communicate in a world filled with technology



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A black silhouette of a jet fighter, shown from a top-down perspective, pointing towards the right. It is positioned to the right of the word "AIRPOWER" and appears to be flying through the horizontal lines of the "TUSCOLA" text.

- 3-7 Failure to attend assigned meetings without a valid excuse
- 3-8 Use of command staff computer without permission
- 3-9 Failure to have your equipment organized
- 3-10 Failure to delegate tasks

The consequences for these actions include but are not limited to; demotion, probation, evaluation board, removal from position, and permanent removal from staff.

### **D. The above list is not all-inclusive.**

Any substandard behavior or appearance that could discredit NC-075, Tuscola High School, or the US Air Force will result in demerits and punishment as determined by the instructors. Other factors such as excellent attendance, leadership, or completing extra work could positively affect your leadership grade. Remember, merits and demerits are meant to point out to the cadet exceptionally good or bad behavior.



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	C/AB	C/Amn	C/A1C	C/SrA	C/SSgt	C/TSgt	C/MSgt	C/SMSgt	C/CMSgt	C/2Lt	C/1LT	C/Capt	C/Maj	C/Lt Col	C/Col
Not wearing uniform	10	15	20	25	30	35	40	45	50	55	60	65	70	75	80
Not participating in PT/drill	5	10	15	20	25	30	35	40	45	50	55	60	65	70	75
Not coming to practice without excuse	5	10	15	20	25	30	35	40	45	50	55	60	65	70	75
Not bringing the flags down	20	25	30	35	40	45	50	55	60	65	70	75	80	85	90
Disrespecting a Cadet Officer	15	20	25	30	35	40	45	50	55	60	65	70	75	80	85
Disrespecting a Cadet Sergeant	10	15	20	25	30	35	40	45	50	55	60	65	70	75	80
Disrespecting a fellow cadet	5	10	15	20	25	30	35	40	45	50	55	60	65	70	75
Improper wear of uniform	5	10	15	20	25	30	35	40	45	50	55	60	65	70	75
Not saluting an officer	10	15	20	25	30	35	40	45	50	55	60	65	70	75	80
PDA	10	15	20	25	30	35	40	45	50	55	60	65	70	75	80
Chewing gum in class or formation	5	10	15	20	25	30	35	40	45	50	55	60	65	70	75
Eating in formation or in class	5	10	15	20	25	30	35	40	45	50	55	60	65	70	75
Sitting on a desk	5	10	15	20	25	30	35	40	45	50	55	60	65	70	75
Not following direct orders	10	15	20	25	30	35	40	45	50	55	60	65	70	75	80
Not coming prepared to class	5	10	15	20	25	30	35	40	45	50	55	60	65	70	75
Not going to a mandatory event	5	10	15	20	25	30	35	40	45	50	55	60	65	70	75
Not going to an event you sign up for	10	15	20	25	30	35	40	45	50	55	60	65	70	75	80
Tardy to class	5	10	15	20	25	30	35	40	45	50	55	60	65	70	75
Receiving a referral	5	10	15	20	25	30	35	40	45	50	55	60	65	70	75
Going to OCS	5	10	15	20	25	30	35	40	45	50	55	60	65	70	75
Disrespecting the SASI	25	30	35	40	45	50	55	60	65	70	75	80	85	90	95
Disrespecting the ASI	20	25	30	35	40	45	50	55	60	65	70	75	80	85	90
Not following the chain of command	10	15	20	25	30	35	40	45	50	55	60	65	70	75	80
Not putting up the flags	10	15	20	25	30	35	40	45	50	55	60	65	70	75	80



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- Examples of Why Demerits May Be Assessed : \* Chewing gum in class -2 demerits for 1st offense (subsequent offenses: as determined by instructor) \* Leaving books, clothing, or belongings in classroom -"Motel Fee": 2 demerits per day per article left behind
- \* Resting head on desk during class - 2 demerits
  - \* Failure to salute when required - 2 demerits
  - \* Inattention during class or while in formation: 2 demerits for 1st offense
  - \* Failure to pay ROTC activity fee by deadline -2 demerits per school day until paid
  - \* Failure to return signed documents or reservations by deadline -2 demerits per day late
  - \* Disrespect to a cadet senior in rank - 3 demerits
  - \* Inappropriate language (swearing, vulgarity) - 3 demerits for 1st offense
  - \* Earring worn into classroom (males) -3 demerits
  - \* Improper uniform wear in public (no hat, jacket unbuttoned, tie untied) - 5 demerits
  - \* Changing out of uniform without instructor permission on Uniform Day -5 demerits plus "zero" for uniform grade that week
  - \* Disrespect or insubordination toward an instructor - punishment determined by instructor
  - \* In-house suspension - 10 demerits plus automatic cadet rank demotion of at least one rank (additional punishment also possible depending on the offense)
  - \* At-home suspension - 15 demerits plus automatic demotion in cadet rank of at least one rank (additional punishment or Cadet Evaluation Board possible depending on the offense)