



CADET HANDBOOK



CLASS 23-1



CADET:

FLIGHT: GEMS



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MESSAGE FROM DIRECTOR:

Congratulations! We are excited you applied and were chosen to join us at the Idaho Youth ChalleNGe Academy. The next 5-1/2 months will be like none you have ever experienced before. You will have days when you want to quit, and days when you feel on top of the world. This is all normal, and we ask that as you accept this ChalleNGe, you take full advantage of this opportunity provided to you, and stick-it-out to the end. Our entire Staff is here because they want to help you with your second chance, and we all desire to see you succeed and grow into the responsible adult we know you are meant to be. So, welcome and remember to never give up! In the end, we promise you'll be glad you did.

Best wishes,

Trevor Sparrow, Director
Idaho Youth ChalleNGe Academy

HISTORY OF PIERCE, IDAHO

- “Pierce City”: Idaho’s Golden Beginning

Mining was the first industry of Idaho, and it all began in Pierce. Even today, more than 140 years after the discovery of gold, mining remains a keystone of the Idaho economy. It has shaped the state’s political boundaries, built cities, and supplied the nation with minerals necessary for today’s modern lifestyle. The history of mining in Pierce is as colorful as the metal that first drew thousands of fortune seekers to the Gem State.

In the fall of 1860, Captain Elias D. Pierce and his party of 12 gold seekers quietly entered the Nez Perce Reservation of Washington Territory in search of mineral wealth. After hearing stories from area trappers and traders, he became convinced that the Clearwater country held large quantities of gold. Led into the area by Jane Silcott, daughter of Nez Perce Chief Timothy, the party camped on Canal Gulch near what is now the town of Pierce.

One of the men in the party, Wilbur F. Bassett, is credited with panning the first ... (gold) from the creek bed. The following March, party member J.C. Smith, returned to Walla Walla on snowshoes, carrying \$800 of gold dust. The news spread quickly, and it set off one of the largest migrations in American history, forever changing the part of the country that would become known as Idaho.

By August 1861, an estimated 6,000 men jostled each other in Pierce City and neighboring Oro Fino City, and 1,600 claims were staked along Canal Gulch. The prospectors came from the gold fields of Sacramento, San Francisco and Vancouver. Their migration up the Columbia and Snake Rivers caused Idaho to be one of the only two states settled west to east.

The discovery of gold resulted in Nez Perce treaty re-negotiations, and Washington Territory established Shoshone County to cover the growing mining area. In 1861, Pierce City became the first established town in Idaho, and the county seat of Shoshone County. In 1862, the county built a courthouse which was Idaho’s first government building and still stands today.

The Idaho gold rush also attracted merchants who set up a supply center at Lewiston. In 1863, the Idaho Territory was created, and the tent city of Lewiston became the capital. The gold fields of Pierce City helped to establish the town of Greer on the Clearwater River, which had a ferry to make possible the transport of goods up to the mining claims. Pierce City remained the Shoshone County Seat until 1885, when it was moved to Murray.

The first season’s yield of extracted gold approached \$1 million. A force of several hundred white miners produced from \$400,000 to \$800,000 a season. According to the Idaho State Historical Society, between the years of 1860 and 1866, \$3.2 million worth of gold was extracted from Pierce City.

As gold became more difficult to mine, gold seekers moved on to find new strikes and in 1865-1866, the claims were sold to the estimated 800 Chinese men in Pierce. The Chinese were more patient miners, and they worked the diggings for over 20 years. Quartz discoveries in 1879 led eventually to a revival of gold mining in Pierce City, primarily in the decade after 1896.

The “Gold Rush” lasted into the early 1900s, as other gold extraction methods replaced the placer mining - hydraulics, dredging, and quartz mining. The last dredge was worked on Quartz Creek in 1945.

Eventually “gold fever” subsided and from the late 1800s to today, the rich “green gold” of the logging industry became more important to Pierce’s economy. In 2006, there was still one active gold mine, but the majority of the gold prospectors in the area continue to seek the precious metal for purely recreational purposes. There are few signs today in the surrounding landscape to remind us of Pierce’s golden beginnings, but it remains the original Idaho “Gem” - where Idaho First Began.”

- Well known Characters

African American miner William Rhodes established a mining settlement near Pierce. He came to Idaho in 1860 and by 1862 had accumulated \$80,000 in diggings. His skills brought him the attention of many financial backers and he died in the winter of 1886 while developing a mine for silver ore deposits in the Bitterroot Mountains. Rhodes Creek is named for him and was the gulch where he had his operation while in Pierce.

Israel Cowan held many town positions but is well known for his mail carrying feats. Deep snow made the trail from Lewiston to the mines impassable to horses in the winters of 1863 and 1864. Cowan walked the route on snowshoes, carrying the express on his back. He was born with a club foot. It was 80 miles from Lewiston to Pierce and he could make the trip in about 10 days.

In the 1940’s a character known as “the Ridgerunner” tormented the Forest Service on the North Fork. He was known to take items from tents, lookout towers and ranger stations. For years no one saw him, but he was known to travel to the most inhospitable places in the worst of weather. That earned him the regard of locals who appreciated the cost of survival under such circumstances. Once apprehended, the Ridgerunner proved to be both witty and ornery -- a man who said he simply wanted “to live like a coyote.”

- “The Founder of “Pierce City” E.D. Pierce

Elias Davidson Pierce was born between July 3 and October 3. He always gave his birthplace as either Virginia or West Virginia, but there is some evidence that he was born in Ireland. He died February 15, 1897, in Pennville, Indiana.

Before his death, Pierce dictated an account of his life in the west to Mrs. Lula Jones Larrish, a niece to Mrs. Pierce. This dictation makes up “The Pierce Chronicle”, some 600 pages of manuscript that fell into oblivion in family attics until (it was) subsequently published by the Idaho Research Foundation.

Very little is known of Pierce’s childhood, but we do know on September 14, 1844, he set out from his home in Harrison County, West Virginia, to see the “wide west”. He got as far as Hartford City, Indiana before his funds ran out and he was forced to find a job. It was here that, under the tutelage of an E.G. Carrol, he trained as a lawyer. Eight months later he began practicing, moving to Kokmo, Indiana.

He joined the Army in 1847 to serve in the Mexican American War. He returned to Indiana the next year. During the winter of 1848-49 he made plans to journey to the gold fields of California. Also at this time, he met Rebecca Genevieve Jones. The two became engaged, but wouldn't marry for 20 years, after Pierce returned from out west.

In May of 1849, Pierce traveled to the gold fields of California. He said he "landed all safe and well in Sacramento Valley, camped near Lawson Ranch and I suppose that a merrier crowd never..."

He spent the next three years in California trying his hand at different places and in different businesses. After serving in the California state legislature on behalf of Shasta City and being in the first group of settlers to climb Mt. Shasta, Pierce traveled to the Northwest to trade with the Nez Perce in 1852.

He spent a successful winter among the Indians. Pierce left for Walla Walla driving 100 of the Nez Perce's highly prized Appaloosa ponies. He sold the horses in California for a tremendous profit. Pierce made several trips back to the Nez Perce Reservation and was reputed to have a very good relationship with them.

Then in August 1860, Pierce put together a small band of men and left Walla Walla for the junction of the Snake and Clearwater near the site of Moscow. Then they turned eastward, crossing the Potlatch River near Kendrick. The trail had to be cut for the pack animals. At first sight of the North Fork the party had to descend about a mile to it and slipped and slid to the river."

The group stopped to pan gold on each stream they came to but did not find enough to warrant further investigation. Finding it impossible to follow the North Fork any farther, the group traveled south through such thick forest that they would have to ascent to some high point and climb a tree to take stock of their position.

On they traveled, sometimes covering only two miles a day. Until "On the 28th of September moved down and camped on nice stream of water, a beautiful place and nice surrounding country. This was to be our headquarters until we gave that section a general prospecting. On the first of October commenced our labor. Found gold in every stream, in flats, banks and even bedrock. Second of October we moved down and camped on ... called Orofino."

Because of his many contributions to western settlement and economic development, it is easy to see why the City of Pierce was named after him.

CADET CREED

I AM A NATIONAL GUARD YOUTH CHALLENGE CADET.

I PROUDLY ATTEND THE IDAHO YOUTH CHALLENGE ACADEMY

WITH HONOR, COURAGE AND COMMITMENT.

I BELIEVE IN AND UPHOLD THE PROGRAM'S EIGHT CORE COMPONENTS.

I WILL OBEY ALL STAFF AND CADET LEADERS APPOINTED OVER ME.

I ACKNOWLEDGE THE SPIRIT AND COMMITMENT OF THE YOUTH CHALLENGE
AND ALL THOSE WHO HAVE COME BEFORE ME.

I AM COMMITTED TO MAINTAINING THE HIGHEST STANDARD OF EXCELLENCE
AND THE FAIR AND JUST TREATMENT OF ALL.

CADET HONOR CODE

Each Cadet will be expected to memorize, understand and live by the Cadet Honor Code while in the Idaho Youth Challenge Academy.

1. I will not lie, cheat, or steal, or tolerate those who do.
2. I will treat my peers, staff, and myself with integrity, dignity, and respect.
3. I will give my best effort while in the Idaho Youth Challenge Academy.
4. I will follow the standards of the Academy.
5. I will seek self-improvement.
6. I will be tolerant of others.
7. I will be accountable for my actions.
8. I will utilize my chain of command.
9. I will recognize that my personal success rests in the success of the group.
10. Every day I will remember that this Academy is what “I” choose to do. I will stay true to that choice.

RICC

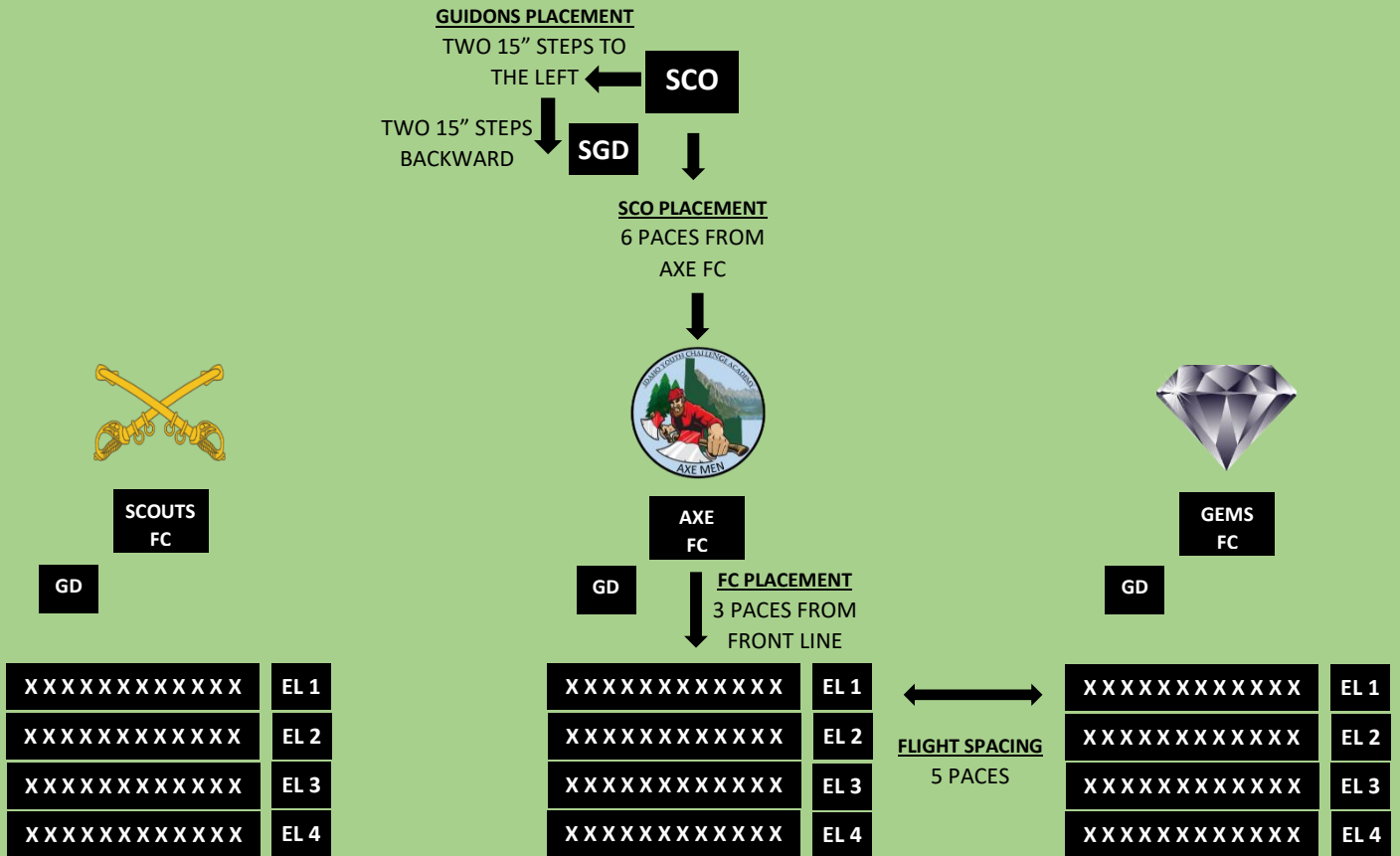
Respect: A feeling of deep admiration for someone, or something elicited by their abilities, qualities, or achievements.

Integrity: The quality of being honest and having strong moral principles: moral uprightness. The state of being whole and undivided.

Courage: The ability to do something that frightens one. Strength in the face of pain or grief.

Commitment: The state or quality of being dedicated to a cause, activity, etc. An engagement or obligation that restricts freedom of action.

SQUADRON FORMATION



NOTES:

- All Guidons face forward unless in an informal state while FC and GD are addressing their flights.
- When IDYCA Staff take over the formation from the SCO, all FCs and GDs will take 3 steps forward simultaneously once the command POST has been given. SCO will then take the most direct route to a position centered and one pace behind the squadron.
- When retrieving the squadron from IDYCA Staff, the SCO will receive the command to POST. SCO will then take his/her previous position in front of the staff member and salute. The IDYCA Staff member will return salute and then cut salute as they turn the formation back over to the SCO. Once the staff member faces to walk away, all FCs and GDs will then about face, take 3 steps, and about face again.

Letter from the Commandant:

Remember that a CHANGE is what you came here for. In order to achieve this, there will need to be CHANGE. If you want things to be different in your life, then something must become different than before and stay that way. You cannot continue with the same mode of operating and expect different results. You must realize the things you are trying to recover/repair such as credits, relationships with family, job opportunities, getting off probation, leaving a negative environment etc., are only symptoms of a disease. The disease is your current decision-making skills and focus on life. We will help you to focus on the disease rather than the symptoms. We will help you to CHANGE and give you a recipe for success in life. If you are only here for the credits, then you will only be masking a symptom. The disease will still be there however the symptoms will be new things like always trying to find a new job, missing out on promotions, losing a job, having no retirement, run-ins with the law, etc... If, in your life, you implement what we teach you, I can guarantee your life will change for the better.

Along with this, I will tell you that nothing worthwhile comes easy. Things obtained through shortcuts or the “easy way out” will only provide temporary results that will not stand the test of time. No one goes to the gym and says to themselves, “that made my body sore. This isn’t working”. NO, they understand that there will be pain and discomfort while trying to better their body. Later they will reap the results of their efforts. Also note that they work hard in the beginning and do not see results. Those results are seen over time. Continue to put in effort day in and day out, you will eventually reap the rewards.

Trust in our process. Trust your Cadre. You may not always understand the “method to the madness” but it is proven and works. If you follow IDYCA Staff’s instruction, regardless of whether it makes sense to you or not, you will find it leads to success. EVERY thing we do is for a reason. It is to further you and help you to improve. If Cadre gave you all “behind the scenes” information, then the process would not work properly. Mathematics does not teach you Algebra prior to teaching you basic arithmetic. It is later that you realize why you needed arithmetic in order to process algebraic formulas. We believe in you and know you have what it takes to be successful. Trust us that we are going to help you find it and more importantly, use it.

A few things I would like you to focus on as you take this journey...

TIME. *You cannot stop it. It continues on regardless of anyone. Saturday of Week 22 will happen. You or I are unable to alter this. What we can do, is control where we will be on that day. You can be at home dismissed from the course, OR you can be on the stage shaking my hand in front of all your family and friends proud, confident, and excited about your future. With a little nervousness of course but this is natural. Days may be slow at times, but the weeks will go faster and faster.*

BAGGAGE. *When it comes to baggage in life, we all have it. You’re not on an island. When preparing a pack for a long hike there is a science to how you pack your gear. This is physics. It*

cannot be argued with. Lighter materials need to be low and away from your back. The heavy materials need to be high and close to your back. When loading your “baggage” the opposite way you will find you can only go half as long and will be twice as tired. Same baggage just used differently. No matter what kind or number of poor cards we drew in life it does not have to define us. There are many examples of individuals who lived through the same poor environment in which the one person uses this as an excuse to continue in that life and another uses it as something to drive them forward and create the opposite effect in their life. It is a CHOICE. Carry your baggage in life high in your pack to propel you forward rather than carrying it low in your pack and letting it drag you down. Go twice as far with half the energy rather than half the distance while exhausting twice the energy.

POS/NEG. *There are positives and negatives in every situation no matter how good or bad it is. You can quickly find yourself always seeing the negatives. This brings on anger, stress, and frustration. Since I get to choose which one, I get to focus on, why wouldn't I choose the positives which bring on happiness, relaxation, and contentment? You won't wake up and change a negative focus all in one day. This is just like going to the gym. You will need to train your brain. You will fail at times I promise, but I also promise if you stay the course, you will slowly see the negative focus fade and the positives will become more present.*

CHOICE. *You choose your day. No one controls you unless you allow it. No variable can cause you to feel a certain way unless you allow it. You are responsible for your actions. No one else. The less we focus on “others” and the more we focus on “what I could have done better” the more progress we will make. It is amazing how many problems are taken care of by focusing on what I can do, rather than focusing on what the other person should be doing better. I choose my day. It can always be good. It is up to me and no one else. I define how my day will be regardless of the people in it and the events that occur. It is a CHOICE.*

Stay Focused,

-Commandant Bonner

CHAPTER 1 – GENERAL

A. PURPOSE

The purpose of this handbook is to outline the policies and standards of Acclimation and the Residential Phase of the Idaho Youth Challenge Academy (IDYCA).

B. IDAHO YOUTH CHALLENGE ACADEMY MISSION

The Mission of IDYCA is to intervene and reclaim the lives of 16–18-year-olds who are at risk and/or high school dropouts, producing program graduates with the values, life skills, education, and self-discipline necessary to succeed as responsible and productive citizens of the State of Idaho.

C. SCOPE

IDYCA is part of the National Guard Youth Challenge Program. IDYCA is a Residential and Post-Residential program for 16–18-year-olds who have dropped out of high school or are at risk of dropping out. IDYCA is a 17-month program divided into two distinct phases: The Residential Phase lasts 22 weeks during which Cadets reside at IDYCA. The 12-month Post-Residential Phase occurs after graduation with Cadets returning to their communities. Cadets will be matched with a Mentor who will guide and support them in their Post-Residential Phase. The program is free for students residing in Idaho. IDYCA holds two classes a year, starting in January and July.

D. CADET RANK STRUCTURE AND ADVANCEMENT

1. Candidate

- a. This is the status of all persons who have been accepted to the Academy for the first two weeks during Acclimation (Candidates will not be issued a uniform other than the Physical Training Uniform during the first two weeks of Acclimation.).
 - i During this phase Candidates are not allowed to talk
 - This includes but is not limited to talking, whispering, humming, beat boxing/rapping, and making noises with their mouths, etc.
- b. If a Candidate does not meet the standard at the end of Acclimation to be promoted to Cadet, then that Candidate has one additional week to meet the standard to be promoted to Cadet. If the Candidate fails to meet standards after one week, then the Candidate may, at the discretion of the Director, be dismissed from the Academy. The Candidate can be awarded a second additional week at the discretion of the Director. At any time in this process the Director may make the decision to dismiss the Candidate.

NOTE: *Once rank has been earned, a Cadet can be put on a probationary period in which their rank will be “held” at Cadre discretion should the Cadet’s behavior be unbecoming of their rank. If a Cadet is put on a probationary period, the following Cadet Weekly Assessment will not be held against them since the rank has already been earned. The delay is to see if they can continue an acceptable behavior. Cadre reserve the right to allow the Cadet to keep time in grade OR lose the one-week time in grade based on average or above average performance during the probationary week. Should a Cadet fail the probationary period, their Master*

Sergeant may give one more extension or obtain audience with the Commandant to demote the Cadet. A 3rd probationary week will not be granted.

NOTE: *“Candidate Status” is not to be confused with being a “Candidate” during the Acclimation phase. Once rank has been obtained, Candidate Status can be earned at any time during the Residential Phase if the Cadet is not meeting standards and is deemed to need additional motivation. Candidates during the Acclimation Phase will be allotted zero minutes of phone time. “Candidate Status” Cadets will be allotted one minute of phone time to inform parents/guardian why they are being restricted on their phone calls. This will be facilitated as a conference call with the Cadet’s Flight Master Sergeant. If they are not available another Master Sergeant may facilitate the call. The First Sergeant, Deputy Commandant/Commandant may also assist if needed. At no time can a Candidate/Cadet place themselves on Candidate status. Candidate Status will be described in Chapter 4 of this handbook.*

2. Cadet
 - a. This rank is earned upon completion of Acclimation to standard.
 - b. They will be eligible for the benefits of a Cadet. The benefits are as follows:
 - i Ability to wear the Cadet uniform, and to be addressed as “Cadet and/or last name”.
 - ii Weekly phone call (5) minutes.
3. Cadet Airman
 - a. This rank is earned after a minimum of 3 weeks’ time in rank from last promotion to Cadet.
 - b. The Cadet will be assessed at the end of each week using the Cadet Weekly Assessment Form (CWAFF).
 - c. In order for a Cadet to obtain the rank of Cadet Airman, the Cadet must have at least 2 of the last 3 assessments scoring above 80% with the most recent score passing. The Cadet must also score an 80% or better on the Cadet Airman Advancement Exam (open book). The requirement for good standing in Academics and PRAP are waived for this rank. If all of these standards are met the Cadet will then be promoted to the rank of Cadet Airman and be eligible for the benefits of the rank Cadet Airman.
 - d. The benefits of Cadet Airman are as follows:
 - i Weekly phone call (8) minutes.
 - ii Ability to attend a group incentive activity on/off campus, will be eligible to be nominated for awards.
 - iii Ability to attend incentive events reserved for Cadet Airman or higher
4. Cadet Airman First Class
 - a. This rank is earned after 3 weeks in rank from last promotion, the Cadet Airman will be assessed at the end of each week using the CWAFF.
 - b. In order for a Cadet Airman to obtain the rank of Cadet Airman First Class the Cadet Airman must have at least 2 of the last 3 assessments scoring 85% with the most recent score passing. The Cadet Airman must also score a 90% or better on the Cadet Airman First Class Advancement Exam (open book) and must have a 70% or higher in all Academic classes to include PRAP and an Education score of 4 or higher.
 - c. If all of these standards are met the Cadet Airman will then be promoted to the rank of Cadet Airman First Class and be eligible for the benefits of the rank Cadet Airman First Class.

- d. The benefits are as follows:
 - i Weekly phone call (12) minutes.
 - ii Ability to attend a group incentive activity on/off campus, will be eligible to be nominated for awards.
 - iii Ability to attend incentive events reserved for Airman 1st Class or higher
- 5. Cadet Senior Airman
 - a. This rank is earned after a minimum 4 weeks in rank from last promotion, the Cadet Airman First Class will be assessed at the end of each week using the CWAF.
 - b. In order for a Cadet Airman First Class to obtain the rank of Cadet Senior Airman the Cadet Airman First Class must have at least 3 of the last 4 assessments scoring 90% with the most recent one passing. The Cadet Airman First Class must also Score an 80% or better on the Cadet Senior Airman Advancement Exam which is closed book and have a 70% or higher in all classes to include PRAP.
 - c. If all of these standards are met the Cadet Airman First Class will then be promoted to the rank of Cadet Senior Airman and be eligible for the benefits of the rank Cadet Senior Airman.
 - d. The benefits are as follows:
 - i Weekly phone call (15) minutes.
 - ii Ability to attend a group incentive activity on/off campus, will be eligible to be nominated for awards.
 - iii Ability to attend incentive events reserved for Senior Airman or higher
- 6. Cadet Staff Sergeant
 - a. This rank is earned after a minimum 4 weeks in rank from last promotion. The Cadet Senior Airman will be assessed at the end of each week using the CWAF.
 - b. In order for a Cadet Senior Airman to obtain the rank of Cadet Staff Sergeant the Cadet Senior Airman must have at least 3 of the last 4 assessments scoring 95% with the most recent one passing. The Cadet Senior Airman must also score a 90% or better on the Cadet Staff Sergeant Advancement Exam which is closed book and must have a 70% or higher in all Academic classes and an Education score of 4 or higher.
 - c. Must have been successful as an Element Leader or other Cadet Leadership position.
 - d. If all of these standards are met the Cadet Senior Airman will then be promoted to the rank of Cadet Staff Sergeant and be eligible for the benefits of the rank Cadet Staff Sergeant.
 - e. The benefits are as follows:
 - i Weekly phone call (20) minutes.
 - ii Ability to attend a group incentive activity on/off campus, will be eligible to be nominated for awards
 - iii Be allowed to have coffee Monday mornings.
 - iv Be allowed to whisper quietly during chow at discretion of Cadre.
 - v May accompany IDYCA Staff on informational forum trips.
 - vi Upon flight MSgt discretion be allowed to have a high and tight haircut. Female staff sergeants will be allowed to braid and pin their bangs or a small front portion to the right side.
 - vii Be able to participate in the SSgt room incentive.

Refer to page #38

NOTE: Upon promotion Cadets will retain their previous rank's benefits. With each rank increase comes increased responsibility. Phone calls are subject to availability, outage, etc. A Cadet who has earned a phone call and is unable to take advantage of his/her earned phone call during the allotted time, will be given an alternative time to call (which may be the following day). Cadets may be demoted if the behavior does not meet IDYCA Code of Conduct and/or Cadet Creed. Commandant is the demotion authority (only exception is when Commandant is off campus at which time the Deputy Commandant (Senior Master Sergeant) will have this authority.

NOTE: Any Cadet that cheats on any Advancement/Academic exam, quiz, test, ASVAB, SAT, etc. Will lose all time in their current rank. For example, Cadet A1C has 4 weeks in that rank, the A1C is caught and/or admitted to cheating on a test (see above), will now be an A1C with ZERO weeks in that rank. This policy will be used for all ranks, except for Staff Sergeants. Staff Sergeants caught/admit to cheating will be demoted one rank with ZERO time in the Senior Airman rank.

NOTE: Commandant reserves the right to deny any Promotion Request regardless of passing CWAF scores or good Academic/PRAP standing.

PHONE TIME MAY BE FORFEITED AND IS UP TO THE DISCRETION OF THE MSGT AND/OR COMMANDANT!

E. CHAIN OF COMMAND: Ensure that each level of command has had an adequate opportunity to address your needs and/or concerns prior to progressing through to the next individual in your chain of command. If your issue is of a personal nature and you are uncomfortable addressing your issue with a peer or staff member (i.e., TSgt or MSgt/1Sgt) in your chain of command, the Deputy Commandant and Commandant are your access channels for addressing the issue. Be certain this is an applicable issue and that you are NOT STAFF SHOPPING. Jumping chain of command for the purpose of staff shopping will not be tolerated.

- Element Leader
- Flight Chief/Flight Guidon
- Squadron Commander/Squadron Guidon
- TSgt
- MSgt/1Sgt Shift Supervisor
- Deputy Commandant (Senior Master Sergeant)
- Commandant
- Deputy Director
- Director

F. SUCCESSION OF COMMAND

1. If Flight Chief is not present the Guidon will oversee the flight. If both Flight Chief and Guidon are not present Element Leader one will assume the role of Flight Chief and Element Leader two will assume the role of Guidon. This will continue down the chain. The Cadet to the left of the Element leader will temporarily fill the post until the Element Leader is able to return.

2. If the flight is marching the Guidon will remain in their respective post and Element Leader one will march the flight. This will continue down the chain but, in the event, Guidon is not present Element Leader one will post as Guidon and Element Leader two will march the flight. This will continue down the chain.

NOTE: *In the event that no flight leadership is present the Cadre will appoint temporary leadership positions to Cadets to fill Flight Chief and Guidon posts. Element Leader posts will be filled by the Cadet to the left in order of the element.*

G. CADRE/CADET RELATIONSHIP

1. Candidates/Cadets are assigned to Flights of 30 – 60 Cadets. During the first two weeks of the Residential Phase applicants are considered Candidates and are in an Acclimation period. Upon completion of the Acclimation period the Candidates can become Cadets if their behavior has warranted it.
2. The Cadre Team Member is the first line supervisor for Cadets. It is the responsibility of the Cadre to supervise, teach, assist, and develop the Cadets throughout their daily activities. Cadre Team Members will provide structure and discipline to the Cadets. They will evaluate Cadet's strengths and weakness and recommend corrective actions as needed. When a Cadet has a problem or issue, they will utilize the Chain-of-Command by taking their problem first to their Cadre Team Leader and then, if need be, to the Cadre Shift Supervisor.
3. Cadets are required to follow instructions given by any IDYCA Staff member. Cadets are required to learn and follow the Cadet Honor Code and Cadet Creed.

H. HANDS OFF LEADERSHIP

1. IDYCA utilizes a "Hands Off" leadership concept. "Hands Off" means that no IDYCA Staff member will touch a Candidate/Cadet or use abusive language as a means of coercion.
2. Candidates/Cadets and Staff will immediately report any incidents of aggressive behavior or use of profanity by Cadets or Staff to their immediate Cadet Leadership or Cadre Team Leader.
 - a. Candidates/Cadets will not be subject to any form of retribution for reporting an alleged violation.
 - b. Staff may defend themselves and other Candidates/Cadets from physical attacks in accordance with IDYCA approved training courses.
3. Candidates/Cadets must understand that IDYCA Staff may touch them in a helping manner (i.e., to fix their uniform or adjust the angle of a hand when saluting) for safety (i.e., about to fall, in the path of a dangerous object, etc.)

I. TYPES OF TOUCHING

1. Innocent Touching: A touch that congratulates, rewards or celebrates success; a touch that is innocent in nature.
 - a. Examples include but are not limited to: handshakes, pats on the back, high fives, fist bumps, victory hugs, and an arm around a shoulder to console or comfort during a time of grief or disappointment.

2. Required Touching: Touching that is done as part of a duty including but not limited to lifesaving activities and/or first aid, and for instructional purposes.
 - a. Examples include but are not limited to: Performing CPR, the Heimlich Maneuver, employing a defibrillator, clearing an obstructed airway, stopping bleeding, preventing a Cadet from harming themselves or others (Passive Restraints), contraband search, making uniform corrections or during drill and ceremony activities, corrections to a hand salute.
3. Prohibited Touching: Any physical contact that is harmful to either a Cadet or Staff member and/or violates expectations of normal social decency.
 - a. Examples of harmful physical contact include but are not limited to: Pushing, shoving, punching, choking, and poking a finger into another person's face or chest.
 - b. Examples of indecent actions include but are not limited to: Sexual gratification, any touching done for the pleasure or personal advantage of the person doing the touching doing something to someone else whether invited "consensual" or otherwise.

NO CADET CAN LEGALLY "CONSENT" TO INAPPROPRIATE BEHAVIOR WITH A STAFF MEMBER.

4. Any Cadet or Staff member experiencing or observing any of the above-mentioned violations must report it to their chain-of-command. Staff members should report it to their supervisors and Cadets should report it to their Cadre Team Leader, Cadre Shift Supervisor, or Commandant/Deputy Commandant.
5. Physical and Psychological Intimidation: Acts of physical and psychological intimidation include but are not limited to: Violating personal space, cursing, spitting, "mean-mugging", name calling, harsh and unwarranted criticism, humiliation, and/or threats of harm.

J. THREE FOOT RULE

1. The purpose of the Three Foot Rule is to minimize instances of intimidation and/or coercion while providing a Cadet with a small personal space.
2. All Cadets will be afforded, whenever possible, a space of three feet when communicating with other Cadets and/or staff. If a fellow Cadet or staff is addressing a Cadet within three feet, the Cadet may request the Cadet/staff move to a three-foot distance. If Cadet encroaches within three feet of Cadre, the Cadre may/will request Cadet to move to the three-foot distance.
 - a. The Three Foot Rule is not to be used as a manipulation tactic by Cadets.
3. The Three Foot Rule is applicable to both genders. At no time will Cadets be allowed to kiss, hold hands, hug, walk arm-in-arm or massage one another, with fellow Cadets or Staff.
4. While in the Program, Cadets WILL NOT have sexual relationships in any form. Cadets caught violating this policy are subject to disciplinary action up to and including dismissal.
5. Cadets will not display affection while enrolled in the Residential Phase. Displays of affection include, but are not limited to:
 - a. Note passing
 - b. Kissing
 - c. Petting

- d. Hand holding
- e. Massages
- f. Any form of intercourse
- g. Playing footsies
- h. Hickies

NOTE: *Cadets will not enter Flight areas that they are not assigned to, unless directed and escorted by IDYCA Staff. Candidates/Cadets are not allowed in the Flight area of the opposite sex unless approved by the Commandant.*

CHAPTER 2 – PERSONAL CONDUCT AND STANDARDS

A. CONDUCT

1. Cadets must/will be compliant at all times. Failure to comply with Staff directives and instructions can lead to consequences up to and including dismissal.
2. Cadets will be respectful of each other and all IDYCA Staff at all times. Cadets are required to address the Staff by their appropriate title and last name. Under no circumstances are Cadets allowed to address Staff in a disrespectful manner.
3. Cadets will not sit/lie/rest/lean on lockers, bunks, walls, or backpacks/ruck sacks.
4. Cadets will not sleep outside of the scheduled “lights-out” period without Cadre and/or medical’s permission.
5. While in the classroom Cadets will be respectful and follow the rules and standards that the Education Staff have instructed.
6. Cadets will not speak without Staff permission. This includes humming/beat boxing/rapping or making noises with their mouths.
7. Cadets may assist other Cadets with permission by either the Education Staff/Cadre, understanding that all conversation will be pertaining to academics and/or team building and will be of an appropriate nature.

B. ATTITUDE

1. A good attitude is the most important trait a Cadet must have in order to successfully complete the program. Cadets must maintain a positive attitude toward all duties, corrections and counseling. A Cadet who tries hard, is sincere in his/her efforts, and demonstrates sufficient improvement, will increase the likelihood of completing the Residential Phase and entering into the Post-Residential Phase.
2. Each Cadet must maintain an open mind, be receptive to constructive criticism, counseling, and show improvement in all 8 Core Components in order to succeed.
3. Cadets are encouraged to ask questions if they do not understand an instruction, observation, counseling, or directive. Arguing or verbal abuse toward Staff will not be tolerated.

C. DRUG, ALCOHOL, AND TOBACCO USE

Use or possession of illegal, prescription drugs not prescribed to you, non-prescription drugs, unauthorized over the counter drugs, tobacco, inhalant abuse, or alcohol by Cadets is prohibited while in the program. This applies to the Cadet while they are on site, during home passes/leave, and during off-site activities. Any Cadet caught possessing, using, or sharing legal/illegal non-prescription drugs, unauthorized over-the-counter drugs, tobacco, or alcohol will face disciplinary action up to and including dismissal. In addition, the individual in question will be reported to the proper civil authorities if a law has been violated (It is illegal for youth under the age of 18 to use or possess tobacco).

D. PRESCRIPTION MEDICATION

1. Cadets using prescription medication will consume it in the presence of IDYCA Staff.
2. Any Cadet who gives their medication to another Cadet, or any Cadet who takes another Cadet's medication, will face disciplinary action up to and including dismissal.
3. Cadets are required to follow their physician's advice and will not refuse to take prescription medication. Medication refusal is cause for immediate dismissal.
4. Any Cadet who voluntarily requests assistance in overcoming chemical dependency will be referred to a Program Counselor. Keep in mind IDYCA is NOT a drug or alcohol treatment facility however we do have classes which will help you prepare for when you graduate and return to your home environment. Program Staff will see you as their schedule allows. In addition to this, a Cadet that consistently complies with Staff's directives will likely be seen before a Cadet who is in non-compliance.

E. UNAUTHORIZED GOODS (CONTRABAND)

1. While in the Program, Cadets will not be permitted to have possession of the following unauthorized items, defined as contraband: Firearms, ammunition, explosives, fireworks, incendiaries, knives, clubs, and homemade weapons, or any item that is considered a weapon by state and local laws. Tattooing equipment, or any instrument for which the primary use is to inflict personal injury, illicit drugs, drug paraphernalia, stolen property, satanic or gang insignias, jewelry, or pornographic material is also prohibited. Pornographic material is defined as: literature, posters, videos, recordings, drawings and/or any related items deemed inappropriate by the Director (to include automotive magazines, etc.).
2. Any food item(s) that is not issued at the Dining Facility (DFAC) or during official meal periods are not allowed without approval from the Director. When authorized, all food and drinks will be consumed in the DFAC, recreation areas, or as directed by Staff. No consumable items (food/drinks) are allowed in Flight areas except water. Food items are to be consumed in the place, and within the time constraints, given by the IDYCA Staff. Any food consumed or held outside of those specific times and/or places will cause a Cadet to be subject to consequences.
3. Watches, bracelets, necklaces, earrings/gauges, and body jewelry are not authorized to be possessed or worn at IDYCA.
 - a. Leadership may be allowed a time piece at the discretion of their Cadre.

NOTE: *NO jewelry of any kind will be permitted for wear regardless of its religious nature. Religious necklaces (chain and medallion) must be simple and inexpensive. They will not be eccentric, gaudy, or large. Commandant will decide if your item falls into these categories. These items will be placed on the Cadet's personal shelf and only taken out during religious time on Sundays or during free time when approved by Cadre.*

4. Cadets will not possess any type of audio/visual equipment. This includes but is not limited to MP3 players, cell phones, pagers, cameras, thumb drives containing such material or video game devices unless specifically given permission by IDYCA Staff. Any Cadet found with unauthorized items will have the item confiscated until the end of the Program and/or sent home in the mail (at the cost of the cadet) and/or destroyed upon confiscation.

- a. Cadets are authorized ear buds for Academic and incentive purposes as directed by Staff.
5. Cadets will not possess matches, lighters, any form of fire igniting device or flammable fuel such as lighter fluid.
6. Any items deemed dangerous, illegal, or deemed detrimental to the health and welfare of IDYCA Cadet/Staff will be confiscated.
7. Cadets will not need cash while at IDYCA, not even for Home Pass travels. Cadets may not receive money or checks while enrolled at IDYCA unless specifically authorized by IDYCA Administration. Unauthorized money received will be returned the same day and/or placed in the Cadet's file until preparations can be made to return the items.
8. Any unauthorized items found during a health and welfare inspection will be confiscated. Possession of unauthorized items will result in disciplinary action up to and including dismissal.
9. IDYCA assumes no responsibilities for lost, stolen, unsecured or unauthorized items.
10. IDYCA Staff are authorized to search/inspect Cadets, items, and areas at any time. Refusal to submit to a search and/or inspection will result in disciplinary action.

NOTE: *ANY ITEMS RECEIVED THAT ARE NOT ON THE PACKING LIST WILL BE RETURNED AT THE CADET'S EXPENSE. CADETS MAY REQUEST TO DONATE ITEMS TO THEIR RESPECTIVE FLIGHT FOR ALL TO USE (I.E. COLORED PENS/PENCILS, COLORING BOOKS, ETC). ONLY THOSE ITEMS DEEMED ACCEPATABLE BY IDYCA STAFF AND PROGRAM STANDARDS.*

F. PROHIBITED ACTIONS

1. Cadets will not swear or use profane language while in the Program. It is viewed as both unprofessional and unacceptable.
2. Gambling is prohibited at IDYCA.
3. Cadets will not verbally or physically provoke other Cadets and/or members of the Staff.
4. IDYCA is a closed campus. Cadets shall not leave campus unless pre-approved and escorted by a Staff member.
5. Gang activity
 - a. A criminal gang is an ongoing organization, association, or group of two or more persons, whether formal or informal, that has a common name or common identifying sign or symbol.
 - b. Whose members individually or collectively engage in or have engaged in a pattern or criminal gang activity, having as one of its primary activities the commission of one or more criminal acts.

NOTE: *Any pictures which include but are not limited to gang affiliation, colors, flagging and/or pictures associated with a gang will be confiscated by Staff. These pictures will not be saved or sent home, they will become IDYCA property and will be disposed of, and possible disciplinary actions may be given as well.*

-Clowns, Crowns, and Skulls will not be drawn while at the IDYCA. Cadets will not use roman numerals unless a staff member has given permission. Cadets will not use Old English type fonts.

-No drawings or pictures will be allowed that glorify gang life/activity.

-Only exception to Skulls is the Scout Flight logo which has specific criteria set forth by the Scout Cadre Master Sergeant.

G. ATTENTION TO DETAIL

Attention to detail concerns an individual's ability to recognize minute details and adhere to duties and responsibilities, common or otherwise. Attention to detail and duty reflects heavily on a Cadet's commitment, motivation, efficiency and dependability. Cadets must be organized, thorough, efficient, and neat in every endeavor.

H. HONORING THE NATIONAL COLORS

Formal morning and evening Colors ceremonies will be conducted daily, and all Cadets will participate in these events. This is an integral part of the Responsible Citizenship component of the Program's instruction. Cadets shall display the proper respect and military etiquette, by saluting and/or standing at the Position of Attention during these ceremonies.

I. HONOR CODE STANDARDS

1. The Honor Code is the set of values to which all Cadets will adhere. They are the minimum standards of behavior expected of all Cadets. Cadets are required to memorize the Honor Code and to recite it upon request.
2. Honor Code infractions will be dealt with through the disciplinary system.

J. PHYSICAL FITNESS

1. The goal of physical training (PT) is to promote a healthy lifestyle and assist Cadets with achieving and maintaining their maximum level of health and fitness.
2. PT will follow the guidelines of the National Guard Youth Challenge Program (NGYCP) Physical Fitness Standard. Emphasis will be placed on the 3 components of fitness: lung endurance, muscular strength, and muscular endurance.

NOTE: *It is important to adhere to the principles of exercise as outlined by the PT Instructor: regularity, variety, specificity, and most importantly each Cadet's motivation and ability to put forth their best EFFORT.*

Failure to perform PT as directed will result in remedial PT. PT is a Core Component and must be passed in order for a Cadet to graduate. It is better to work hard for one PT session rather than to attend multiple sessions to get the required grade due to poor performance in a single PT event. A Cadet MUST receive passing grades in these events or more events will have to be assigned on an individual basis in order to achieve a passing score.

CHAPTER 3 – POLICIES AND PROCEDURES

A. GENERAL

The goal of IDYCA is to provide Cadets with a structured, disciplined environment to recover credits that can be applied to completing a High School Diploma. Cadets that are unable to return to High School will be prepared to pursue the GED test. Cadets are not reviewed for pursuit of the GED until after mid-course of the cycle. The principal will review not only for current grades achieved but also Cadet performance with Programs staff and Cadre staff as well. In short, a Cadet must show they have earned the privilege of having staff spend extra time with them to prepare as well as go off site to testing facilities representing the IDYCA. Each Cadet will be assessed on an individual basis in order to pursue this course of action. In addition, Cadets are expected to develop study skills, learn career skills, and perform community service projects.

B. ATTENDANCE

Cadets are required to participate in all events. Full participation is expected every day. Cadets will not exceed five non-participation days during the Residential Phase, including sick days. Failure to comply may lead to dismissal.

C. SAFETY

Safety is one of IDYCA's primary focuses during the Residential Phase.

1. Cadets will abide by all safety instructions and will not perform any training or work on any project without the required safety equipment.
2. Cadets are encouraged to ask questions if a situation is unsafe, or instructions/training is not understood.
3. Cadets will operate all pieces of equipment or tools in a safe manner.
4. Cadets will not operate any hand tools unless given specific training and instructions to do so.
5. Cadets will not operate power equipment tools without training and direct instruction and supervision by authorized IDYCA Staff.
6. Activities may require Cadets to ride in a vehicle. For reasons of safety and control, Cadets must abide by all Idaho State traffic laws and the instructions provided by Staff.

D. GENERAL RULES AND REGULATIONS

1. No Cadet will be alone at any time. Any movements on/off campus Cadets will have a battle buddy. Only exception is when a Cadet's movement is monitored by a Staff member.
2. Cadets will sit in a professional manner and not lay around unless directed by a staff member.
3. When outside, Cadets will move from one location to another by marching. This is the most efficient way to move a group of people in an orderly manner and the detail is easily observed for discrepancies. Cadets will be expected to move in files, columns, or formations.

4. Cadets will march in formation when in groups of five or more unless executing short movements in which they will move covered down in a file (i.e., from the laundry facility to class or chow).
5. At various times throughout the course, Cadets will be out in the public at worksites, service-learning projects, incentive trips, etc. Cadets represent the Youth Challenge Program, IDYCA, and the Idaho National Guard (NG) Military Division and will conduct themselves in a professional and respectful manner at all times.
 - a. Cadets can quickly lose the privilege of going off site when their behavior causes doubt for their ability to represent themselves and the Academy in a professional manner.
6. During the Residential Phase, Cadets will perform various details and work-related projects. While on details or work projects Cadets will abide by the following rules and guidelines:
 - a. Cadets will not operate equipment and tools, nor work with chemicals, until they have received training on how to use them correctly.
 - b. Cadets will report any unauthorized items found in or around the facility or at a worksite to Staff.
 - c. Upon completion of the detail or project, all equipment will be cleaned and secured as directed by Staff.
 - i. When returning to Campus, Cadets should ensure their mode of transportation is adequately cleaned out. All tools and equipment should be cleaned and properly stored regardless of how a Cadet found the items originally.
 - d. Emergency Procedures: In all instances, the repeated sounding of the vehicle horn or whistle with three short blasts indicates an emergency. Whenever the signal is given, Cadets must assemble at the vehicle immediately (with equipment or tools, if possible) and await further instructions.

E. MALE HAIR STANDARDS

1. All Male Cadets will adhere to the Male hair cutting standard.
2. Clipper guard #1 will always be used, no haircuts will be given without a guard.
3. Male Cadets entire head will be trimmed with the #1 guard, no sideburns, neck hairs or eccentric designs will be authorized. Entire head will be uniformly trimmed.
4. Haircuts will be conducted every 2 weeks, scheduled on Friday of the odd # weeks.
5. All Cadets will shave their facial hair daily. Cadre and Cadet Leadership will inspect for this.
6. When shaving facial hair, there will be no eccentric alterations made.
 - a. Facial hair will be uniformly shaven, sideburns and excessive neck hair will not be authorized.
 - b. No other part of the body, other than the face, head, and/or neck area can be trimmed or shaven in any way.

F. FEMALE HAIR STANDARD

1. Cadets will wear their hair in a sock bun from morning hygiene to evening hygiene.
2. Cadets will not wear their hair down or in a “sloppy bun” when outside of the bay.
3. Following evening hygiene, hair must remain up (ponytail, braid, messy bun, etc.) but is not required to be in a sock bun. Cadets attending the “Staff Sergeant” room will conduct hygiene afterwards in order to keep the sock bun intact throughout the usage of the Staff Sergeant room.
4. Cadets may let their hair down only in the latrine during hygiene and in their racks at night.
5. Cadets may only use natural hair colored (blonde, brown, or black) bobby pins and hair ties, as well as metal clips/barrettes if they are plain, solid colored and matching their hair color.
6. Hair Maintenance:
 - a. Hair will be washed every day.
 - b. Sock buns will be washed on a regular basis.
 - c. Sock buns will be hung to dry on the Cadet’s towel display nightly, if needed.
 - d. Hairbrushes/combs will be cleaned out regularly.
7. Cadets with hair that extends below the collar will wear their hair in a sock bun.
8. Hair will be pulled straight back into the sock bun, not parted to one side or another. No trendy alterations (i.e.: bumps or “edges.”)
9. Hair will be slicked back using hair gel, leaving no “fly aways.”
10. The sock bun will rest centered, at the nape of the neck, no higher than the top of the ear.
11. Bangs and layers will be pulled back and pinned away from the face. No sections of hair will be purposely left out.
12. If Cadet’s hair is not long enough to be put in a sock bun, and doesn’t extend below the collar, they will still pull any bangs or layers around their face back with gel and clips or pins.
13. Cadets will not braid their hair. (Only at night)

G. COMMUNICATION BETWEEN CADETS AND STAFF

1. Cadets will be addressed by the title of “Candidate” and last name during Acclimation. During the Residential Phase, “Cadet” or “Rank” and/or last name will be used regardless of a Cadet’s age, gender, race, or religious preference.
2. Cadets will address administrative staff as Mr./Ms. and their last name (e.g., Mr. Smith or Ms. Jones). Cadets will address the Director and Deputy Director by their title and last name, and Cadre by using their rank and last name (e.g., TSgt Jones).
3. Upon seeing the MSgt/Commandant entering the Flight Bay that Candidates/Cadets are gathered in a group one person will call “*AT EASE*”, all Candidates/Cadets will go to the position of *AT EASE* and await further instructions from MSgt/Commandant.
4. Upon seeing the Deputy/Director entering the Flight Bay one person will call “*ATTENTION*”, all Candidates/Cadets will go to the position of *ATTENTION*. One Candidate/Cadet will execute a hand salute if appropriate and the greeting of the day. The Cadets will then await further instruction/direction.

H. REPORTING TO A STAFF MEMBER

1. The Cadet will stand at Parade Rest and wait to be acknowledged by the Staff member.
2. After being acknowledged by the Staff member, the Cadet will come to the Position of Attention and request, [STAFF MEMBER'S RANK AND LAST NAME], CADET [LAST NAME] REQUESTS PERMISSION TO SPEAK. (Ex. "TSGT Smith, Cadet Johnson requests permission to speak.")
3. The Cadet will stay at the Position of Attention until the Staff member grants the command *SPEAK*.
4. Upon receiving permission to speak from a Staff member, the Cadet will snap to Parade Rest.
5. The Cadet may then proceed to speak.
6. When dismissed, if the Cadet was given permission to go to parade rest, the Cadet will return to the Position of Attention before executing the correct military facing movements and then proceed directly to their appropriate location (Flight, classroom, etc.) and report to their Cadre.

I. REPORTING TO A BOARD

1. The Cadet will remove their headgear (if entering from outdoors), knock THREE TIMES, request permission to speak and await to be granted permission from the Staff member presiding over the Board.
 - a. Once permission is granted, the Cadet will request to enter.
2. Upon the command *ENTER*, the Cadet will do one of the following:
 - a. If the door is open, the Cadet will enter the office.
 - b. If the door is closed, the Cadet will open the door, enter, and close the door.
 - c. The Cadet will approach within two steps of the Staff member's desk (or place of occupancy).
 - d. HALT centered on the highest-ranking Staff member.
 - e. Stand at the Position of Attention.
 - i. If reporting to the Deputy/Director, render salute and state: CADET [LAST NAME] REPORTING TO THE BOARD AS ORDERED.
 - ii. If reporting to Cadre, remain at the POA and do not render a salute and state: CADET [LAST NAME] REPORTING TO THE BOARD AS ORDERED.
 - f. The salute is held until the report is completed and the salute has been returned.
3. The Cadet will remain at the Position of Attention until further instruction is given.
4. When the business is completed, the Cadet stands at the Position of Attention.
 - a. The Cadet will do one of the following:
 - b. If addressing a Cadre or Staff member who is not the Deputy/Director, the Cadet will acknowledge the person (thank you, good evening, etc.) and continue with step 6.
5. If addressing the Deputy/Director, the Cadet will salute, hold the salute until it has been returned, and continue with step 6.
6. The Cadet will then execute the appropriate facing movement and depart using the most direct route. (If door was closed upon arrival, close door after business is complete).

J. CADET PEER REVIEW BOARD ROLE AND RESPONSIBILITIES

1. The Cadet Peer Review Board is comprised of top tier performing Cadets who embody and strive to uphold the Cadet Honor Code. As a member of the Cadet Peer Review Board or, CPRB your actions daily are upheld to the highest standards, you lead others through your actions and example. You are above reproach and held in high esteem by your staff and peers. Your primary role in this board is to meet as often as possible, (1-3 times) a week and to develop action plans to help other cadets get back on track or simply assist them through hard times they might be having. Your role at the board is in no way shape or form a disciplinary role but a role to mentor and give guidance and direction.
2. For consideration, candidates must possess the following qualifications:
 - a. Be in good standings with Cadre and staff.
 - b. Must be in good standings with Academics and PRAP as well.
 - c. Strong interpersonal skills.
 - d. Self-motivated.
 - e. Good knowledge of the Cadet Handbook
3. The Board is composed of seven Cadets who excel in their everyday lives at IDYCA. These seven individuals can be in any additional leadership position at the flight or squadron level.
4. Positions:
 - a. Executive is in charge of the board.
 - b. Scribe will record the minutes of the meetings.
 - c. Ambassador helps to prepare the Cadet prior to entering the Board and is the deciding vote.
 - d. Four members. They are of equal position. Preferably each flight being represented although this is not a requirement.
5. Cadet of the week will be chosen by the members of the board and will receive an additional 10min of phone time. One Cadet will be chosen from each bay. Cadet of the week will start week 11.

NOTE: *If a board member fails to hold themselves to this exceptional standard it could lead to the removal of their position. Behavior while holding office in this Board is not taken lightly. The smallest failures are magnified when in positions of great responsibility and leadership.*

K. REPORTING TO CADRE/PROGRAMS DEPARTMENT

1. The Cadet will stand at Parade Rest on the black line by the Cadre/Programs office door and wait to be acknowledged by the Staff member.
2. After being acknowledged, the Cadet will come to the Position of Attention and request, [STAFF MEMBER'S RANK AND LAST NAME], CADET [LAST NAME] REQUESTS PERMISSION TO SPEAK. (ex. "TSgt Smith, Cadet Johnson requests permission to speak.")
3. The Cadet will stay at the Position of Attention until the Staff member grants the command *SPEAK*.

4. Upon receiving permission to speak from a Staff member, the Cadet will snap to Parade Rest and speak.
5. If the Cadet wishes to enter, upon receiving permission to speak, the Cadet will request, [STAFF MEMBER'S RANK AND LAST NAME], CADET [LAST NAME] REQUESTS PERMISSION TO ENTER. (ex. "TSgt Smith, Cadet Johnson requests permission to enter").
6. If the Staff member commands *ENTER*, the Cadet will snap to the Position of Attention, execute appropriate marching movements and assume the position of Parade Rest, at a place designated by the staff member.
 - a. Offices may be set up differently and position inside the will depend on the layout. All offices will have a specific area for Cadets to stand/sit. All offices will also have an area Cadets are not to be in i.e. "No Fly Zones"
7. The Cadet may then speak with the Staff member.

L. WRITTEN REPORTS/ REQUESTS

1. Forms can be found inside your flight bay normally located in the common areas
 - a. Information Reports (IR)
 - i This report can be used for a variety of issues. Reporting conflict amongst peers, inform Staff of equipment malfunctions, report something that is unsafe, notify Staff of a discrepancy, etc.... This form can be used to report, request, or inform Staff of anything necessary.
 - When reporting equipment malfunctions or damages be specific. State which sinks, stall, shower head, towel dispenser etc. *"The toilet doesn't work in our bay"* is not descriptive. *"During morning cleanup, the 3rd stall from the right was found not working/flushing. After looking in the reservoir it was found that the chain which opens the seal is broken"* <this is descriptive.
 - ii BE ADVISED, if your report is not written on an IR and turned into Staff, it will not be counted as officially reported. IDYCA Staff do not entertain Cadets stating they have mentioned their concern to multiple staff members numerous times. These are not concrete and verifiable claims. Specifics are mandatory. In order for Staff to paint an accurate picture they will need the 5 "W's". Who, what, when, where, and why. Be specific with places, times, and people.
 - Be objective. This means to state the facts as if you were a neutral party viewing the circumstances. Cadets tend to write emotional reports that state how angry/sad/upset they are rather than putting any facts down. This does not help your report and shows you are being one sided about it. Staff members appreciate those are willing to see themselves from the "other point of view". This shows maturity.
 - b. Request to see a Staff Member
 - i This form is available to request audience with any Staff member. Requests are not always granted. For example, if you request the Commandant to speak with you about your CWF score but you have not spoken with your MSgt yet, your request will likely be given to your MSgt, and you will not see the Commandant.

Chain of command must be followed. Your TSgt and MSgt deserve a chance to help you with whatever issue you may have. They are able to assist you in most anything you need. In order to ensure your request is taken into consideration, it would be wise to put detailed information on the request.

- ii Anytime you feel there is a hands-off violation between yourself and IDYCA Staff, you may directly request the Commandant without going through your Chain of Command. You can place this request in the Programs Office box in your bay or hand it to the Commandant directly. If you feel the hands-off violation was made by the Commandant, you may request the Deputy Director in the same fashion.
- c. Medical Requests
- i Due to the high pace and busy schedule for Candidates and Staff during Acclimation, all medical issues are evaluated through the Health and Hygiene Inspections conducted each evening. Candidates report any significant injuries or ailments to the Cadre during the inspection. Medical AND the Commandant review every inspection doc to be aware of Candidates' well-being. The inspection docs do not get missed. Every single one is filed in a binder in the Commandant's office. Rest assured your report has been reviewed regardless of you receiving audience with Medical. If Medical feels there is cause for alarm, they will call for you.
 - o Significant issues are not I have a headache", "my finger hurts", "my calf is sore", "my leg hurts", etc.... Candidates will find that many parts of their body hurt due to being on their feet for extended periods of time and exercising differently and/or more often than they are used to. Possible infections, broken bones, and torn muscles are all examples of things to report. Notice it was stated as "possible". Remember, you are not a medical professional and need to trust our Medical Staff. They are experienced and can advise what precautions may need to be taken.
 - ii Upon completion of the Acclimation phase, Cadets are expected to fill out their own forms for any issue Cadre deem necessary during evening Hygiene Inspection. When Cadre deem it necessary, they will instruct a Cadet to stand by the Cadre office upon completion of the inspection. At that time the Cadet will be given a form from the Cadre office and instructed on how to fill it out. Medical and the Commandant still continue to review the Hygiene Inspection docs. Regardless of whether a form was filled out or not, they will review and call for a Cadet if they see something alarming.
- d. Supply Requests
- i These forms can be used for uniform items, bay supplies, laundry supplies, latrine supplies, etc....

M. DINING FACILITY (DFAC) RULES

1. Cadets will be provided three meals and two snacks per day while attending IDYCA.
2. Cadets will adhere to the following procedures while inside the DFAC:
 - a. Flights will form a single file line while standing in the DFAC.
 - b. While in line, Cadets will stand at Parade Rest and will not talk.
 - c. Cadets will not talk to each other while receiving items in the serving lines and will respond only to DFAC Personnel when spoken to.
 - d. Cadets will eat with their Flight at a table designated by Cadre.
 - e. Cadets will normally be given approximately 20 minutes at mealtime.
 - f. Meals will be consumed in silence unless otherwise directed by Cadre.
 - g. Food/drink will NOT be shared/taken from other Cadets in any way.
 - h. Cadets are not allowed to take any items, especially food from the DFAC without authorization from Staff.
 - i. Cadets will be required to return trays, plates, and other eating utensils to the Kitchen Patrol (KP) Detail window.
 - j. Cadets will report to the location designated by Cadre after finishing their meal. The highest-ranking Cadet at the designated area will take charge of their fellow Cadets.

NOTE: *NO additions/subtractions/modifications to meals served will be given for any reason other than Medical. This must be a legitimate and DOCUMENTED allergy or deficiency. "Documented" is defined as having documentation of a diagnosis from a physician. NO modification to the menu will be made for religious reasons. A Cadet is able to refrain from eating certain foods due to religious reasons without receiving poor evaluations. This will not be held against the Cadet. NO supplements will be given in place of items in question.*

N. MED CALL PROCEDURES

1. AM Meds – Bays
 - a. Cadets will line up at the water fountain in alphabetical order with name taps and canteens in hand. Need to stop what they are doing to come take their medication. Cadets will take medication as follows.
 - i Cadets will make sure they are taking the correct meds.
 - ii Hold their hand out, and then will take all medication with a drink of water.
 - iii After medication is taken Cadets will open hands and mouth to show medications have been swallowed.
2. Noon Meds – Medical Office
 - a. Cadets will report to the medical office after chow with Cadre permission. Cadets will follow the direction of the medical staff and perform same steps to take med as mentioned above.

Note: *If medical staff is not present medications will be given by the on-shift Cadre.*

O. DFAC PROCEDURES

1. Candidates/Cadets will read and understand their respective Flights OI (Operating Instruction) concerning the DFAC procedures.
2. The OI's will be posted within the respective Flight Bays and/or where the Flights keep their procedures and protocols posted.

NOTE: During the Acclimation Phase (and at Cadres' discretion), Cadre will monitor silverware return to ensure Candidates do not remove utensils from the DFAC.

NOTE: ZERO TALKING INSIDE DFAC!!

P. KITCHEN PATROL (KP)

1. Cadets will perform KP on a set schedule during the Residential Phase. This is a significant assignment that combines health and welfare concerns, and job skills.
2. KP is assigned to the Duty Flight.
3. Cadets assigned to KP will wear proper protective clothing (headgear, aprons, gloves, etc.). KP is under the direction of Kitchen Staff, no Cadet Leadership positions will be recognized while on/during KP duty.
4. KP is a privilege. Stealing or failing to follow directions, showing a lack of RICC (respect, integrity, courage, and commitment) will result in removal from KP and/or consequences.
 - a. Working hard in KP will improve your chances of being selected to the KP team during Permanent Leadership rounds (weeks 11-22). DFAC also observes Cadet work ethic AND attitude with peers. They report this to the Cadre staff and these reports are factored into any applications Cadets submit for Permanent Leadership rounds.
5. Morning KP will be present during morning formation and have the necessary equipment for the day's training. All Cadets assigned to KP will utilize the latrine before showing up for their assigned duty. No Exceptions! No Excuses!
6. Evening KP will return to their bay by 1930 to complete hygiene and obtain some personal time for mail, studies, etc....

Q. LAUNDRY FACILITY PROCEDURES AND LAUNDRY CREW

1. All Laundry Crew Cadets will follow the Honor Code and be exemplary in respect, integrity, courage and commitment while serving their fellow Cadets in the Laundry Facility. Failure to do so will end in consequences.
2. Each flight will designate six Cadets to form a Laundry Crew
 - a. Laundry Crew is a privilege, not a right. Do the job or you will lose the job.
 - b. Those who are successful in this position are looked upon highly by Staff since it is an important job and can quickly become an unnecessary problem for Staff when not conducted properly. A successful laundry Cadet shows they are ready for tough jobs involving time management and responsibility.
3. Cadet personal laundry will be conducted Monday – Saturday.
 - a. The Laundry order will follow the daily Chow order.
 - b. First half of the flight will do laundry on Monday/Wednesday/Friday alphabetically.

- c. Second half of the flight will do laundry on Tuesday/Thursday/Saturday alphabetically.

NOTE: *It is IMPORTANT for Laundry Cadets to be on point when it comes to their flight's laundry. Knowing when it is time to switch items over and communicating to the Cadre when Washers/dryers are open for the next flight is essential for a daily schedule to function properly. It can quickly become an inconvenience when done poorly.*

NOTE: *During school hours, once a teacher has given the command for the class to pack up, Laundry Cadets need to immediately request from the Teacher to change over laundry. They can then exit the class, complete the changeover, and rejoin their peers in the next scheduled class. Cadets must complete this and be seated in the next class prior to it starting. Make sure to inform Cadre of the Laundry status so a following flight can be ready during the next class break.*

4. Sunday
 - a. 1st, 2nd, & 3rd flight will drop off their linens on the way to AM chow. Duty flight laundry crew can begin their own linens ASAP after reveille.
 - i Linen's laundry will be conducted consecutively until completion
5. Cadet Linen will be done on Sundays by duty flight's laundry crew.
 - a. No Cadet personal laundry will be conducted on Sundays
6. Laundry facility will be cleaned by the duty flight's laundry crew each Sunday after completion of Squadron linen laundry.
7. Washer/dryer
 - a. When loading personal laundry, load only one bag per washer/dryer.
 - i F1 is Tide
 - ii F2 is Bleach
 - iii F3 is Downy
 - b. Once the desired cleaning solution has been selected utilizing the above designation, press the arrow button to dispense. If there is air in the lines, it may take a second button press to get the desired amount of solution. If the bag is completely full, it may take two button presses of the Tide. Most loads will only require one button press to dispense the correct amount of detergent. Tide and Downy will be used in every personal laundry load. Tide, bleach and Downy will be used for every linen load. (Linen is defined as fitted sheets, flat sheets, and pillowcases).
 - i Bleach is only to be used on White Linens. (sheets/pillowcases)
 - c. When loading linen, load four pillowcases/ eight sheets in one washer/dryer.
 - d. When loading blankets, load two per washer/dryer.

Linen will be delivered/returned in spider egg fashion, with one fitted sheet, one flat sheet, one blanket placed in one pillowcase. These can be stacked grocery bag style inside their respective bins or handed out to the flight when they are radioed to pick up.

R. SHOWER PROCEDURES

1. Candidates/Cadets will read and understand their respective Flights OI (Operating Instruction) concerning the shower procedures.
2. The OI's will be posted within the Latrine and/or where the respective Flights keep their procedures and protocols.

NOTE: *Cadets will not use handicapped shower without express permission of Cadre.*

THERE IS NO TALKING IN THE LATRINE AT ANYTIME!!

S. FIRE AND EMERGENCY FIRE PROCEDURES

1. Program Staff will conduct routine fire drills to ensure all Staff/Cadets are familiar with the established procedures for exiting the building during an emergency.
2. Cadets will exit the facility in a safe, expedient manner during fire drills.
3. Horseplay, loud talking, yelling, running, and/or shoving will not be tolerated.
4. Cadets who activate fire alarms as a prank will be subject to disciplinary actions and will be recommended for dismissal from the program.
5. The primary meeting place for all fire drills/emergencies will be on the Northwest side of the school near the front gate, but not blocking or impeding emergency vehicles entering IDYCA. Cadets will remain at this location until full accountability, and then take all directions from the highest-ranking Staff member.
6. In the event of an actual emergency and not a drill, Cadets will be moved by Staff, once accountability has been obtained, to the road on the West side of the Campus in order to not impede emergency vehicles.

T. PERSONAL TIME/DAILY REFLECTION TIME

1. Cadets will be provided personal time each evening following final formation where they will be permitted to talk at a reasonable volume.
2. Cadets can utilize this time for journal writing, reflection, letter writing, prayer or meditation, and preparation for the following day.
3. It is during this time that mail will be handed out.
4. The area between racks at the foot of the lockers will ONLY be occupied by the Cadets who are assigned the lockers. This area is defined as the area between the bunks from the posts at the foot of the racks to the lockers. All other Cadets not assigned to the two lockers will not cross the line between the foot posts.
 - a. Those Cadets that do not have a wall locker next to their own will have a locker width and rack length of space as their own during personal time. NO other Cadets will be allowed in that area.
 - b. NO Cadet can give another Cadet permission to be in that area. ONLY Cadre can make exceptions to this ie another Cadet has been instructed by Cadre to help another Cadet on their Bunk/Wall locker/ Displays, etc...

NOTE: *Free time at any point in the day should be used wisely. Cadets will commonly tell staff they do not have enough time for schoolwork. Once cameras are reviewed it is usually*

found that those same Cadets decided to use their free time for social or non-productive activities.

U. SSGT ROOM

1. The SSgt room will take place at the discretion of the shift supervisor on Mon, Wed, Fri for all incentives listed:
 - a. Flavor footlocker for evening chow.
 - b. Use cell phones to place calls. (This will replace regular Sunday phone calls, unless SSgt is just promoted the Thursday in the week **OR** if the SSgt did not have the opportunity given to participate in the SSgt room at a minimum of twice in the week).
 - c. Watch appropriate movies, listen to music, play video games, and any other incentive approved by the Commandant.

NOTE: *These privileges can be taken or more can be added at any point and time by Cadre. The Commandant will review the SSgt if privileges are taken by Cadre to see if they are deserving of being a SSgt.*

V. FAMILY DAY/HOME PASS

1. Each IDYCA class will have a Family Day, along with a mandatory Home pass. Home pass is scheduled prior to the start of the class and will be disseminated in each Cadet's acceptance packet. While on leave, Cadets are expected to maintain all IDYCA standards. Any violation of IDYCA standards could lead to disciplinary action up to and including dismissal.
2. Parents are responsible for making all travel arrangements for their Cadet. Cadets are **NOT** authorized to leave campus with another Cadet unless written permission is received from their parent/guardian and approved by their Cadre Supervisor.
3. Exceptions to the leave/visitation policy may be granted in case of emergencies. The Director or Commandant must approve emergency leave.
 - a. The goal of this Academy is to provide a structured environment for Cadets. Granting leave can detract from the youths' ability to meet this goal.
 - b. A family emergency is defined as a death or serious illness/injury of a member of the immediate family. Immediate family includes parent, legal guardian, sibling(s), child, or grandparent.
4. Money, cell phones, civilian clothes, shoes for graduation, etc should not be requested by Cadets and will be confiscated. These items will be returned immediately or mailed back to parents once confiscated

W. TELEPHONE CALLS

1. After the Acclimation Phase, Cadets will be permitted to make one phone call a week.
2. Cadets may lose weekly phone time for negative behavior or non-compliance but will receive no less than 2-minute per week. Candidates can receive no less than 1 minute of phone time.

3. Cadets may receive extra phone time for positive behavior or rewards for excellence and rank achievements.
4. Weekly phone calls will be conducted in the Education Building during scheduled times only, unless otherwise directed.
5. In cases of emergency Cadets will be allowed to use a designated land line, upon approval from a Cadre Supervisor/Staff member.

NOTE: *Cadre may adjust phone time according to attitude/performance throughout the week!*

X. RELIGIOUS TIME/PERSONAL TIME

1. Religious time is given to Cadets every Sunday and will be provided for one hour in order to observe their religion. Not all religious practices are able to be facilitated while at the IDYCA. Cadets are allowed personal time at their bunk and WILL NOT disturb their peers. This is individual time and no “groups” will be allowed.
2. If a cadet is not religious, they will be provided one hour of personal time during this time they can read, write a letter, and or personal meditation.
3. Certain group services are offered in the Education Center. Community members volunteer their time to provide services respective to their beliefs. Attending these group services are a privilege and can be lost should a Cadet behave poorly. Not all religions are represented due to dependence upon community volunteers.
 - a. All IDYCA rules are still intact and there should be ZERO fraternization among flights.
4. Poor behavior or violation of IDYCA rules and policies during group services.
 - a. First offense will result in the Cadet receiving the option to miss one service or public apologize for their actions to the group.
 - i This can be overridden based on the severity of the offense and a Cadet may not receive the option to publicly apologize
 - b. Second offense will result in missing two services regardless of whether the Cadet chose to publicly apologize and not miss a service during the first offense.
 - c. Third offense will result in a permanent loss of group services privileges.

Y. MAIL CALL

1. Guidance
 - a. Cadets will receive their mail the day of its delivery to the Academy.
 - b. Cadets will open all mail in front of Cadre.
 - c. Cadre may choose to check the source of the mail prior to delivering it to a Cadet. If the return name is that of a current Cadet and/or the return address is that of the Academy, may be confiscated.
 - i Cadets can be tempted to ask friends or family to help facilitate letters to Cadets in other flights. IDYCA Staff will eventually catch this, and consequences will follow. Repetitive infractions can be cause for dismissal.

- d. Unauthorized notes and/or letters from other Cadets are considered contraband and may be confiscated.
 - e. Cadre may hold mail from a prison/jail/penitentiary until Staff receives confirmation from the Cadet's parent/guardian that they are authorized to receive mail from the sender.
 - f. Under no circumstances will a Cadet take, handle, read or destroy another Cadet's mail.
 - g. Prohibited Items are not authorized to be received or sent. Contraband will be confiscated per Paragraph E under Chapter 2 – Personal Conduct & Standards (pg. 21).
 - h. Candidates/Cadets will not attempt to contact/communicate each other through the U.S Mail. In the case of Cadets who are related, letters of encouragement are allowed as a privilege, but no more than once per week. These letters should be open letters, not in an envelope and are monitored by Cadre. Cadre will read the letter for appropriateness (i.e., positive encouragement, honest struggles and must be a tone of positivity. Negative tones of “let's quit together” will not be tolerated). Reviewing Cadre will initial the letter before handing mail out.
2. In-Coming Mail
- a. Cadre will hand out mail the day it arrives.
 - b. Cadets will open each envelope and/or box fully for Cadre to inspect.
 - i Cadets will fully unfold every piece of paper.
 - ii Cadets will open containers.
 - iii Cadets will unfold clothing.
 - iv Cadets will empty shoes/boots.
 - c. If contraband is received, Cadets will immediately turn in to Cadre.
 - i Upon receipt of contraband flight MSgt's will make decision to return, destroy or hold items deemed contraband.
 - ii Contraband includes, but is not limited to food, gum, drink and/or drink mix, prescription medications, over-the-counter medications, condoms, electronics, photographs containing gang symbols/and or gang related material, illegal drug and/or alcohol use, nudity, pornography, etc.
 - d. If the Cadet receives money, the Cadet will, in the presence of Cadre, count and place the money in an envelope and seal the envelope. They will fill envelope out to match person who sent money, stamp envelope and place in mailbox to be sent back to the sender. With a note written by cadet quickly stating that the IDYCA does not accept money being sent to cadets.
3. Outgoing Mail
- a. Cadets are encouraged to write to their family, friends, and loved ones.
 - b. The deadline to hand in mail will be morning chow. Cadre reserve the right to bring the mail in at a later time however, a Cadet should not count on this and should have all mail placed in the flight mailbox prior to morning chow.
 - i Staff WILL NOT accept mail from cadets during school or other daily activity “to quickly drop it in the outgoing mailbox in the front office of the Education

Center”. The Cadet is responsible to place their mail in the box in their respective flight bay prior to when it is taken out.

- c. Cadets will have a designated outgoing mailbox in their Flight Bay.
 - i. Make sure to address envelopes as the example below and ensure there is a stamp.
- d. Cadets will not conduct mail activities during school. This is including but is not limited to letter writing, letter reading, OR having possession of outgoing mail, received mail, and/or any letter writing equipment i.e., stamps or envelopes.
 - i. Only ONE time per week is ONE letter, ONE envelope, and ONE stamp authorized during the school day. This only authorized on the one day per week PRAP is taught to complete the assignment of writing your mentor once per week.

NOTE: *Some photographs are received on Day Zero, Family Day, and Home pass. Other than this, all pictures are received via mail. None of these photographs are allowed in a Cadet’s possession while in school. This can be a distraction to your studies and your peers.*

CADET Jon Doe
Axemen / Gems / Scouts Flight
Idaho Youth Challenge Academy
Pierce, ID 83546

Mr. & Mrs. Doe
123 Your Street
Your Town, ID 00000



Z. Books received via Mail:

1. Upon receiving the book, the cadet will make an immediate decision as to whether he/she would like to donate the book to the IDYCA or send it back home.
2. If the cadet decides to send the book home, they will not have the option of reading the book. It will be returned through the mail at their expense.
 - a. Staff have the discretion to hold the book should they have knowledge of a moment when family or mentors will arrive at the academy in the near future e.g., Family Day or Mentor Day.
3. If the cadet chooses to donate the book, they will have first rights to reading the book. When the cadet is finished with the book it will be donated to the IDYCA Library.
 - a. Cadets on book restrictions of any kind will forfeit the option of having first rights to reading the book. *Book restrictions are typically implemented when a cadet is behind on academics and should be focused on studies rather than extracurricular books.*
 - b. Cadets on book restrictions will retain the option to send the book home without reading it however, this decision will be made upon receiving the book.

NOTE: *Coloring Books/Crossword Puzzles are permitted under the above guidelines.*

AA. Magazines/Comic Books:

1. Cadets will not be allowed to receive magazines or comic books from outside IDYCA.
 - a. Comic Books include those that look similar to a typical reading book.
 - b. Staff have the discretion to hold the magazine should they have knowledge of a moment when family or mentors arrive at the academy in the near future e.g., Family Day or Mentor Day.
 - c. Cadre provide appropriate magazines at their own volition.
2. ASVAB/Drivers Education study booklets are permitted.

BB. Volumes or Series:

1. If a cadet receives a book set that comes in volumes or series, the above-mentioned book rules still apply.
2. In addition, the set of books will not be held for the receiving cadet. Should they choose to donate the items, and are not on a book restriction, they will receive the 1st book. The remaining books will be placed in the IDYCA Library. The cadet can read them as they finish each book.
 - a. Parents have been instructed to send books one at a time.

NOTE: *The IDYCA Library is located in the Language Arts classroom and is overseen by Mrs. Ubil. Books will not be stored in flight bays or any other location. You will not keep IDYCA books in cargo pockets, held by canteen belt, or shoved between body and backpack. There will be no loitering with books. Complete them and get them back to the library.*

CHAPTER 4 – DISCIPLINARY SYSTEM

A. GENERAL

1. The application and acceptance of a Cadet into IDYCA implies his/her consent to follow the rules and to adhere to the disciplinary expectations listed in this chapter or imposed by the Staff.
2. The Director is responsible for approval of admission and dismissal of Cadets.
3. All dismissal recommendations are reviewed by the chain-of-command prior to being forwarded to the Director.
4. IDYCA uses a progressive disciplinary system which employs the following methods:
 - a. Severity of the offense may cause for escalated progression.
 - b. Informal Counseling/On-the-Spot-Correction – Incentive Training
 - c. Formal Counseling
 - d. Commandant's Time/Master Sergeant Time (MSgt)
 - e. Loss of Privileges (LOP)
 - f. Flight Status
 - g. Candidate Status
 - h. Demotion
 - i. Administrative Review Board (ARB)
 - j. Removal from program

B. INFORMAL COUNSELING/ON-THE-SPOT CORRECTIONS

Used by Staff members to redirect a Cadet's behavior and/or attitude and require no formal disciplinary consequences. The goal of the informal counseling session is to identify current substandard performance and redirect the Cadet before a pattern of behavior develops. On-the-spot corrections may include being directed to perform Incentive Training (IT).

1. Incentive Training (IT)
 - a. Represents both corrective and punitive actions for violations of rules and regulations. The process involves Cadets performing specific tasks to strengthen identified improvement areas.
 - b. These improvement areas are determined by monitoring each Cadet's performance, appearance and attitude. IT can include but is not limited to the following:
 - i Corrective Training: Additional marching for Drill and Ceremony violations.
 - ii Extra Duty: Barracks clean up, Academy beautification
 - iii Written Essay: essay pertaining to the action/habit needing correction/improvement.
 - iv Remedial Training: Building and carrying sandbags as a reminder to change attitude, behavior or performance.
 - v Mandatory Counseling: Referral to Counseling Department or Commandant.
 - vi Additional PT time
 - () Candidate Cycles will be used for incentive training or to correct actions.
 - () 5 pushups

- 5 sit-ups
- 5 side straddle hops
- 5 mountain climbers
- 5 flutter kicks

NOTE: *Candidate Cycles are done in a 4-count cadence.*

C. FORMAL COUNSELING

Within the disciplinary system, counseling is also used to correct Cadet performance. The counseling session is a meeting between the Cadet(s) and Staff member(s). Counseling will be used to address persistent or severe deficiencies.

1. Counseling is a documented session addressing ongoing substandard performance. The formal counseling session is used to help a Cadet identify areas of improvement and develop an action plan.
2. Counseling sessions can be used in conjunction with other corrective actions such as on the spot corrections.
3. Corrective Action Forms (CAFs) are the document used to record this counseling.

D. COMMANDANT/MASTER SERGEANT TIME

When a Cadet's performance requires more serious consequences than On-the-Spot corrections and/or Counseling can fulfill, Cadre may assign the individual to Commandant/Master Sergeant Time.

1. Commandant/MSgt Time will be held at a time and place to be determined by the Commandant or MSgt.
2. This will not replace regularly scheduled PT session for the Flight. The cadet is still required to attend those scheduled events.
3. Cadets may be required to attend only one of these sessions per incident.
4. After a cadet has attended a Commandant/MSgt time for a third session, they may be recommended for further and more serious consequences. This is at the Cadre's discretion.

E. LOSS OF PRIVILEGES (LOP)

A Cadet will be placed on LOP for minor to moderate violations of IDYCA policies and procedures. LOP can be assigned for a minimum of three days and extend to a week total. Cadet's performance will be reviewed upon completion of the term by the Cadre Supervisor. LOP status can only be given to a Cadet with an MSgt approval.

1. Cadets can be restricted from routine and privileged activities as a method of corrective discipline for unacceptable behavior and/or performance.
2. Privileges and/or rank can be withheld whenever the Cadet has demonstrated an unwillingness to perform to standards or for misconduct. This does not apply to Cadets who are trying their best to succeed, but rather to Cadets who do not try and/or exhibit apathetic attitudes.
 - a. Cadets on LOP:

- i Will be removed from any leadership position if applicable.
- ii Will stand during all meals.
- iii Will be last in line for everything.
- iv Will not be allowed books, magazines, newspapers or any other reading material aside from academics.
- v Will not be allowed games at any time Cadre allow the Flight entertainment during free time.
- vi Can be assigned menial task throughout the day.
- vii Are subject to perform extra duties during personal time.
- viii Are not eligible for any incentives/awards.

F. FLIGHT STATUS

1. A cadet may be placed on Flight Status at the discretion of their Cadre.
2. Cadets will not place themselves or another on Flight Status.
 - a. Gem Status:
 - i Limitations and conditions of Gem Status
 - No ruck sack
 - No cot
 - Wear a road guard vest from wake up till lights out
 - NO TALKING
 - Lose half of phone time
 - Stand for chow
 - # Of days determined by Cadre
 - ii Can lose more phone time and/or length of time of Gem status may be extended if consequences are not completed to standard.

NOTE: *Gem Island is at Cadre discretion where Cadet is required to remain at a designated location, and will not leave without permission, and will not talk.*

- b. Axe Status is meant to be a remedial option rather than a consequence. Being placed on Candidate status is a consequence for heinous repeated actions or an action deemed to be vastly heinous.
- c. Axe Status: Axe status is meant to help retrain the Cadet through the use of a helping hand known as an Axe bearer. The Axe bearer is to be chosen by Cadre on shift based upon performance and leadership abilities but of course, if this Axe Bearer needs to be switched out by the Cadre on shift, due to performance, one team one fight mentality must prevail.
 - i Limitations and conditions of Axe Status
 - The Cadet on Axe Status will wear a road guard vest at all times. (Other than his assigned vest)
 - He will only talk to his Bearer or Cadre only.
 - Will stand for chow with his Bearer. (Furthest left corner when entering the gym)

- He will be limited in movement as per Cadre discretion during bay activities.
- Cadet can earn off Axe status when performance has changed, and Cadet shows personal growth. A Cadet may be placed on Axe status for one week or until performance changes.
- ii If found to be talking for any reason to another Cadet while on Axe Status these rules will take effect:
 - 1st offence – loss of one minute of phone time and a -341.
 - 2nd offence – phone time reduced to two minutes and CAF issued.
 - 3rd offence – will be reviewed by MSgt for further consequences.

NOTE: *If Cadet is not setting the standard in formation, class, etc. a -341 and reduction of phone time may be administered and count towards the above scale of consequences.*

d. Scout Status:

- i Limitations and conditions of Scout Status
 - Wear STC uniform with road guard vest from wake up till lights out
 - ZERO TALKING
 - If caught talking add one extra day
 - 1 week duration
 - Lose half of phone time
 - Will stand for chow
 - Cadet will also stand on Sabre Line which will be placed where the Cadre on shift needs them to stand.
- ii If Cadet does not adhere to these standards, then send up for Disciplinary Board.

G. CANDIDATE STATUS (after Acclimation)

1. Candidate Status is intended to encourage the Cadet to focus on improvement and earn the right to return to Cadet Status and train successfully. Candidate Status will last between 3 to 7 days.
2. Cadets who are unwilling or otherwise consistently fail to do their best to meet established standards may be placed on Candidate Status.
3. Candidates are required to call their parent/guardian in the presence of Cadre to explain why they are on Candidate status. They will not receive a weekly phone call with the rest of the Flight.
4. Restrictions due to Candidate Status include, but are not limited to:
 - a. Loss of all privileges, including KP duty.
 - b. Loss of all rank during Candidate Status. Cadets may be demoted one rank when being placed on Candidate status. Severe offenses may warrant the cadet being demoted two ranks. Remember that fair does not mean equal.
 - c. Candidates will carry all wall locker contents in their rucksack at all times per packing list and will be required to set up wall locker and repack ruck sack daily. Candidates will perform extra-duties as assigned by any Staff member. Belongings on their personal shelf are to be excluded and may remain in the wall locker.

- d. Candidates will not wear DCU uniform, they will wear the STC uniform with a road guard vest. Candidates are subject to uniform inspection and packing list lay out at any time.
 - e. Candidates will sleep on a cot. They will make bunk to standard each morning and store their cot daily.
 - f. Mentor visitation may be limited to on-site activities only.
5. Candidate Cycles may be used for incentive training or to correct actions.

NOTE: *Any violation of the Hands-Off Policy will result in immediate Candidate Status until reviewed by the Commandant. If a cadet hits, slaps, or conducts any other inappropriate touching they will immediately be placed on Candidate Status.*

NOTE: *Any Cadet talking to a Cadet on a Flight Status or Candidate Status that does not have staff permission will immediately have their rank taken (Name tape if Cadet has no rank) and held momentarily until the incident is reviewed by the Director or Deputy Director. This review may or may not require the presence of the Cadet and may or may not result in consequences. "Staff permission" to talk to a Cadet on any "status" will be momentarily and for specific reasons. At no time will a cadet be given permission to speak freely to a Cadet on status. "Freely" is defined as freedom to talk at any given time and concerning any random topic.*

H. ADMINISTRATIVE REVIEW BOARD (ARB)

1. The most serious method of discipline in the Program is dismissal from IDYCA. An individual will be dismissed from the Program only as a last resort. Cadets are referred to the ARB when other intervention has not been effective.
2. There are two types of ARBs.
 - a. Disciplinary ARB
 - i Used to identify serious or habitual offenses.
 - ii During this board, staff/cadet will devise constructive measures and consequences to overcome negative decision making.
 - b. Dismissal ARB
 - i Used to identify severe or habitual offenses.
 - ii During this board a cadet's attendance at IDYCA is under review and subject to termination.
3. The board consists of multiple individuals appointed by the Program Director. Members typically include the Deputy Director, Commandant (or other Cadre staff), Principle, and any others that may apply.
4. This board is administrative and not judicial. The board's actions and recommendations are not subject to external review.
5. The Board will base its decision on the preponderance of the evidence.
6. A simple majority is required for a final recommendation. The Board may recommend removal from the Program or any lesser consequence based on their findings.
7. The Board will forward a recommendation to the Director who will make a final decision.

8. There is no appeal to the final determination of the Director.
9. The Director may elect to forego an ARB and immediately remove a Cadet from the program in the interest of safety (i.e., violent, or criminal activity).

I. PROGRAM RULES AND STANDARDS VIOLATIONS

1. Violations are defined as a breach of the rules committed by a Cadet either intentionally, through carelessness, or out of neglect, and result in a failure to meet standards.
2. Violations may include, but are not limited to:
 - a. Failure to perform assigned duties.
 - b. Unexcused absences from class, formation, or duties.
 - c. Disrespect toward Staff members or other Cadets.
 - d. Failure to comply with instructions.
 - e. Any actions considered acts of misconduct.
3. More serious violations will be brought to the immediate attention of the Shift Supervisor, Commandant and the Deputy Director. These more serious acts of delinquency include, but are not limited to:
 - a. Alcohol, tobacco, or drug use.
 - b. Gambling.
 - c. Direct insubordination toward a Staff member.
 - d. Possession of any weapon/item intended to do harm.
 - e. Willful and/or deliberate damage to facilities/property.
 - f. Assault towards another Cadet/Staff, or willful harm to oneself.
 - g. And other serious acts deemed to be in violation by Staff.

J. DISCIPLINARY CORRECTIVE ACTION

1. LEVEL 1 DISCIPLINARY CODES:
 - a. 101 LACK OF DISCIPLINE
Cadet demonstrated a lack of personal bearing.
 - b. 102 IMPROPER HYGIENE
Cadet failed to perform personal hygiene to standard.
 - c. 103 FAILURE TO COMPLETE ASSIGNED DUTIES
Failure to complete tasks assigned by Staff or Cadet Leadership. Includes being prepared for class.
 - d. 104 OFF TASK
Cadet engaged in any activity or behavior that was deemed a distraction or unacceptable by Staff.
 - e. 105 IMPROPER UNIFORM
Cadet was not in assigned uniform.
 - f. 106 SPEAKING ANOTHER LANGUAGE
Cadet verbalized any language other than English while speaking to another Cadet or Staff member.
 - g. 107 FAILING TO REPORT FOR MEDICATION

Cadet failed to report for medications during the designated med calls after being instructed to do so.

h. 108 GENERAL PROFANITY

Cadet stated, whispered, non-verbally mouthed or otherwise expressed irreverent, abusive or vulgar language but NOT directed at a fellow Cadet or Staff member.

2. LEVEL 2 DISCIPLINARY CODES:

a. 200 INAPPROPRIATE BEHAVIOR

Cadet displayed behavior that is detrimental to the safety, health and welfare, or morale of others.

b. 201 CONDUCT UNBECOMING A CADET

Cadet has engaged in actions that are unprofessional, immature, or that lessens the positive image that an Idaho Youth Challenge Academy Cadet is expected to maintain.

c. 202 POSSESSION OR KNOWLEDGE OF CONTRABAND

Cadet was in possession of any item deemed as “Unauthorized” by the Cadet Handbook, or had knowledge of another Cadet being in possession of contraband yet failed to report it.

d. 203 UNAUTHORIZED USE OF COMPUTER

Cadet used the computer for any other purpose other than school or research.

e. 204 COMMUNICATING ABOUT DRUGS OR ALCOHOL

Cadet communicated with another person about drugs and alcohol in a manner that glorifies or communicates a desire to continue using.

f. 205 EATING IN AN UNAUTHORIZED LOCATION

Removing or taking food outside of the dining facility without Staff authorization.

g. 206 FRATERNIZATION

Cadet attempted to communicate verbally or non-verbally in an inappropriate or unauthorized manner with another Cadet or Staff member.

h. 207 UNAUTHORIZED TALKING

Cadet engaged in a conversation in an unauthorized location or time.

i. 208 HORSEPLAY

Cadet engaged in pushing, wrestling, slap-boxing, touching or any other action that is unauthorized.

j. 209 UNWANTED PHYSICAL CONTACT (with/without consent)

Cadet had physical contact with another Cadet that was uncalled for or undesired (violation of 3 foot rule).

k. 210 UNAUTHORIZED AREA

Cadets are not allowed in unauthorized areas at any time, unless escorted by Cadre/Staff member. Cadets are not allowed in certain authorized areas during certain times of the day/night. This will also include being out of his/her rack after lights out unless using the latrine.

- l. 211 ARGUING WITH CADET LEADERSHIP
Cadet engaged in a verbal exchange with another Cadet in any Flight Leadership position.
- m. 212 HAIR/BODY MODIFICATION
Cadet altered, shaved, blocked, colored or otherwise modified appearance of their hair or eyebrows without authorization.
- n. 213 FAILURE TO FOLLOW INSTRUCTIONS
Cadet failed to follow the instruction given by a Staff member or Cadet Leadership.
- o. 214 SUBSTANDARD PERFORMANCE
Cadet failed to meet an IDYCA performance or behavioral standard.
- p. 215 HARMFUL/HARASSING/UNAUTHORIZED CONDUCT WITH WILDLIFE
Cadet found to be making contact with or using an object to make contact with wildlife. Disturbing wildlife in any way. Coercing or egging an individual to do the same.

NOTE: (*) ARE OFFENCES THAT MAY LEAD A CADET TO DISMISSAL BOARD.

- 3. LEVEL 3 DISCIPLINARY CODES:
 - a. 301 ASSAULT/ FIGHTING (*)
Cadet made physical contact with a Staff member or Cadet via kick, punch or any other means where, in the Staff member's opinion, the Cadet meant to cause physical harm.
 - b. 302 ATTEMPTING OR COMMITTING COERCION AND/OR BLACKMAIL
Cadet attempted to obtain money, property, personal favor or action from an unwilling person.
 - c. 303 DAMAGING IDYCA FACILITY OR PROPERTY (*)
Cadet altered, dismantled, wrote on, tore or otherwise lessened the value of their issued gear or the gear of others, or caused damage to the facilities of IDYCA.

EXAMPLES: Include but are not limited to punching holes in the walls, graffiti and damaging furniture.

- d. 304 DISRESPECT/ARGUING WITH STAFF/CADET
Cadet engaged in any action: gesture, stare, leer, verbal/nonverbal that a Staff member determines to be disrespectful. Cadet engaged in a verbal exchange with a Staff member that disrupts on-going activities or prevents Staff from giving instructions.
- e. 305 TAMPERING WITH FIRE ALARM/SECURITY CAMERAS (*)
Cadet endangered the security or safety of others by disabling the fire system/security cameras or causing it to work improperly. This violation also covers setting off "false alarms".
- f. 306 HABITUAL REPETITION OF NON COMPLIANT BEHAVIOR
Cadet has performed the same violation at least 3 times and all corrective actions administered by Staff have been ineffective.

- g. 307 HAZING OR BULLYING (*) Cadet performed any action, physical or non-physical against another Cadet(s) that is for the purpose of harassment, degradation, intimidation, humiliation, acceptance into/or rejection from a group.
- h. 308 HONOR CODE VIOLATIONS (*)
Cadet has broken the Honor Code.
- i. 309 MISUSE OF MEDICATIONS (*)
Cadet used medications for any purpose other than what was designated by the health care provider. Cadet gave his/her medications to another Cadet. Cadet obtained medications that are not prescribed.
- j. 310 UNAUTHORIZED USE OF A COMMUNICATION DEVICE
Cadet used or attempted to use a phone/computer without the consent of Staff.
- k. 311 ACCESSING/POSSESSION OF PORNOGRAPHY
Cadet was in possession and/or of a drawing, picture, cartoon, advertisement or any other representation that is interpreted by the Staff as sexual or pornographic in nature.
- l. 312 PROFANITY DIRECTED AT STAFF OR CADET
Cadet states, whispers, non-verbally mouths or otherwise expresses irreverence, abusive or vulgar language that is directed at a Staff member or fellow Cadet.
- m. 313 DISCRIMINATION (*)
Bigotry, vulgar comments, or actions against another Cadet or Staff member based on race, creed, religion, or gender.
- n. 314 SEXUAL CONTACT (*)
Cadet was observed by a Staff member, found through investigation, or discovered through admission to be kissing, petting or engaged in any other behavior that is interpreted to be sexual in nature.
- o. 315 SEXUAL HARASSMENT (*)
Cadet engaged in behavior or acts that comment, hint, bring about discussion or otherwise make suggestions about the anatomy, masculinity, femininity or sexual orientation of a Staff member or Cadet.
- p. 316 TATTOOING/MARKING BODY/SELF MUTILATION
Cadet marked or drew on his or her skin, or the skin of another Cadet. The modification of existing tattoos is included, as well as intentionally cutting, burning, scratching or carving the skin.
- q. 317 PHYSICAL OR VERBAL THREATS (*)
Cadet engaged in any verbal or physical act that caused a Staff member to believe there is a threat to another individual's security, Staff or Cadet's possessions, or family and friends. All threats will be treated as real.
- r. 318 POSSESSION OR CONSUMPTION OF TOBACCO/ALCOHOL OR CONTROLLED SUBSTANCES (*)
Cadet was in possession of and/or consumed alcohol, tobacco or a controlled substance while being a Cadet at IDYCA. This includes scheduled Cadet passes/emergency leave.
- s. 319 TAMPERING WITH OTHERS WATER (*)

Cadet attempted and/or engaged in placing a foreign substance into another individual's water.

- t. 320 POSSESSION OR ATTEMPTED POSSESSION OF A WEAPON
Cadet was found to have, or attempted to possess, a weapon.
- u. 321 FIGHT, VERBALLY ANTAGONIZING
Cadet engaged in verbal or non-verbal actions that incited an argument, provoked physical confrontation or otherwise interrupted a cohesive environment.
- v. 322 DISRESPECT TO A FELLOW CADET OR CADET LEADERSHIP
Cadet engaged in any action, gesture, stare, and leer, verbal or nonverbal communication that a Staff member determines to be disrespectful towards a fellow Cadet, to include Cadet Leadership.
- w. 323 DISRESPECT TO THE NATIONAL COLORS
Cadet showed disrespect by not saluting when commanded to or not standing at the Position of Attention during colors formation.
- x. 324 GANG ACTIVITY/INVOLVEMENT
Including forming cliques/groups/gangs or the perception of, recruitment, graffiti/tagging, or glorifying gang activity, etc.
- y. 325 HUFFING OR INHALANT ABUSE
This can be anything from abusing prescribed medication or anything that is not intended to be inhaled.
- z. 326 OTHER 300 LEVEL VIOLATIONS NOT ALREADY SPECIFICALLY LISTED

K. CONSEQUENCES

Consequences are designed to redirect a Cadet's behavior. The severity of consequences placed on a Cadet depends on a variety of factors including the type of violation, overall performance at IDYCA, and individual Cadre judgment. Types of consequences include the following:

- 3. On The Spot Corrections: Can include being directed to perform Incentive Training.
- 4. Counseling: Informal and formal counseling.
- 5. Loss of Privileges: As detailed in Chapter 4 Section E.
- 6. Flight Status: as detailed in Chapter 4 Section F.
- 7. Administrative Review Board: Serious and/or habitual offenses may lead to an Administrative Review Board in which the implementation of constructive consequences or possible dismissal from the program will be under review.

M. APPEAL PROCESS

1. Cadets may appeal CAFs, which do not go to a Review Board. All requests **MUST** be in writing. The procedure is as follows:
2. Write his/her appeal within 48 hours of identifying the disagreement.
3. Provide his/her written appeal to a Cadre Shift Supervisor.
4. The Cadre Shift Supervisor will forward the request to the Deputy Commandant/Commandant who will meet with both the Cadet and Cadre Shift Supervisor and make the final decision.

NOTE: *Deputy Commandant/Commandant reserve the right to resolve appeal as they see fit*

CHAPTER 5 - INSPECTIONS

A. GENERAL

IDYCA uses inspections and standards to ensure security, safety, health, and well-being of all Cadets. There are four types of inspections: In-ranks inspection, Health and Hygiene inspection, Bay/Facility inspection (to include wall lockers), and J.O.B. (Junk on the Bunk).

1. In-Ranks Inspection. The in-ranks inspection is used while Cadets are in formation.
 - a. This inspection is used to verify that each Cadet in the Flight is meeting uniform and personal grooming standards.
 - b. Accountability
2. Health and Hygiene. Is used to verify that Cadets are following proper health and hygiene procedures, and that Cadets are in good health.
 - a. Personal and group appearance is an important reflection of the individual and the organization they represent, in addition to serving health and hygiene purposes. Cadets will adhere to high standards of personal appearance.
 - b. Every Cadet will take part in a comprehensive Health and Hygiene inspection at least once a day while in residence at IDYCA.
 - c. Inspections will be conducted in accordance with this document, by IDYCA Cadre.
 - i. Cadre will visually inspect for rashes, swelling, cuts, bruises, blisters, or any other surface-level, medical abnormality.
 - ii. When visually inspecting female Cadets, Cadre will also inspect for head lice.
 - d. Conducting the Inspection:
 - i. Cadets will be in the PT Hot uniform and shower shoes during the inspection.
 - ii. Cadre will instruct the Flight to *TOE THE LINE*.
 - iii. Cadets will toe the line at the Position of Attention.
 - iv. Cadre will approach one Cadet at a time, carrying with them the Health and Hygiene Form.
 - v. If a medical abnormality causes concern, Cadre will document it on the Health and Hygiene Form, and care for the concern according to the IDYCA's Health Center's protocol.
 - vi. When the Cadre approaches the Cadet, the Cadet will extend their forearms parallel to the ground, keeping their elbows at a 90-degree angle close to the torso, with fingers extended and joined, palms facing the ground.
 - vii. Cadre will visually inspect the Cadet's face, head, ears, neck, and hair (for female Cadets) by asking the Cadet to turn their head to the left, then the right.
 - viii. Cadre will visually inspect the Cadet's hands and arms by asking the Cadet to rotate their palms to face the ceiling.
 - ix. Cadre will then visually inspect the front of the Cadet's legs and feet.
 - x. Cadre will give the command *About, FACE*.
 - xi. The Cadet will execute the facing movement.
 - xii. Cadre will visually inspect the back of the Cadet's legs and feet by asking the Cadet to hold up each foot parallel to the ground,
 - xiii. Keeping the knee at a 90-degree angle touching the other knee, with toes pointed away from the knee.

- xiv Cadre will inspect the back of the Cadet's head, ears, neck, and hair (for female Cadets), asking the Cadet to turn their head to the left and right, if necessary.
- xv When the visual inspection is complete, the Cadet will return to the Position of Attention on the line.
- xvi Cadre will ask the Cadet, "Do you have any medical concerns to report at this time?"
 - () If the Cadet has a concern, Cadre will document it on the Health and Hygiene Form, and care for the concern according to the IDYCA's Health Center's protocol.
- e. All Cadets will adhere to the following:
 - i Use deodorant or antiperspirant after every shower.
 - ii Wash hands after using the latrine, and before snacks and meals.
 - iii Maintain a fingernail length of no more than 1/8 inch beyond the tip of the finger.
 - iv Wash all dirty laundry on their groups designated laundry days.
 - v Brush their teeth a minimum of twice daily.
 - vi Body sprays and perfumes are prohibited.
 - vii Cosmetics such as lipstick, eye shadow, fingernail polish, etc., are not permitted.
- 3. Bay/Facility Inspection: Are used to ensure that health and safety hazards are reduced and proper organizational procedures are adhered to. These will be conducted at any time of the week on a weekly rotation.
 - a. All Cadets will perform *Racks Post* (all inspections are able to be performed without the Cadet being present with the exception of the wall locker. With the Director's approval, this inspection can be conducted without the Cadet present).
 - b. Cadets will be instructed to unlock their lockers or be instructed to do so prior to exiting the Flight Bay for their daily schedule.
 - i It is the Cadet's responsibility to secure and maintain their own belongings. IDYCA is not responsible for a Cadets negligence.
 - c. Cadre will then go through each Cadets/Candidates living area to inspect the following:
 - i Bunk Display/Towel Display
 - ii Wall Locker
 - iii Footgear Display
 - d. Upon completion of the inspection the Cadre will inform the Cadet/Candidate of the defaults found.

NOTE: *Each Flight will have areas of responsibility that require a total Flight effort. Areas of responsibility include common areas, hallways, police call areas, drill floor, classrooms, latrines and showers. Failure to maintain these areas will result in a negative action for the entire Flight.*

- 4. J.O.B. (Junk on the Bunk): Cadre will inspect all gear that is laid out on the bunk for the proper size, number and cleanliness of gear. Cadre will also inspect wall locker and the laundry bag for any gear that may be missing.
 - a. Cadets will stand at Racks Post at the POA until the command to open lockers is given.

- b. Once the command to open lockers is given Cadets will open lockers and proceed to lay out all issued gear on their rack.
- c. When the Cadet is finished placing gear on the rack in the correct order the Cadet will then return to the POA at Racks Post and wait to be inspected.
- d. When approached by Cadre the Cadet will state his/her rank, last name and report by saying, "Ready for inspection TSgt."
- e. Cadre will then inspect all gear.
- f. When the inspection is completed, the Cadet will ask permission to store his/her gear. When instructed to do so the Cadet will return all gear to the proper location in their wall locker.
- g. After gear is stored in the correct location the Cadet will sit at his/her wall locker.

Refer to page #114

NOTE: *THERE WILL BE NO TALKING WHILE JUNK ON THE BUNK IS TAKING PLACE!*

B. SICK CALL/HEALTH CENTER

1. Medical emergencies (defined as life threatening, broken bones, etc.) will be taken to an emergency medical facility.
2. Cadets will be provided routine medical care through the Academy Health Center Staff during the Residential Phase.
3. Cadets who are sick or have non-emergency medical needs will be required to see the Health Center Staff (sick call) prior to being released from scheduled activities. Cadets found to be too sick to return to their Flights may be placed in an area directed by Health Center Staff.
4. Cadets and parents are responsible for eyewear and eye care. Tinted lenses are only authorized by Medical via a doctor's prescription. Eyewear will NOT be loaned or given to another Cadet.
5. Acute Dental emergencies will be reviewed by Health Center Staff for referral.
6. Any profile received from Medical must be on the Cadet's possession at all times unless otherwise specifically instructed by Staff. Cadet's must adhere to all expectations of the profile.

NOTE: *IDYCA is not liable or responsible to cover the cost of medical issues. Routine Medical/Dental attention outside of the basic care provided by the Academy Health Center is the responsibility of the parents/guardians of the Cadet.*

CHAPTER 6 – EVALUATION SYSTEM

A. GENERAL

Cadets are expected to learn, apply themselves, and be graded on their performance and efforts while enrolled in the Idaho Youth ChalleNGe Academy. The grading system is based on the 8 Core Components described below.

B. 8 CORE COMPONENTS

1. Academic Excellence (AE)
 - a. On schedule and completion of required schoolwork
 - b. Respectful to others in school
 - c. Makes an effort to improve
 - d. Organizes binder and school materials to standard
 - e. Follows instructions and takes required tests
2. Service to Community (STC)
 - a. Cooperative and on schedule to meet required hours
 - b. Demonstrates good safety practices at all times
 - c. Shows good work ethic while on an assignment
 - d. Represents IDYCA in a positive manner when in the public eye
 - e. Knowledge of the Stages of Learning in Service to Community
 - f. Demonstrates professionalism along with the ability and willingness to follow directions from work-site supervisor
3. Leadership/Followership (L/F)
 - a. Demonstrates an ability to follow directives
 - b. Demonstrates an ability to lead others
 - c. Demonstrates motivation and self-discipline
 - d. Demonstrates basic military customs and courtesies
 - e. Demonstrates a commitment to core values
 - f. Knowledge of Leadership/Followership requirements
4. Physical Fitness (PT)
 - a. Stays on-task within the assigned group
 - b. Attends PT activities (participates)
 - c. Shows progressive improvement
 - d. Shows Esprit de Corps
 - e. Knowledge and completion of up to 3 PT physical fitness assessments
5. Health and Hygiene (HH)
 - a. Takes a shower daily and maintains personal hygiene
 - b. Clean shaven (males)
 - c. Neat appearance
 - d. Understands and demonstrates the importance of health and hygiene
 - e. Wall Locker is neat and to standard
 - f. Living area is neat and to standard (including shoe display)
 - g. Performs necessary building maintenance to keep area clean
 - h. Uniform is clean and serviceable and presents a neat appearance
6. Life -Coping Skills (LC)
 - a. Demonstrates self-control
 - b. Demonstrates positive conflict resolution techniques

- c. Demonstrates ability to set and attain goals
- d. Functions as a team player
- e. Brings positive ideas forward
- 7. Responsible Citizenship (RC)
 - a. Demonstrates respect for self and others
 - b. Practices diversity and tolerance of others
 - c. Respectful of gender differences
 - d. Understands and demonstrates the importance of proper manners
 - e. Demonstrates good citizenship values, e.g., integrity, kindness, and compassion
 - f. Upholds the Honor Code
- 8. Job Skills (JS)
 - a. Completes a Job Resume
 - b. Completes a Job Application
 - c. Passes a personal finance class with a score of 80%
 - d. Successfully completes a mock IDYCA Cadet Job interview.
 - e. Maintains Cadet ledger

C. EVALUATION PROCEDURES

1. All Cadets will be evaluated on each Core Component. Evaluations will be in accordance with the standards set forth by the National Guard Youth ChalleNGe Program.
2. Entries will be input into the database operated by IDYCA to reflect a Cadet's performance. These entries will be used to determine a Cadet's standing for each Core Component.
3. ALL Core Components must be passed in order to graduate the Program **AND** receive credit for academic work completed while at the IDYCA.

D. CADET/FLIGHT STC/INCENTIVE TRIPS

1. In addition to the on-campus academic classes, Cadets will take educational and entertaining Service to Community trips to various places throughout the local area. These trips expose the Cadets to educational, career, vocational opportunities or enhance the lessons taught in the classroom as part of the 8 Core Components.
2. It is a possibility that some Cadets may get an opportunity to go on an overnight Service to Community event. These occasions allow Cadets an opportunity to work on their leadership/followership abilities which is one of the 8 Core Components.

CHAPTER 7 – ACADEMIC DEVELOPMENT & EVALUATION

A. GENERAL

Academic development of the Cadet, to accomplish credit recovery toward a High School Diploma or to earn a (GED) is the responsibility of the academic Staff. Credit recovery or GED completion is not guaranteed. It is each Cadet's responsibility to study, understand, prepare for, and retain the instructional material presented during the course.

B. GED

IDYCA offers Cadets that meet specific criteria the opportunity to take the GED test. Cadets wishing to take the GED test must notify the academic or counseling Staff of this intent in order to start the process. This intent should have been communicated in the application process. Cadets must obtain the principal's approval prior to entering the GED preparation program at the Academy. In order for a Cadet to be eligible to take the GED, the Cadet must first complete all core academic assignments. If this is the direction that the Cadet would like to pursue the cost of the GED test will be paid for by the IDYCA. As stated in Chapter 3, Cadets are not reviewed for pursuit of the GED until after mid-course of the cycle. Behavior at the Academy as well as grades, effort, and attitude in School will be taken into account.

C. HIGH SCHOOL CREDIT RETRIEVAL

Each Cadet can earn up to 14 High School credits if all class work is completed with a passing grade. Cadets attend the Academy to get back on track. You will not receive credits for classes with failing grades. Ensure you have something to show for your time here. Do the work and turn it in ON TIME. You cannot fail if you do this.

D. PROGRAM OF INSTRUCTION

1. The classroom program of instruction includes the following subjects:
 - a. English: Grammar, composition and literature
 - b. Math: Basic fundamentals through geometry
 - c. Social Studies: Contemporary world issues, American Government and U.S. History.
 - d. Science: Human, earth and physical sciences with lab
 - e. Career and Technology Education: Career choices, Digital Citizenship along with computer applications.
 - f. Health and Hygiene: Primary focus on personal behaviors, real world interactions both inside and outside the school settings.
2. Work and Service-Learning Projects: Cadets will participate in a minimum of 40 hours of Service to Community and service-learning projects.
3. Personal and Character Development Instruction: Personal and character development instruction consists of basic life skills required in everyday life. Subjects include, but are not limited to financial management, goal planning, social responsibility, violence prevention and gang awareness.
4. Physical Fitness: The physical fitness portion of the program will be divided into individual and group activities. Physical fitness training will be based on improving

cardio-respiratory fitness, muscle strength, and endurance. This training will be given daily which is based on the NGYCP physical fitness standard.

5. Organized Sports: Organized sports will be used to build Flight spirit and morale. It will consist of intramural activities depending on weather conditions. All Cadets will be required to participate in all directed, organized sports (unless on medical restriction).

E. CLASSROOM PROCEDURES

1. The instructor of the assigned class is in charge of Cadets during class time. The instructor reserves the right to adjust as they see fit.
2. Once in the Classroom the following will be expected:
 - a. Taking Seats
 - i The Cadet Class Leader will instruct the other Cadets to “Ground Your Gear”
 - ii Book bags will be strapped as worn to the back of the chair.
 - iii Canteen belts will be clipped to the handle of the chair.
 - iv Jackets will be placed as worn on the back of chair.
 - b. If jackets are worn into the classroom they will be worn while transitioning to all classes.
 - c. Once gear is stowed, the Cadet Lead will instruct the class to “Take Seats”. They will then take a seat while saying in unison “Drop Like a Rock”.
 - d. Once seated, the Cadet Lead will instruct the class to “Adjust”. At this time the class will say in unison “Left hand left knee, right hand right knee, feet flat, Back Straight, Mouth shut Sir/Ma’am”.
3. During the class period, Cadets will be expected to behave in an orderly manner consistent with the rules and regulations of IDYCA.
4. Class interaction and participation is important in the learning process and is the expected behavior of all Cadets.
5. To ask a question or volunteer information, the Cadet will raise his/her right hand and remain seated until recognized. When recognized by the instructor, the Cadet will face the majority of the class to ask the question or make a comment. Individual teachers may assign alternate means of communication while in their classroom.
6. Cadets will use the latrine only as directed.
7. Additional Cadet Responsibilities and Classroom Standards:
 - a. March to and from the classrooms.
 - b. Arrive for class on time.
 - c. Cadets must come to class prepared to learn, have pencils in their folder and remain silent.
 - d. Seating assignments will be defined by the teacher. Cadets do not choose their own seats.
 - e. Cadets will not visit with other Cadets during class time unless specifically directed to by the instructor.
 - f. Cadets will remain awake and alert during class time.
 - g. Cadets will not put their heads down on the desk.
 - h. Cadets unable to remain focused or awake shall quietly stand in the back of the classroom at the position of “At Ease”.
 - i. Cadets will work only on subject related material, unless otherwise approved by the teacher. Cadets will sit at their desks—lying on the floor is not permitted.

- j. Cadets will not lean back in chairs or lift the desk off the floor.
 - k. Cadets will not sit on desks or tables.
 - l. Cadets will remain at their desks unless otherwise instructed.
 - m. Cadets will not make fun or ridicule others.
 - n. Cadets will not stay in classrooms during breaks.
 - o. Cadets will not write or draw on the whiteboard unless directed by a teacher to do so.
 - p. Cadets will not have anything placed in the front clear sleeve of binders except paper with their stenciled name and number. All other materials are to be approved by commandant. (Nothing is to be in the back clear sleeve of the binders)
 - q. Cadets will not have any personal art or drawings inside their binders, back packs or on their person. Only school related art and drawings will be allowed. I.E maps for social studies
 - r. Cadets will not have any photos in their binders, back packs or on their person.
 - s. Cadets will not have any mail in their binder, back packs or on their person. Only approved letter writing material will be ONE envelope and ONE stamp designated for their PRAP class.
 - t. Any materials outside standards describe in (p, q, r, and s) are subjected to be confiscated by cadre and either destroyed or earned back.
 - u. Cadets will line up the desks and put the chairs under the desks and pick up any garbage within their respective area prior to exiting the classrooms.
 - v. Cadets/Class leader will ensure that the classroom is clean and organized prior to leaving the classroom every day
8. If a Cadet believes that an examination or assignment has been graded incorrectly and desires to have the examination or assignment re-graded, a re-grade may be requested. The Cadet should first approach the teacher to request a re-grade. If the matter is not resolved at this level, an appeal may be made in writing and submitted to the IDYCA Principal, but no later than 72 hours after receiving the grade notice.

NOTE: *While in transition from class-to-class Cadets **WILL** be reading a book. If they are not reading a book, they will be in the front leaning rest. All Cadets will have an assigned reading book from the Language Arts class. There will be time to check out a leisure book from the library once school starts. If you are on the "hit list" for books due to low grades, you will read your assigned reading book. If you have finished it, then you will be reading it again or in the front leaning rest position. An exception to this rule is inside the DFAC during chow periods to include while eating snack. No books will be read at that time. Books being read while awaiting a Latrine opening are at the Cadre's discretion.*

F. DROPOUT PREVENTION/READING

1. Cadets are required to be in the designated place of study, as directed.
2. Cadets will sit at their desks. Lying on the floor, sitting on desks, or walking about is not permitted (roaming the halls, or going to other classrooms with no purpose).
3. Cadets will not visit other Cadets.
4. Cadets will work only on designated assignments.
5. Cadets will not write letters, draw, or work on journals unless it is part of the class assignment or have been given permission by their respective teacher.
6. Cadets will raise their hand and wait to be recognized prior to speaking.
7. Cadets will ensure classrooms are clean and organized prior to exiting.

G. REFERENCE MATERIALS

1. Cadets are required to retain all reference materials to include advance sheets, study guides, and any other instructional material issued by the instructors. This material should be put in the Cadet's binder in a neat and orderly manner. No personal stationary, correspondences, and the like will be carried with instructional material.
2. Textbooks and all special texts are furnished without cost to the Cadets. All issued textbooks and special publications must be returned in good order at the conclusion of a subject. Do not write in or on these publications.

H. CHROMEBOOK USAGE

1. It is a privilege to use an IDYCA Chromebook and usage of a Chromebook while attending the Academy is not a necessity but makes your classwork much easier.
2. Cadets will **ONLY** use their assigned personal Chromebook unless specifically directed to use another Chromebook by IDYCA Staff.
3. If a Cadet violates the Chromebook policy stated in their signed agreement, Chromebook may be removed. Refer to Chromebook infractions.
4. **You can still complete certain class assignments without the use of a Chromebook, but you will have to work harder. The choice is yours...**

I. CHROMEBOOK INFRACTIONS

1. First Offence will result in a Chromebook Bearer. The Cadet will no longer have a password of their own. A Cadet Bearer will be responsible to maintain possession of, as well as log on to, the Chromebook for the Cadet and ensure they are using it within the parameters set forth by Staff. Any attempt to break policy again, will result in continued consequences.

CHAPTER 8 – COUNSELING

A. GENERAL

1. The Academy Counselors are in place to assist Cadets with the following: Program adjustments, career planning and placement, anger management, depression, family problem solving, homesickness, self-esteem, developing methods and strategies to deal with difficulties, coping alternatives, accepting responsibility and planning for the future, etc.
2. To accomplish this the Academy Counselors will present classes designed to strengthen interpersonal and conflict resolution skills and techniques. The Academy Counselors are also able to meet with Cadets on a one-on-one basis if needed.

B. REQUESTING A COUNSELOR

1. If a Cadet has a personal need to access an Academy Counselor, they are required to submit a request form. The completed form may be dropped in the lock box found within their respective Flight Bay on the Programs Office wall. The Cadet will be scheduled for an appointment with an Academy Counselor as their schedule allows. Understand that Cadets who are “toeing the line” and complying will receive front of the line privileges. When writing a request, it is wise to put all pertinent details on the request form. Be professional and your request will receive attention accordingly.

C. CADET JOURNALS

1. Cadets will maintain a daily journal. The journal gives Cadets the opportunity to express their emotions and concerns without being evaluated for content.
2. Cadets are encouraged to use this tool as a means to vent their frustrations and/or record their successes within the Program.
3. Journals will remain secured in their Wall Locker located in their respective Flight Bay. Cadets are responsible for the security of their Journal at all times. If a journal is found unsecured it must be presented to a Counselor/Cadre immediately. It is considered a violation to read/share another’s journal.

NOTE: *Candidates/Cadets need to remember that these forms need to be filled out completely. Staff/Counselors may need to set time aside to help with your personal requests, so please be patient after turning in a Request Form.*

CHAPTER 9 - UNIFORM, CLOTHING, AND EQUIPMENT

A. GENERAL

During the Residential Phase, Cadets will be issued uniforms designed specifically for the IDYCA Program. The initial issue of uniforms will be at no cost to the Cadet; however, Cadets may be held financially responsible for lost or damaged clothing. Cadets will wear the uniform prescribed by the Commandant in training schedules or as directed by a Cadre Team Leader or Cadet Flight Chief.

B. TYPES OF UNIFORMS

THE CADET HANDBOOK WILL BE IN THEIR POSSESSION, UNLESS OTHERWISE DIRECTED! The uniform types are:

1. Summer Cadet Working Uniform (SCWU)
 - a. This uniform includes: Head gear, Desert Camouflage Uniform (DCU) blouse, DCU trousers, under garments, tan t-shirt, belt with buckle, canteen, boots and boot socks.
 - b. This uniform combination will be worn by Cadets for the majority of the time at IDYCA after the Acclimation period.

NOTE: *Pens won't be kept in any part of the uniform to include pockets. These items should be held in your backpack. The only items allowed in uniform pockets are 341's, ChapStick, and feminine hygiene products*

Refer to page #95

2. Winter Cadet Working Uniform (WCWU)
 - a. This uniform includes: CWU plus gloves, Gortex jacket/pants.
 - b. This uniform is worn during wet or cold conditions.

Refer to page #96

3. Service to Community Uniform (STCU)
 - a. This uniform includes: Head gear, tan undershirt, grey sweatshirt, DCU trouser, under garments, belt with buckle, boot and boot socks.
 - b. This uniform will be worn on all STC projects, including canteen/Gortex.

Refer to page #97

4. Summer PT Uniform (SPTU)
 - a. This uniform includes: PT shorts, under garments, PT t-shirt (tan undershirt), white socks, running shoes, canteen.
 - b. This uniform combination will be worn to bed (minus shoes and socks) and PT in warm conditions, or as directed.

Refer to page #98

5. Winter PT Uniform (WPTU)
 - a. This uniform includes: PT sweatpants, PT sweatshirt.
 - b. This uniform combination will be worn to PT in cold conditions, or as directed.

Refer to page #99

C. WEAR OF UNIFORM

1. Cover
 - a. Cadets will wear a cap straight on the head so that the cap band creates a straight line around the head, parallel to the ground.
 - b. Cap will fit snugly and comfortably around the largest part of the head without bulging or distortion from the intended shape of the headgear and without excessive gaps.
 - c. No hair will be visible on the forehead beneath the cap and females will have their sock buns between the strap and the cover.
2. Blouse
 - a. Will be buttoned all the way with the exception of the top button.
 - b. All breast pockets buttoned and nothing in them.
 - c. The cuffs will be buttoned to the second button.
 - d. Collar will be folded over neatly creating a “V”.
 - e. The IDYCA tape will be worn on the left chest pocket and Cadets last name on the right chest pocket.

NOTE: *Sleeves may be rolled with cuff showing once Cadet SSgt has been earned.*

3. Sand T-Shirt
 - a. The sand T will be worn under the blouse and be tucked into the pants.
 - b. When worn with the P.T. uniform the T will be tucked into the shorts.
4. Trousers
 - a. Will have belt going through all belt loops and secured in the front.
 - b. All buttons and zipper will be secured on pants at all times.
 - c. Pants can either be tucked in the boot or bloused using leg adjust straps. Pant should not be bloused past your ankle.
5. P.T. Shorts
 - a. Will be worn at waist level and not below the buttocks.
6. Boots
 - a. Will be laced through all eyelets and to the top.
 - b. Laces will be tied with a single knot with excess tucked into the top of the boot. Laces may also be wrapped around to remove excess and a single knot tied to secure laces.
7. Running Shoes
 - a. Will be laced through all eyelets and to the top.
 - b. Laces may be tied with a single knot or double knot. Excess doesn't need to be tucked in but shouldn't cause a tripping hazard.
8. Gore-tex Jacket
 - a. Will only be worn in cold weather or rainy conditions at Cadre discretion.
 - b. Zipper will be zipped mid sternum unless otherwise directed by Cadre.

D. UNIFORM MAINTENANCE

1. Cadets are responsible to ensure serviceability of their uniforms and to repair them as necessary.

2. Notify your Cadre or Cadet Leadership for appropriate action and/or immediate replacement in the event of the following:
 - a. Tears, rips, holes, and/or worn-out items - Any missing and/or broken buttons
 - b. Seams, pockets and hems coming undone
 - c. Burns/scorches, paint spatters - Extreme discoloration
 - d. Broken zipper(s)

E. FOOTGEAR DISPLAY

1. In order to prevent foot ailments including blisters, athletes' foot, and other foot related problems, it is imperative each Cadet maintains their footgear properly. Proper wear and maintenance of footgear will minimize many of these problems.
2. The standards for footgear displays are as follows:
 - a. All footgear will be clean, free of dust, brushed and free of dirt/mud.
 - b. Footgear will be marked with last name on the inside of the tongue with permanent marker. Shower shoes will be marked on the thong with permanent marker.
 - c. Footgear will be displayed under the aisle end of the rack grounded to the foot of the bed. Each pair of footgear will be touching heel to heel and toe to toe. In the following order: boots, running shoes, and shower shoes.
 - i The Cadet on the bottom bunk will ground his/her footgear to the right bed post as viewed from the aisle.
 - ii The Cadet on the top bunk will ground his/her footgear to the left bed post as viewed from the aisle.
 - d. Footgear will be displayed as worn; each shoe will have laces pulled to the top and tucked.
 - e. When footgear is being worn, each set of footgear remaining will be moved down to the appropriate post.

NOTE: *There will be nothing placed within the footwear i.e. socks, to allow proper ventilation. Socks will not be worn after lights out. Your feet need to breathe just like your footgear.*

Refer to page #100

3. Athlete's Foot
 - a. Athlete's foot is a very common fungal infection usually involving the web spaces between the toes and the bottom portion of the feet.
 - b. The fungi is called *tinea pedis* and it grows very well on shower floors.
 - i It is imperative to scrub between toes and soles of each foot with a lathered washcloth while showering.
 - ii It is very important to wear shower shoes while attending IDYCA, while showering, or moving about the Flight Bay to help prevent spread and re-infection.
 - iii While attending IDYCA after hygiene the latrine and shower will be mopped/scrubbed.
 - c. Treatment of Athlete's foot
 - i The rash should be treated 4-6 weeks with over the counter (OTC) antifungals such as Tolnaftate 1% cream/spray or Miconazole 2% cream/spray.
 - ii Spread/spray antifungal between toes and bottom of feet.

- iii Cadets should wear freshly laundered socks daily and wash running shoes every 4 weeks or as needed if soiled.
- iv Follow up with the health Staff by filling out proper paperwork.

G. BUNK DISPLAY

1. Each Cadet is required to make his/her bunk every morning. Bunks will be inspected by the Cadre/Cadet Leadership to ensure compliance with standards.
2. The Cadre will determine on which end of the bunk the Cadet's head will rest.

NOTE: *Bunks will be made daily following a semi-quasi military model. Pillowcases, linen and blankets will be laundered EVERY WEEK on Sunday.*

3. The following are the instructions on the standard for making your bunk while attending IDYCA.
 - a. Pull the fitted sheet over the mattress.
 - b. The flat sheet will be placed the full length of the mattress, from the head of the mattress to the bottom of mattress. With the remaining excess of the sheet pulled and tucked at the foot of the bed.
 - c. The blanket will be placed on top of the flat sheet, which is on the mattress, from the head of the mattress to the bottom of mattress. The remaining blanket excess will be tucked under the foot of the bed. The blanket and sheet will be folded together 6". They will then be folded again 6". You will now have 12" of "white" plus the 6" width of the fold. This will create an overall 18" of "white". There will be no more than 18" of "white showing" (this INCLUDES the 6" fold).
 - d. Place the pillow at the top and centered with the open end facing to the right as you are to lay on the bed. The corners at the opening of the pillowcase will be folded at approximately 45 degrees and tucked under the pillow in its entirety.
 - e. The sheets and blanket will be tight, and free of wrinkles and lint.

Refer to page #101

G. TOWEL DISPLAY

1. Towels and washcloths will be folded utilizing a tri-fold pattern and hung over the top rung of the bunk with the Candidates/Cadet name facing the center of the bay.
 - a. The Cadet on the bottom bunk will hang his/her towel on the right-top side of bunk end.
 - b. The Cadet on the top bunk will hang his/her towel on the left-top side of bunk end.
 - c. The washcloth will be tri-folded and centered on top of the towel.
2. When not worn, the canteen belt with attached canteen will be hung at the corner of the respective bunk.
 - a. The Cadet on the bottom bunk will hang his/her canteen on the right bedpost.
 - b. The Cadet on the top bunk will hang his/her canteen on the left bedpost.
3. Laundry bag will hang on respective side of bunk
 - a. A portion will be placed on the bed post and then the string will be wrapped and tied off to hold the laundry bag in place.

Refer to page #102

H. MALE WALL LOCKER DISPLAY

Cadets are responsible for security of locker and its contents. Lockers will be secured with a combination lock at all times unless the Cadet is within 3' of the locker's contents – to include showers, latrine use, training classes, and prior to departing the Flight Bay.

Standards for male wall locker display are as follows:

1. Top Shelf

- a. Academic supplies will be stacked neatly on the left side of shelf.
 - i This is to include personal reading books, or any other books received.
- b. Letter writing supplies will be placed on the right side of the top shelf in a neat and orderly fashion.
- c. All other school materials, personal items (i.e., religious material, received mail, extra pens/pencils, etc.) will be neatly stacked behind the letter writing material.
- d. STC gloves will be neatly placed in the front center of the shelf.

Refer to page #105

2. Alpha Shelf

- a. Hygiene kit will be placed flush to the front left side of shelf.
- b. Hygiene products not contained in the hygiene kit but are currently in use will be grounded to the front right corner of the wall locker from smallest to the biggest containers. If you have eyewear, they will be placed in front of the containers with the opening of the case facing out.
- c. Extra towel will be placed rolled, straight up and down, grounded to the back left corner with the extra washcloth rolled and laid on top of the towel.

Refer to page #106

3. Bravo Shelf

- a. Gloves will be grounded to the back right corner of the wall locker, with the opening of the gloves towards the door, and thumbs on the left side. The beanie will be folded in half and placed on top of the gloves with the opening facing the door.
- b. Patrol cap will be placed center front of the wall locker with the bill facing towards door, and flush with shelf.
- c. Boonie will be tri-folded with the chin strap rubber band tied around it. The boonie is then grounded back left corner of the wall locker with the opening facing the door.
 - i The boonie is a seasonal item and will be issued to cadets when needed.
- d. The boot brush will be grounded to the front left corner of the wall locker.

Refer to page #107

4. Charlie Shelf (Summer PT's)

- a. Black PT shorts – Fold the bottom of the shorts then fold it into a straight 6" line, roll it from the elastic to the folded bottom and flip it over like the T-shirt. Then place on left side of shelf with the opening of the fold facing to the right.
- b. Tan undershirts will be rolled tight to a length of 6" on the right side of shelf with the opening of the fold facing left.

Refer to page #108

5. Delta Shelf

- a. White PT socks will be rolled and placed on the front left side of shelf with the opening of the roll facing to the right.
- b. Boot socks will be rolled and placed on the front right side of shelf with the opening of the roll facing to the left.

- c. Under garments will be rolled and placed center front of the shelf with the band placed upward and the opening facing to the left.

Refer to page #109

6. Echo Shelf (Winter PT's)

- a. Fold black sweatpants centered on shelf with final fold facing out towards door.
- b. Fold grey sweatshirt on top of black sweatpants with name visible facing out legibly.
- c. Long Underwear, and swimsuit/trunks will be folded neatly and placed at rear of shelf.

Refer to page #110

7. Wall Locker Hanging Area

- a. DCU Blouse/Pants, Gortex Jacket, and Road Guard Vest will be hung facing to the right in the following order:
 - i Hanger One: Gortex Jacket.
 - () Zipped as worn.
 - () Sleeves at the position of "At Ease."
 - () Hood folded and tucked inside while hanging in the wall locker.
 - ii Hanger Two/Three: DCU Blouse over DCU Pants.
 - () DCU Pants: Seams together, buttons of pants facing the door of the wall locker and waistline on right and buttoned as worn.
 - () DCU Blouse placed over DCU Pants: buttoned as worn.
 - () Sleeves at the position of "At Ease."
 - iii Hanger Four: Winter PT Uniform
 - () WPTU Pants: Seams together, crotch of pants toward the door of the wall locker and waistline on right and ties tucked in.
 - () WPTU Sweatshirt: placed over WPTU pants facing to the right as worn.
 - () Sleeves at the position of "At Ease."
 - iv Hanger Five: Road Guard Vest
 - () Will be hung as worn facing the right of the wall locker.
 - v Backpack will be placed in the bottom of the hanging area. (straps on right side)
 - vi P.T. Mat will be placed on the left-hand side in the back corner of the hanging area.
- b. Hangars will be evenly spaced approximately 2 fingers apart.
- c. If items are missing off a hanger, that hanger will remain in place and not be moved.
- d. If the tan belt is not in use, it will be hung off the right hook inside the hanging area.

Refer to page #111

I. FEMALE WALL LOCKER DISPLAY

Cadets are responsible for security of locker and its contents. Lockers will be secured with a combination lock at all times unless the Cadet is within 3' of the locker's content – to include showers, latrine use, training classes, and prior to departing the Flight Bay.

Standards for female wall locker display are as follows:

1. Top Shelf

- a. Academic supplies will be stacked neatly on the left side of shelf.
 - i This is to include personal reading books, or any other books received.
- b. Letter writing supplies will be placed on the right side of the top shelf in a neat and orderly fashion.

- c. All other school materials, personal items (i.e., religious material, received mail, extra pens/pencils, etc.) will be neatly stacked behind the letter writing material.
- d. STC gloves will be neatly placed in the front center of the shelf.

Refer to page #105

2. Alpha Shelf

- a. Hygiene kit will be placed flush to the front left side of shelf. The hairbrush or comb will also be placed center on top of the hygiene kit.
- b. Hygiene products not contained in the hygiene kit but are currently in use will be grounded to the front right corner of the wall locker from smallest to the biggest containers. If you have eye ware, they will be placed in front of the containers with the opening of the case facing out.
- c. Extra towel will be placed rolled straight up and down grounded to the back left corner with the extra washcloth rolled and laid on top of the towel.

Refer to page #106

3. Bravo Shelf

- a. Gloves will be grounded to the back right corner of the wall locker, with the opening of the gloves towards the door, and thumbs on the left side. The headband will be folded in half and placed on top of the gloves with the point upward and to the left.
- b. Patrol cap will be placed center front of the wall locker with the bill facing towards door, and flush with shelf.
- c. The boot brush will be grounded to the front left corner of the wall locker.

Refer to page #107

4. Charlie Shelf (Summer PT's)

- a. Black PT shorts – Fold the bottom of the shorts then fold it into a straight 6” line, roll it from the elastic to the folded bottom and flip it over like the T-shirt. Then place on left side of shelf with the opening of the fold facing to the right.
- b. Tan undershirts will be rolled tight to a length of 6” on the right side of shelf with the opening of the fold facing left.

Refer to page #108

5. Delta Shelf

- a. White PT socks will be rolled and placed on the front left side of shelf with the opening of the roll facing to the right.
- b. Boot socks will be rolled and placed on the front right side of shelf with the opening of the roll facing to the left.
- c. Under garments will be folded with underwear grounded center front. Bras will then be folded and stacked behind the underwear.

Refer to page #109

6. Echo Shelf (Winter PT's)

- a. Fold black sweatpants centered on shelf with final fold facing out towards door.
- b. Fold grey sweatshirt on top of black sweatpants with name visible facing out legibly.
- c. Long Underwear, and swimsuit will be folded and placed at rear of shelf.

Refer to page #110

7. Wall Locker Hanging Area

- a. DCU Blouse/Pants, Gortex Jacket, and Road Guard Vest will be hung facing to the right in the following order:
 - i Hanger One: Gortex Jacket.

- Zipped as worn.
 - Sleeves at the position of “At Ease.”
 - Hood folded and tucked inside while hanging in the wall locker.
 - ii Hanger Two/Three: DCU Blouse over DCU Pants.
 - DCU Pants: Seams together, buttons of pants facing the door of the wall locker and waistline on right and buttoned as worn.
 - DCU Blouse placed over DCU Pants: buttoned as worn.
 - Sleeves at the position of “At Ease.”
 - iii Hanger Four: Winter PT Uniform
 - WPTU Pants: Seams together, crotch of pants toward the door of the wall locker and waistline on right and ties tucked in.
 - WPTU Sweatshirt: placed over WPTU pants facing to the right as worn.
 - Sleeves at the position of “At Ease.”
 - iv Hanger Five: Road Guard Vest
 - Will be hung as worn facing the right of the wall locker.
 - v Backpack will be placed in the bottom of the hanging area. (straps on right side)
 - vi P.T. Mat will be placed on the left-hand side in the back corner of the hanging area.
- b. Hangars will be evenly spaced approximately 2 fingers apart.
 - c. If items are missing off a hanger, that hanger will remain in place and not be moved.
 - d. If the tan belt is not in use, it will be hung off the right hook inside the hanging area.

Refer to page #111

NOTE: *Uniforms are to be worn as directed by Staff. When wearing warming layers, the given rule is “You’re hot or you’re not”. Make up your mind. You will not wear thermals, go to school, and then request to remove your DCU top. Thermals will not show when worn (exception is the neck area in which some thermal necks may be tighter than the khaki shirt) Thermal sleeves will not be rolled up or shoved up under the khaki shirt to hide them. You will make the choice as to whether you want to be able to take the DCU top off when in certain allowed situations OR have thermals on. You cannot choose both.*

CHAPTER 10 - ADMISSIONS, PLACEMENT, & MENTORING

A. THE ADMISSIONS PROGRAM

1. The Admissions Department of IDYCA is responsible for recruiting applicants, processing all applicant paperwork and helping select applicants for each class.
 - a. To accomplish this goal, the Admissions Department actively utilizes graduated IDYCA Cadets to act as Ambassadors for the program.
 - b. Cadet Ambassadors will be selected by the Programs Department with recommendations by Staff/Cadre once the Cadet graduate has recruited at least 3 successful Candidates to the Academy.
 - c. Cadet Ambassadors must meet the standards in all 8 Core Components upon earning said uniform.
 - d. If assigned to Ambassador duty, Cadets will report in their standard school uniform with applicable awards/devices.
2. While at IDYCA Cadets will have the opportunity to recruit friends or family from their home area to become future IDYCA Cadets. If a Cadet recruits a future Cadet for IDYCA they may earn the IDYCA Recruiter Ribbon. The requirements to earn the Recruiter Ribbon are as follows:
 - a. The future applicant must meet all applicant requirements to be accepted as an IDYCA Applicant.
 - b. The future applicant must fill out and return a completed student application and Mentor application.
 - c. The future applicant must be pre-accepted by the admissions panel for the next class cycle.

B. THE MENTOR PROGRAM

The Mentor Program is a requirement of the National Guard Youth ChalleNGe Program. Experience tells us that Cadets are more comfortable developing Mentoring relationships with people they already know. Thus, the Mentoring Program is designed to pair a Cadet with an adult volunteer from their home area. The Mentor will help provide assistance and guidance to the Cadet in both the Residential and Post-Residential Phases. During the Post-Residential Phase, the Mentor will provide a lifeline back to the Academy for continued assistance and guidance toward the Cadet's goals and dreams.

1. The following requirements must be met for an individual to be considered a Mentor:
 - a. The Mentor applicant should be at least 25 years of age.
 - b. The Mentor applicant must be the same gender as the Cadet.
 - c. The Mentor applicant cannot be part of the Cadet's immediate family or live in the same household (dealt with on a case-by-case basis).
 - d. IDYCA Staff, nor their spouses may be Mentors.
 - e. The following process must be completed before a Mentor Applicant becomes an official IDYCA Mentor:
 - i. The IDYCA Mentor application consists of:
 - () Main Application.
 - () One professional reference.
 - () One personal reference.

- () A written interview.
 - () A criminal history background check.
- 2. Mentor nominees must attend the in-person Mentor Training and complete on-line Mentor training.
- 3. Potential Mentors are not called or referred to as “Mentors” until the Programs Department has properly screened them and proclaimed an official “MATCH.”
- 4. Once a Mentor Applicant becomes an official IDYCA Mentor they will be responsible for the following:
 - a. Cadets and official IDYCA Mentors begin their official Mentoring relationship as soon as they are matched.
 - b. Cadets **WILL** start communicating weekly with their mentor’s week 4 of the residential phase. This can be done by letter, phone, or email but may also begin communicating earlier.
- 5. All Mentor/Cadet correspondence will be logged and tracked by Programs Department.
- 6. The Mentor reviews the Cadet’s PRAP and recommends changes for the youth’s consideration. Examples of this would be helping Cadets enroll in college, look for jobs, look for apartments after graduation and many other very beneficial things.

C. POST RESIDENTIAL ACTION PLAN (PRAP)

- 1. The PRAP is designed to help each Cadet identify and track progress to their goals. The PRAP must be fully completed for a Cadet to graduate the Residential Phase. If completed properly the PRAP will help each Cadet identify key areas to be aware for goal and action planning.
- 2. The Programs Department section is responsible for tracking each Cadet’s PRAP.
- 3. Each Cadet will complete goals in the following areas:
 - a. Residential – Short Term
 - b. Residential – Intermediate
 - c. Post-Residential – Long Term

D. PLACEMENT AT GRADUATION

- 1. To maintain “positive” Post-Residential standing each Cadet will need to have placement at graduation.
- 2. Placement at graduation is defined as: Maintaining a steady job, going to school full-time, volunteer program or enlisted in the United States military or any combination to equal or exceed 25 hours a week.
- 3. If a Cadet is placed prior to graduation, they will be eligible to receive an IDYCA placement Device/Award.
- 4. To receive a Placement Device/Award the Cadet must provide one of the following:
 - a. Written proof of an immediate job position from prospective employer
 - b. Written proof of immediate school enrollment.
 - c. Military Enlistment Orders.

CHAPTER 11- TSgt CHALLENGE

TSgt Challenge is a decoration of the Idaho Youth Challenge Academy. This Decoration can be awarded to all IDYCA Cadets as long as the criteria is met. Any rank can be awarded and wear the badge. In the Idaho Youth Challenge Academy, the Technical Sergeant Challenge Award is one of the few approved awards and is one of the most sought-after awards to achieve at the academy.

Cadet will not participate if they are flagged for any reason this includes and is not limited to academics and daily assessments.

A. Events to qualify for the TSgt challenge

1. 2 mile run und
 - i. 15 minutes and 30seconds for males
 - ii. 19 minutes and 30 seconds for females
2. 11x10 meter sprint
 - i. 40 seconds for males
 - ii. 51 seconds for females
3. Low crawl with 50lbs
 - i. 2 minutes and 15 seconds for males and females

NOTE: *you must get a go on these 3 events to move onto the actual TSgt challenge*

B. TSgt challenge events

1. Ruck march 7.5 miles
 - * Will be conducted with a 25lbs ruck sack that must remain on throughout the entire ruck
 - i. **Males / Females**
 - 2hrs 15 mins = Bronze
 - 2hr = Silver
 - 1hr 45 mins = Gold
2. 1000M Run
 - i. **Males**
 - 3.30 min = Bronze
 - 3.15 min = Silver
 - 3.00 min = Gold
 - ii. **Females**
 - 4.30 min = Bronze
 - 4.15 min = Silver
 - 4.00 min = Gold

3. Flexed Arm Hang

*Will be conducted in either a pull up or chin up

i. **Males**

- 1.00 min = Bronze
- 1.30 min = Silver
- 2.00 min = Gold

ii. **Females**

- .45 sec = Bronze
- 1.00 min = Silver
- 1.15 min = Gold

4. TSgt Challenge PFT

*TSgt Challenge Physical Fitness Test

i. **Males / Females**

- 230-249 = Bronze
- 250-269 = Silver
- 270+ = Gold

NOTE: *You will receive the lowest medal you score in the events meaning if you score gold in 3 of the 4 events but get bronze in the fourth you will receive a bronze medal.*

Push-ups				Sit-ups		2 Mile Run			
Repetitions	Male Score	Repetitions	Female Score	Repetitions	M/F Score	Time	Male Score	Time	Female Score
71	100	42	100	78	100	13:00	100	15:36	100
70	99	41	98	77	98	13:06	99	15:42	99
69	97	40	97	76	97	13:12	97	15:48	98
68	96	39	95	75	95	13:18	95	15:54	96
67	94	38	93	74	94	13:24	94	16:00	95
66	93	37	91	73	92	13:30	93	16:06	94
65	92	36	90	72	90	13:36	92	16:12	93
64	90	35	88	71	89	13:42	90	16:18	92
63	89	34	86	70	87	13:48	89	16:24	90
62	88	33	84	69	86	13:54	88	16:30	89
61	86	32	83	68	84	14:00	86	16:36	88
60	85	31	81	67	82	14:06	85	16:42	87
59	83	30	79	66	81	14:12	83	16:48	85
58	82	29	77	65	79	14:18	82	16:54	84
57	81	28	76	64	78	14:24	81	17:00	83
56	79	27	74	63	76	14:30	79	17:06	82
55	78	26	72	62	74	14:36	78	17:12	81
54	77	25	70	61	73	14:42	77	17:18	79
53	75	24	69	60	71	14:48	75	17:24	78
52	74	23	67	59	70	14:54	74	17:30	77
51	72	22	65	58	68	15:00	72	17:36	76
50	71	21	63	57	66	15:06	71	17:42	75
49	70	20	62	56	65	15:12	70	17:48	73
48	68	19	60	55	63	15:18	68	17:54	72
47	67			54	62	15:24	67	18:00	71
46	66			53	60	15:30	66	18:06	70
45	64					15:36	64	18:12	68
44	63					15:42	63	18:18	67
43	61					15:48	61	18:24	66
42	60					15:54	60	18:30	65
								18:36	64
								18:42	62
								18:48	61
								18:54	60

CHAPTER 12 – SERVICE TO COMMUNITY

FOREWORD

This guide provides information, standards, and expectations for Service to Community during the Residential Phase of the Idaho Youth ChalleNGe Program and beyond. Applying the lessons herein will assist each cadet in accomplishing his/her mission.

INTRODUCTION

The Idaho Youth ChalleNGe Academy implements the Core Component Performance Measurement Guide as follows:

Task 1 – Describe the importance and value of service to community and/or conservation projects.

-A journal will be kept describing events a Cadet or their peers have attended. These will be used as notes to complete a graded essay by Week 11.

Task 2 – Complete a minimum of forty (40) hours of volunteerism, including conservation and community service projects, as a group and on an individual basis.

In addition to the basic requirements, the Idaho Youth ChalleNGe Academy strives to implement the **Service Model**:

Safety	Cadet safety is the first thought when planning any service project.
Empathy	Choose projects that will develop a cadet's selfless volunteerism.
Respect	Help partners understand that cadets are volunteers.
Vision	Keep your goals in mind.
Integrity	The values of partners and projects should align with ChalleNGe values.
Communication	Communication with cadets, Staff, and partners is the key to success.
Education	Learning through service is the ultimate goal.

NOTE: *Candidates will receive an in-depth instruction on the Service to Community program while in the Acclimation Phase.*

VALUABLE SKILLS

Service to Community will require a variety of work-related skills. Some skills may be trade specific (i.e. landscaping knowledge, mechanical experience, etc.). Most skills listed below are important for all job opportunities and/or appropriate social interaction.

Leadership	Cheerfulness	Patience
Time Management	Willingness	Disciplined
Good Grammar	Honesty	Getting Along with Others
Good Writing Skills	Teamwork	Self-motivation
Taking Directions	Flexibility	Supportive
Math Skills	Dependability	Encouraging
Decision Making	Creativity	Initiative
Listening	Politeness	Effective
Reading Skills	Empathetic	Loyal
Promptness	Enthusiastic	Responsible
Active Participation	Confident	Mature
Punctuality	Emotional Self-control	Good Interpersonal Skills
Problem Solving	Commitment	Good Planning Skills
Communication Skills	Ambitious	Cooperative
Eagerness to Learn	Open-minded	Versatile

“Everybody can be great...because anybody can serve. You don’t have to have a college degree to serve. You don’t have to make your subject and verb agree. You only need a heart full of grace. A soul generated by love.”

Dr. Martin Luther King
Civil Rights Leader (1929-1968)

Morality in Community Service

Many people feel that morality has something to do with religion, but by definition, we see that this is not the case. “Morality refers to matters of right and wrong, or good and evil (<http://en.wikipedia.org>).” In other words, morality is the principles of appropriate and acceptable conduct as accepted and expected by society.

Many individuals have trouble adhering to a moral code. Have you ever heard of individuals abusing their power or position for personal gain? In many cases, the news broadcasts and local papers are full of stories about people who have taken advantage of a situation for personal reasons (wealth, power, property, etc.). Most of these acts are illegal and punishable under the law. These people do not accept the moral code of society, and therefore, these people are guilty of criminal acts.

The Idaho Youth ChalleNGe Academy’s Cadet Honor Code is as follows:

“I will not lie, cheat, or steal, or tolerate those who do.”

This statement is part of the IDYCA Cadet Honor Code. It belongs to the American public, the military, and current and former Youth Challenge Cadets. Each cadet is entrusted with its guardianship and the preservation of the ideals it represents.

Let's make sure that everyone clearly understands what is meant by "lie, cheat, and steal."
Check out the definitions below:

Lie – To make untrue statements with the intent to deceive; to cause a misleading impression; being untruthful directly or indirectly; avoiding the truth; a dishonest character.

Cheat – The act of deceiving others; the act of misleading or tricking to cause harm; obtaining property from another by intentional means of deception; to deprive others of something of value by using deceit, fraud, or trickery; to lead or influence others with fraud or trickery.

Steal – To practice theft; to take property or time from another; to take without right; taking with intent to keep and use wrongfully; to take and use as one's own (ideas, property, time, identity, etc.).

"... or tolerate those who do." – When you do not take a stand against injustice, you are just as guilty as the criminal. You are basically an accomplice and co-conspirator. You can be equally charged for the crime or act. Your loyalty is misplaced. When given an opportunity, most individuals who lack morality have no problem letting you take the full blame and consequence.

The Cadet Honor Code reflects the fundamentals of the moral expectation by society. Just think what the world would be like if everyone lived by this moral code!

This code will be followed while attending IDYCA (Residential and Post-Residential) and should be followed throughout your life. When cadets participate in service projects, the cadets should exemplify what is good and right about this program and mankind. Failure to follow this moral code will result in disciplinary action.

REFLECTING UPON SERVICE TO COMMUNITY

EVALUATION (The overall value of the project) – I have learned that you don't have to have a lot of skill to help in your community; you must be willing. I also found that you accomplish more as a team than you accomplish individually. I was somewhat disappointed to discover how many people in my community need a safe place to live. Now that I have developed this skill, I can assist in future projects back home and learn even more skills; this may even be a good starting place for a future career.

NOTE: *The Service to Community Journals are to be filled out after each STC trip. This is the document where you will pull information to complete the STC Essay in week 11 which is a core component requirement. Without this essay you will not graduate the Academy. Your journal notes are critical in completing this task.*

JOURNAL ENTRY #1

DATE: _____

LOCATION OF SERVICE PROJECT: _____

Reflection on Service to Community Project – “Value”

KNOWLEDGE (What knowledge or information did you learn? Basic knowledge may have come from the initial briefing before the project – the basic facts).

COMPREHENSION (What was the primary responsibility or job to be performed?).

APPLICATION (What information, skills, and/or abilities did you and others apply to get the job done? Look over the list of valuable skills on Page 65).

ANALYSIS & SYNTHESIS (How have you improved personally? What was your contribution to the project? How did your contribution fit in with the contribution of others? Describe an idea or concept that you or your peers adjusted to fit this service project).

EVALUATION (What was the overall value of this project? How will the community benefit from you and your peer’s contribution? What new things did you find interesting?)

JOURNAL ENTRY #2

DATE: _____

LOCATION OF SERVICE PROJECT: _____

Reflection on Service to Community Project – “Value”

KNOWLEDGE (What knowledge or information did you learn? Basic knowledge may have come from the initial briefing before the project – the basic facts).

COMPREHENSION (What was the primary responsibility or job to be performed?).

APPLICATION (What information, skills, and/or abilities did you and others apply to get the job done? Look over the list of valuable skills on Page 65).

ANALYSIS & SYNTHESIS (How have you improved personally? What was your contribution to the project? How did your contribution fit in with the contribution of others? Describe an idea or concept that you or your peers adjusted to fit this service project).

EVALUATION (What was the overall value of this project? How will the community benefit from you and your peer’s contribution? What new things did you find interesting?)

JOURNAL ENTRY #3

DATE: _____

LOCATION OF SERVICE PROJECT: _____

Reflection on Service to Community Project – “Value”

KNOWLEDGE (What knowledge or information did you learn? Basic knowledge may have come from the initial briefing before the project – the basic facts).

COMPREHENSION (What was the primary responsibility or job to be performed?).

APPLICATION (What information, skills, and/or abilities did you and others apply to get the job done? Look over the list of valuable skills on Page 65).

ANALYSIS & SYNTHESIS (How have you improved personally? What was your contribution to the project? How did your contribution fit in with the contribution of others? Describe an idea or concept that you or your peers adjusted to fit this service project).

EVALUATION (What was the overall value of this project? How will the community benefit from you and your peer’s contribution? What new things did you find interesting?)

JOURNAL ENTRY #4

DATE: _____

LOCATION OF SERVICE PROJECT: _____

Reflection on Service to Community Project – “Value”

KNOWLEDGE (What knowledge or information did you learn? Basic knowledge may have come from the initial briefing before the project – the basic facts).

COMPREHENSION (What was the primary responsibility or job to be performed?).

APPLICATION (What information, skills, and/or abilities did you and others apply to get the job done? Look over the list of valuable skills on Page 65).

ANALYSIS & SYNTHESIS (How have you improved personally? What was your contribution to the project? How did your contribution fit in with the contribution of others? Describe an idea or concept that you or your peers adjusted to fit this service project).

EVALUATION (What was the overall value of this project? How will the community benefit from you and your peer’s contribution? What new things did you find interesting?)

JOURNAL ENTRY #5

DATE: _____

LOCATION OF SERVICE PROJECT: _____

Reflection on Service to Community Project – “Value”

KNOWLEDGE (What knowledge or information did you learn? Basic knowledge may have come from the initial briefing before the project – the basic facts).

COMPREHENSION (What was the primary responsibility or job to be performed?).

APPLICATION (What information, skills, and/or abilities did you and others apply to get the job done? Look over the list of valuable skills on Page 65).

ANALYSIS & SYNTHESIS (How have you improved personally? What was your contribution to the project? How did your contribution fit in with the contribution of others? Describe an idea or concept that you or your peers adjusted to fit this service project).

EVALUATION (What was the overall value of this project? How will the community benefit from you and your peer’s contribution? What new things did you find interesting?)

JOURNAL ENTRY #6

DATE: _____

LOCATION OF SERVICE PROJECT: _____

Reflection on Service to Community Project – “Value”

KNOWLEDGE (What knowledge or information did you learn? Basic knowledge may have come from the initial briefing before the project – the basic facts).

COMPREHENSION (What was the primary responsibility or job to be performed?).

APPLICATION (What information, skills, and/or abilities did you and others apply to get the job done? Look over the list of valuable skills on Page 65).

ANALYSIS & SYNTHESIS (How have you improved personally? What was your contribution to the project? How did your contribution fit in with the contribution of others? Describe an idea or concept that you or your peers adjusted to fit this service project).

EVALUATION (What was the overall value of this project? How will the community benefit from you and your peer’s contribution? What new things did you find interesting?)

JOURNAL ENTRY #7

DATE: _____

LOCATION OF SERVICE PROJECT: _____

Reflection on Service to Community Project – “Value”

KNOWLEDGE (What knowledge or information did you learn? Basic knowledge may have come from the initial briefing before the project – the basic facts).

COMPREHENSION (What was the primary responsibility or job to be performed?).

APPLICATION (What information, skills, and/or abilities did you and others apply to get the job done? Look over the list of valuable skills on Page 65).

ANALYSIS & SYNTHESIS (How have you improved personally? What was your contribution to the project? How did your contribution fit in with the contribution of others? Describe an idea or concept that you or your peers adjusted to fit this service project).

EVALUATION (What was the overall value of this project? How will the community benefit from you and your peer’s contribution? What new things did you find interesting?)

JOURNAL ENTRY #8

DATE: _____

LOCATION OF SERVICE PROJECT: _____

Reflection on Service to Community Project – “Value”

KNOWLEDGE (What knowledge or information did you learn? Basic knowledge may have come from the initial briefing before the project – the basic facts).

COMPREHENSION (What was the primary responsibility or job to be performed?).

APPLICATION (What information, skills, and/or abilities did you and others apply to get the job done? Look over the list of valuable skills on Page 65).

ANALYSIS & SYNTHESIS (How have you improved personally? What was your contribution to the project? How did your contribution fit in with the contribution of others? Describe an idea or concept that you or your peers adjusted to fit this service project).

EVALUATION (What was the overall value of this project? How will the community benefit from you and your peer’s contribution? What new things did you find interesting?)

JOURNAL ENTRY #9

DATE: _____

LOCATION OF SERVICE PROJECT: _____

Reflection on Service to Community Project – “Value”

KNOWLEDGE (What knowledge or information did you learn? Basic knowledge may have come from the initial briefing before the project – the basic facts).

COMPREHENSION (What was the primary responsibility or job to be performed?).

APPLICATION (What information, skills, and/or abilities did you and others apply to get the job done? Look over the list of valuable skills on Page 65).

ANALYSIS & SYNTHESIS (How have you improved personally? What was your contribution to the project? How did your contribution fit in with the contribution of others? Describe an idea or concept that you or your peers adjusted to fit this service project).

EVALUATION (What was the overall value of this project? How will the community benefit from you and your peer’s contribution? What new things did you find interesting?)

CHAPTER 13 – RIBBONS AWARDS AND DEVICES

All ribbons awards and devices can be earned during a cadet's time in the residential phase. Cadets can earn them by ensuring to follow all IDYCA standard, putting in their best efforts every day and striving to improve themselves. IDYCA Staff will be tracking all cadets and awarding them as necessary based off their individual effort.

A. Ribbons (these are listed in order of precedence)

1. **MILITARY BEARING AWARD** - Commandant awards to a Cadet who has demonstrated outstanding military bearing and self-discipline that goes above and beyond cadet standards. (Awarded in week 16 and 19)
2. **ACADEMIC EXCELLENCE** - Cadet has earned a 80% or higher in five out of the seven classes and no grades lower than 70%
3. **SERVICE TO COMMUNITY** - Given to a Cadet who has earned above and beyond a normal amount of service hours during the residential phase. TBD on a class-by-class basis.
4. **PLACEMENT RIBBON** - Cadet who has submitted proof of placement for the post residential phase.
5. **HONORARY RECRUITER RIBBON** - Cadet has successfully recruited a candidate for a future class. (See note 2 for devices)
6. **PHYSICAL FITNESS “ELITE” AWARD** - Award to cadets with the following PFT scores: Must be ELITE in all categories.
Males ≥ 50 pushups, ≥ 55 sit-ups/1min, and $\leq 6:30$ mile
Females ≥ 25 pushups, ≥ 44 sit-ups/1min, and $\leq 8:30$ mile
7. **PHYSICAL FITNESS TRAINING AWARD** - Awarded based upon criteria designated by cadre. Criteria is taken from PT portion of CWF. 1st awards given based on week's 3-11. 2nd awards given based on Weeks 12-20.+
8. **PEER TUTOR AWARD** – Cadets are selected to be a peer tutor by Cadre and Education staff. Award is authorized to those who have been deemed effective peer tutors. Effectiveness will be decided by the Commandant and the Principal.

B. Devices

9. **LAMP OF KNOWLEDGE DEVICE** - is awarded for EXCELLENCE to a Cadet who has earned a 90% or higher in five out of the seven classes and no grade lower than 80%.
10. **“4.0” DEVICE** - no grade lower than 90%. Can earn up to four stars.

C. Awards

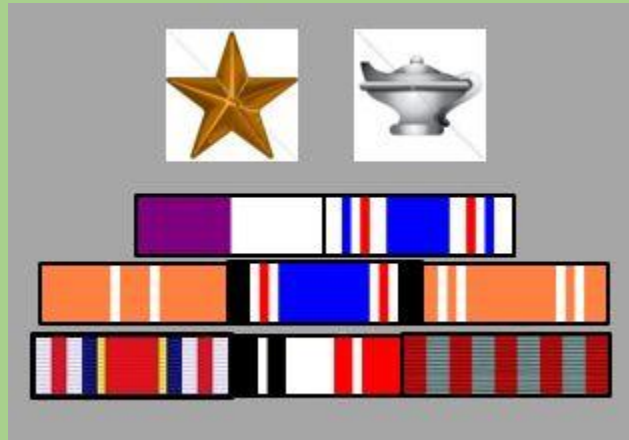
11. **“MOST IMPROVED” PT Award** - Awarded based on Cadre observations of a Cadet's performance in Physical Fitness during the residential phase. Award is a T-shirt with staff signatures and “Most Improved” stamped on back.

12. TSGT Challenge Award - Gold, Silver, & Bronze medals are awarded to cadets who receive qualifying scores in multiple physical fitness events

Ribbons and devices are placed above the left chest pockets centered with a quarter inch between the ribbon or device and the pocket. The order is as shown.

Devices above ribbons with 4.0 to the left if both devices are earned

Military bearing, academic excellence
Service to community, placement ribbon, honorary recruiter ribbon
Physical Fitness “elite” ribbon, physical fitness training award,



TSgt challenge medal will be placed center on the left pocket itself.



APPENDIX

FOR

PICTURES

Cadet Working Uniform



Winter Cadet Uniform



Service to Community Uniform



Summer PT Uniform



Winter PT Uniform



FOOTGEAR DISPLAY



BUNK DISPLAY



TOWEL DISPLAY



PROPERLY PLACED LAUNDRY BAG



NO GO LAUNDRY BAG



TOP SHELF



ALPHA SHELF



BRAVO SHELF



CHARLIE SHELF



DELTA SHELF



ECHO SHELF



HANGING AREA



J.O.B. (Junk on Bunk)



Cadet

Drill

Manual

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Position of Attention

On the command *FALL IN* or on the command of execution, *ATTENTION*. Candidates/Cadets will bring their heels together sharply on line, with the toes pointing out equally, forming an angle of 45-degrees. Resting the weight of the body evenly on the heels and balls of both feet. Keeping the legs straight without locking their knees. Holding the body erect with the hips level, chest lifted and arched, and the shoulders square. Keep the head erect and face straight to the front with the chin drawn in so that the alignment of the head and neck is vertical. Let the arms hang straight without stiffness. Curling the fingers so that the tips of the thumbs are alongside and touching the first joint of the forefingers. Keep the thumbs straight along the seams of their trouser leg with the first joint of the fingers touching the trousers.

Remain silent and do not move unless otherwise directed!

NOTE: This position is assumed by all candidates when reporting to, or addressing any Staff here at IDYCA unless otherwise directed.

PARADE REST

Parade rest is commanded only from the Position of Attention.

On the command of execution *REST* of *Parade REST*, move the left foot about 10 inches to the left of the right foot. Keep the legs straight without locking the knees, resting the weight of the body equally on the heels and balls of both feet. Simultaneously, place the hands at the small of the back and centered on the belt. Keep the fingers of both hands extended and joined, interlocking the thumbs so that the palm of the right hand is outward. Keep the head and eyes as in the Position of Attention. Remain silent and do not move unless otherwise directed. *Stand at Ease*, *at Ease*, and *Rest* may be executed from this position.

NOTE: Candidates will assume *Parade Rest* when addressing Staff at IDYCA other than the Commandant, Deputy Director and Director.

STAND AT EASE

On the command of execution *EASE* of *Stand at EASE*, execute parade rest, and turn the head and eyes directly toward the person in charge of the formation and/or giving instruction.

NOTE: At Ease or Rest may be executed from this position.

AT EASE

On the command *AT EASE*, the candidate may move, however, he/she must remain standing and silent with the right foot in place. The candidate/cadet may relax his/her arms with the thumbs interlaced.

NOTE: Rest may be executed from this position.

REST

On the command *REST*, the candidate/cadet may move, talk, or drink water unless otherwise directed. He/she must remain standing with the right foot in place. At Ease may be executed from this position.

NOTE: On the preparatory command for attention, immediately assume parade rest when at the position of stand at ease, at ease, or rest. Any of the rest positions may be commanded and executed from the Position of Attention.

LEFT/RIGHT FACE

ABOUT FACE

Five facing movements can be executed from the Position of Attention: *Left/Right, FACE, Half Left/Right, FACE*, and *About, FACE*.

NOTE: *Half Left/Right, FACE* should only be used in situations when a 90-degree facing movement would not face an element in the desired direction (for example, for a stationary formation to face the direction of the flag to render honors [reveille or retreat]).

Facing to the right flank is a two-count movement. On the command of execution *FACE of Right FACE*, this being count one, slightly raise the left heel and right toe, and turn 90 degrees to the right on the right heel, assisted by a slight pressure on the ball of the left foot. Keep the right leg straight without stiffness and allow the left leg to bend naturally. On count two, place the left foot alongside the right foot, resuming the Position of Attention.

The left face is a two-count movement as well. On the command of execution *FACE of Left FACE*, this being count one, slightly raise the right heel and left toe, and turn 90 degrees to the left on the left heel, assisted by a slight pressure on the ball of the right foot. Keep the left leg straight without stiffness and allow the right leg to bend naturally. On count two, place the right foot alongside the left foot, resuming the Position of Attention.

NOTE: Throughout this movement, the remainder of the body remains as in the Position of Attention.

Facing to the rear is a two-count movement. On the command of execution *FACE of About FACE*, this being count one, move the toe of the right foot to a point on the marching surface about half the length of the foot to the rear and slightly to the left of the left heel. Rest most of the weight of the body on the heel of the left foot and allow the right knee to bend naturally. On count two, turn to the right 180 degrees on the left heel and the ball of the right foot, resuming the Position of Attention. Arms remain at the sides, as in the Position of Attention, throughout this movement.

PRESENT ARMS

NOTE: The Hand Salute is a one-count movement. The right forefinger placement when saluting is decided by the visor first, eyewear second and lastly the eyebrow.

When wearing headgear with a visor with or without glasses: on the command of execution ARMS of *Present ARMS*, raise the right hand sharply, fingers and thumb extended and joined, palm facing down, place the tip of the right forefinger on the rim of the visor slightly to the right of the right eye. The outer edge of the hand is barely canted downward so that neither the back of the hand nor the palm is clearly visible from the front. The hand and wrist are straight, the elbow inclined slightly forward, and the upper arm is horizontal.

Order Arms from the Hand Salute, is a one-count movement. On the command of execution ARMS of *Order ARMS*, return the hand sharply to the side, resuming the Position of Attention.

When wearing headgear without a visor or uncovered and wearing glasses: on the command of execution ARMS of *Present ARMS*, execute the hand salute as previously described, except touch the tip of the right forefinger to that point on the glasses where the temple piece of the frame meets the right edge of the right brow. Order arms, is executed as previously described.

When wearing headgear without a visor or uncovered and not wearing glasses: on the command of execution ARMS of *Present ARMS*, execute the hand salute as previously described, except touch the tip of the right forefinger to the forehead near and slightly to the right of the right eyebrow.

Order arms is executed as previously described.

When reporting or rendering courtesy to an individual, turn the head and eyes toward the person addressed and simultaneously salute. In this situation, the actions are executed without command. The salute is initiated by the subordinate at the appropriate time and terminated upon acknowledgment.

NOTE: When a formation is marching at double time, only the individual in charge assumes quick time and salutes.

FALL IN/FALL OUT **(ELEMENT)**

The element normally forms in a line formation; however, it may re-form in a column when each member can identify his/her exact position (equipment grounded) in the formation. To form the element at normal interval, the Element Leader comes to the Position of Attention and commands *FALL IN*. On the command *FALL IN*, the following actions happen simultaneously:

Each member of the element double times to his/her place in formation. The right flank individual positions himself/herself so that when the element is formed, it is three steps in front of and centered on the Element Leader. The right flank individual comes to the Position of

Attention and raises his/her left arm laterally at shoulder level, elbow locked, fingers and thumb extended and joined, and palm facing down. He/she ensures that the left arm is in line with the body. Head and eyes are facing forward unless the Element Leader is to align on a formation to his/her right.

The individual to the immediate left of the right flank individual comes to the Position of Attention, turns his/her head and eyes to the right, and raises the left arm in the same manner as the right flank individual. He/she obtains proper alignment by taking short steps forward/backward, left/right until he/she is on line with the right flank individual. As soon as the person to the left has obtained normal interval, each person individually lowers his/her arm to their side, sharply turns their head and eyes to the front and assumes the Position of Attention. All other members of the element form in the same manner except that the left flank individual does not raise their left arm.

NOTE: To form at close interval, the formation is completed in the same manner prescribed for normal interval, except that the command is *At Close Interval, FALL IN*. Element members obtain close interval by placing the heel of the left hand on the left hip even with the waist, fingers and thumb joined and extended downward, and with the elbow in line with the body and touching the arm of the individual to the left. The command for double interval is *At Double Interval, FALL IN*. Element members obtain interval by raising both arms, fingers joined and palms facing downward with 12 inches between fingertips.

To align the element at normal interval, the commands are *Dress Right, DRESS* and then *Ready, FRONT*. On the command of execution *DRESS* of *Dress Right, DRESS*, the right flank person stands fast. Each element member, except the right flank person, turns his/her head and eyes to the right and aligns with the individual on his/her right. Each member except the left flank individual, extends their left arm laterally at shoulder level, elbow locked, fingers and thumb extended and joined, palm facing down. He/she ensures the left arm is in line with the body and positions himself/herself by taking short steps right or left until his/her right shoulder touches the fingertips of the individual on their right.

If the Element Leader wants exact alignment: On the command of execution *DRESS*, of *Dress Right, DRESS*, he/she faces to the half left as in marching and marches by the most direct route to a position on line with the element, halts one step from the right flank individual, and faces down the line. From this position, he/she verifies the alignment of the element, directing the individuals to move forward or backward, as necessary, calling them by name or number. The Element Leader remains at attention, taking short steps to the right or left as necessary to see down the element.

Having aligned the element, he/she centers on the right flank individual by taking short steps left or right. He/she then faces to the half right as in marching, returns to his/her position centered on the element, halts perpendicular to the formation, faces to the left, and commands *Ready, FRONT*. On the command of execution *FRONT* of *Ready, FRONT* each member returns sharply to the Position of Attention. The same commands apply when aligning the element at close or double interval.

NOTE: To align the element at close or double interval, the commands are *At Close Interval, Dress Right, DRESS* or *At Double Interval; Dress Right, Dress* and then *Ready, FRONT*. The

movement is executed in the same manner as stated above for normal interval except that the element members obtain close or double interval. To terminate the formation, the command is *DISMISSED*. The element is dismissed when the members are at the Position of Attention. The command dismissed terminates only the formation, not the duty day.

FALL IN/FALL OUT **(FOR A FLIGHT)**

The Flight normally forms up in a line formation; however, it may re-form in a column when each member can identify his/her exact position (equipment grounded) in the formation. To form the Flight at normal interval, the Flight Chief comes to the Position of Attention and commands *FALL IN*.

On the command *FALL IN*, the following actions happen simultaneously: Each member of each element double times to his/her place in formation. The Element Leaders position themselves so that when the Flight is formed, the first element is three steps in front of and centered on the Flight Chief. Only the first element is to dress to the right as in element drill. All other elements cover down on the individual to their front with approximately 40 inches of interval (one arm's length plus 6 inches).

NOTE: Close interval and double interval are obtained the same as in element drill, however, only the first element is to dress to the right. All other elements cover down on the individual to their front with approximately 40 inches of interval (one arm's length plus 6 inches). The Flight Chief commands the Flight to the appropriate interval prior to giving the command for alignment. Alignment of the Flight is obtained the same as element drill with the commands *Dress Right, DRESS*, and then *Ready, Front*.

The command *Cover* can be given. The members of the first element execute in the same manner as in element drill to obtain exact interval. All other elements execute as the first element, except each element member raises the left arm only for uniformity, actually covering (glancing out the corner of the left eye) on the man to the front.

To align a Flight in column formation: The Flight Chief Commands *Flight, Attention, Right, Face*. Flight is now in a column formation. On the command *Cover*, the fourth Element Leader stands fast and serves as the base. The Element Leaders with the exception of the left flank Element Leader, raise their arms laterally and turn their heads and eyes to the right. The members of the fourth element raise their left arms horizontally (as in element drill) to the front and cover behind the individual at the correct distance (one arm's length plus 6 inches). Members of the third, second, and first elements raise their left arms horizontally to the front (for uniformity only), cover down on the individual to their front. At the same time, glancing out of the corner of their right eye align on the individual to their right. On the command *Recover*, all Flight members will lower their arms sharply and return to the Position of Attention. Dismissing the Flight is conducted the same as in element drill.

LEFT STEP/RIGHT STEP

To move a formation to the left/right the command is *Left/Right Step, MARCH*. The command is given only while at the HALT. On the preparatory command of Right/Left Step, shift the weight of the body without noticeable movement onto the left/right foot. On the command of execution *MARCH*, bend the right knee slightly and raise the right foot only high enough to allow freedom of movement. Place the right foot 15 inches to the right of the left foot, and then move the left foot (keeping the left leg straight) alongside the right foot as in the Position of Attention. Continue this movement, keeping the arms at the sides as in the Position of Attention.

To HALT when executing right/left step, the command is *Element/Flight, HALT*. This movement is executed in two counts. The preparatory command (Element/Flight) is given when the heels are together; the command of execution *HALT* is given the next time the heels are together. On the command of execution *HALT*, take one more step with the lead foot and then place the trailing foot alongside the lead foot, resuming the Position of Attention.

BACKWARD MARCH

The Backward March is executed with a 15-Inch Step backward, the command is *Backward, MARCH*. The command is only given while at the HALT. On the preparatory command *Backward*, shift the weight of the body without noticeable movement onto the right foot. On the command of execution *MARCH*, take a 15-inch step backward with the left foot and continue marching backwards with 15-inch steps. The arms swing naturally.

FORWARD MARCH

NOTE: When the Flight Chief is marching the Flight as a separate unit or when the squadron is marching, the Flight Chief stays centered on the platoon.

To march with a 30-inch step from the HALT, the command is *Forward, MARCH*. On the preparatory command *Forward*, shift the weight of the body to the right foot without noticeable movement. On the command of execution *MARCH*, step forward 30 inches with the left foot and continue marching with 30-inch steps, keeping the head and eyes fixed to the front. The arms swing in a natural motion, without exaggeration and without bending at the elbows, approximately 9 inches straight to the front and 6 inches straight to the rear of the trouser seams. Keep the fingers curled as if in the Position of Attention so that the fingers just clear the trousers.

To HALT while marching: The command would be *Element/Flight, HALT*. The preparatory command *Element/Flight* is given as either foot strikes the marching surface as long as the command of execution *HALT* is given the next time that same foot strikes the marching surface. The *HALT* is executed in two counts. After *HALT* is commanded, execute the additional step required after the command of execution and then bring the trail foot alongside the lead foot, assuming the Position of Attention.

Rest movements within the 30-inch step include; *At Ease March* and *Route Step March*. The command *At Ease*, is given as either foot strikes the marching surface. On the command of

execution *MARCH*, the formation is no longer required to retain cadence; however, silence and the approximate intervals and distances are maintained.

NOTE: Quick Time, *MARCH* and Route Step, *MARCH* are the only commands that can be given while marching At Ease.

Route Step March is executed exactly the same as At Ease March except that the individuals may drink from their canteen and talk. To change the direction of the Element/Flight while marching at Route Step or At Ease March, the Element Leader/Flight Chief informally directs the lead element to turn in the desired direction. Before precision movements may be executed, the Element/Flight must resume marching in cadence. The troops automatically resume marching at Attention on the command *Quick Time, MARCH*, as the Element Leader/Flight Chief reestablishes the cadence by counting for eight steps.

REAR MARCH

Rear, MARCH is only executed while marching forward with a 30-inch step. The preparatory command *Rear*, is given as the right foot strikes the marching surface. On the command of execution *MARCH*, take one more step with the left foot, pivot 180 degrees to the right on the balls of both feet, and step off in the new direction taking a 30-inch step with the trail foot. Do not allow the arms to swing outward while turning.

NOTE: Once the formation is in a Rear, *MARCH*, only *HALT* can be given. The formation must be given the command of *Rear, MARCH* once more to return them to the forward direction of March.

MARK TIME

To march in place, the command *Mark Time, MARCH* is given as either foot strikes the marching surface and only while marching with a 30-inch or 15-inch step forward. On the command of execution *MARCH*, take one more step, bring the trailing foot alongside the leading foot, and begin to march in place. Raise each foot (alternately) 2 inches off the marching surface; the arms swing naturally, as in marching with a 30-inch step forward.

NOTE: While marking time in formation, the individual adjusts position to ensure proper alignment and cover.

To resume marching with a 30-inch step, the command *Forward, MARCH* is given as either foot strikes the marching surface. On the command of execution *MARCH*, take one more step in place and then step off with a 30-inch step. The *HALT* is executed as previously instructed. While marching at the Half Step, the only commands that may be given are: *Half Step, MARCH, Forward, MARCH, Normal Interval, MARCH*; and *HALT*.

CHANGE STEP

Change Step is only executed while marching forward with a 30-inch step. To change step, the preparatory command *Change Step*, is given as the right foot strikes the marching surface. On the command of execution *MARCH*, take one more step with the left foot, then in one count place the right toe near the heel of the left foot and step off again with the left foot. The arms swing naturally.

HALF STEP

To alter the march from a 30-inch step to a 15-inch step the command *Half STEP, MARCH* is given. This command may be given as either foot strikes the marching surface. On the command of execution *MARCH*, take one more 30-inch step and then begin marching with a 15-inch step. The arms swing as in marching with a 30-inch step. To resume marching with a 30-inch step, *Forward, MARCH* is given as either foot strikes the marching surface. On the command of execution *MARCH*, take one more 15-inch step and then begin marching with a 30-inch step.

NOTE: The HALT is executed as previously instructed. While marching at the Half Step, the only commands that may be given are: *Mark Time, MARCH, Forward, MARCH, Normal Interval, MARCH* and *HALT*.

COLUMN LEFT/RIGHT

During a column movement, the base element is the element on the flank in the direction of the turn. To change the direction of march 90 degrees when marching, the preparatory command *Column Right/Left* is given as the foot (in the desired direction) strikes the marching surface. The command of execution *MARCH* is given the next time the foot in the desired direction strikes the marching surface. On the command of execution *MARCH*, the lead individual in the base element takes one additional step, pivots in the commanded direction as the pivot foot strikes the marching surface, and continues to march in the new direction at a half step. Remaining members of the element adjust their step by lengthening or shortening as necessary to reach the approximate pivot point of the individual to their front. When the approximate pivot point of the lead individual is reached, element members pivot to the right/left on the ball of the lead foot taking a 30-inch step with the trail foot in the new direction.

NOTE: To avoid an obstacle in the line of march, the individual in charge of the formation directs, *INCLINE LEFT/RIGHT*. The lead members of each element incline left or right around the obstacle and resume the original direction. All other individuals follow the lead members.

All other Element Leaders execute a 45 degree pivot in the indicated direction and continue marching in an arc. As they come on line (abreast) with the base Element Leader, they take up the Half Step. When all Element Leaders are abreast, they step off with a 30-inch step without command.

NOTE: While arcing around: The second element will take 2 steps, pivoting on the second step in a 45 degree angle in the direction of the turn. Third element will take 4 steps, pivoting on the fourth step and the fourth element will take 6 steps pivoting on the sixth step.

Members of these elements lengthen or shorten their step as necessary to reach the approximate pivot point of the individual to their front. When executing a Column Half Left/Right all Element Leaders make a 45 degree pivot in the indicated direction and conduct the half step without command in the manner previously instructed.

From the HALT: The preparatory command *Column Left/Right* will be given prior to the command of execution *MARCH*, the lead individual faces to the Left/Right marches by pivoting to the Left/Right on the ball of the right foot and steps off in the indicated direction taking a 30-inch step with the left foot and continues to march.

LEFT/RIGHT OBLIQUE **(Rhymes with "Strike")**

The command *Left/Right Oblique, MARCH* is given while marching at a quick time. The preparatory command, *Left/Right Oblique* will be given as the foot in the desired direction strikes the marching surface. The command of execution *MARCH*, will be given the next time the foot in the desired direction strikes the marching surface.

Once the command of execution *MARCH* is given, all members of the formation will take one 30 inch step and pivot 45 degrees on the ball of the lead foot in the direction indicated while maintaining proper interval.

To resume a forward direction of march the command is *Forward, MARCH*. The preparatory command *Forward*, is given as the foot in the direction of travel strikes the marching surface. The command of execution *MARCH*, is given the next time the foot in the desired direction strikes the marching surface. The commands *Mark Time, MARCH, HALT, Half Step, MARCH, Mark Time, MARCH, In Place, HALT*, and *Resume, MARCH* can be given while marching to the oblique.

COUNTER COLUMN

To perform a Counter Column from the Halt: The command of *Counter Column* on the command of execution *MARCH*, the first element marches forward three steps, executes a Column Right, marches across the front of the Flight, and executes another Column Right just beyond the fourth element.

The second element steps forward one step, executes a Column Right, marches forward, and executes another Column Right between the third and fourth elements.

The third element executes two short Column Lefts from the HALT and marches between the remainder of the third element and the second element. As the third Element Leader marches past the last man in the third element, he begins to march at the Half Step.

The fourth element marches forward two steps, executes a Column Left, marches across the front of the Flight and executes another Column Left between the first and second elements.

After marching past the last man in each file, all elements incline to the left and right as necessary to obtain normal intervals on the third squad, and begin to march with the Half Step. When all elements are abreast of each other, they begin marching with a 30-inch step without command. During the movement, the Flight Chief marches alongside the first squad. When marching: The preparatory command *Counter-Column* is given as the left foot strikes the marching surface and the command of execution *MARCH* is given the next time the left foot strikes the marching surface. On the command of execution *MARCH*, the Flight executes the movement basically the same as from the HALT, except that the element takes one additional step to ensure that the pivot foot is in the correct position to execute the movement.

OPEN RANKS

With the Flight in line formation, the Flight Chief commands *Count, OFF*. On the command of execution *OF*, all personnel with the exception of the right flank personnel turn their head and eyes to the right and the right flank personnel count off with "ONE". After the right flank individuals have counted their number, the persons to their left count off with the next higher number and simultaneously turn their head and eyes to the front. All other members of the formation count off in the same manner until the entire formation has counted off.

After the Flight has counted off, the Flight Chief commands *Open Ranks, MARCH*. On the command of execution *MARCH*, simultaneously the front rank takes two steps forward, the second rank takes one step forward, the third rank stands fast, and the fourth rank takes two 15 inch steps) backwards. On the command of execution *MARCH*, the Flight Chief faces to the half left as in marching and marches by the most direct route to a point 15 inches in front of and centered on the Element Leader of the element to be inspected. As soon as the Flight Chief halts in front of the Element Leader, he/she commands the other elements to *At Ease* and inspects the Element Leader. The Flight Chief remains at a modified Position of Attention moving his/her head and eyes only. After inspecting at the center position, he/she takes a short step forward and to the left and inspects, returns to the center and steps forward and to the right and inspects, and returns to the center position.

Having inspected the element leader, the Flight Chief faces to the right as in marching and takes one (two if at normal interval) step, halts, and faces the next individual at the appropriate distance. After the Flight Chief steps off, the Element Leader takes a half step forward and faces about. When moving from person to person, the Element Leader and Flight Chief move simultaneously. Having inspected the last cadet in the element, the Flight Chief faces to the right as in marching and marches around and behind the element, inclining as necessary, and inspects the element from the rear. As the Flight Chief begins to inspect the first element from the rear, he/she commands the next element to *Attention*. The Element Leader returns to his post.

After the Flight Chief arrives in front of the next Element Leader, he/she commands the first element to At Ease over the right shoulder. The Flight Chief and Element Leader execute in the same manner as in inspecting the first element until the entire Flight has been inspected.

After inspecting the rear of the last element the Flight Chief marches in the most direct route to his/her post, halts, faces to the left and commands the Flight to *ATTENTION*. After commanding the Flight to *Attention*, the Flight Chief commands *Close Ranks, MARCH*. On the command of execution *MARCH*, the first rank takes four steps backward, the second rank takes two steps backward, the third rank stands fast, and the fourth rank takes one step forward. On the command of execution *MARCH*, the Flight Chief takes the appropriate number of steps to maintain his/her post.

CLOSE INTERVAL MARCH (Halted in a line formation)

To ensure that each member understands the number of steps to take, the Flight Chief will command *Count, OFF* before giving any commands that cause the Flight to change intervals. To obtain a Close Interval from a Normal Interval, the command is *Close Interval, MARCH*. On the command of execution *MARCH*, the Element Leaders stand fast. All others to the left of the Element Leader execute a Right Step March, taking one step less than their number (for example, number five element member takes four steps), and Halts.

NOTE: When changing interval from the halt, the Flight Chief takes the correct number of steps to maintain a position of three steps in front of and centered on the formation.

To obtain a Normal Interval from a Close Interval, the command is *Normal Interval, MARCH*. On the command of execution *MARCH*, the Element Leaders stand fast. All members to the left of the Element Leaders execute a Left Step March, taking one step less than their number (for example, number nine member takes eight steps), and Halts.

To obtain Double Interval from Normal Interval, the command is *Double Interval, MARCH*. On the command of execution *MARCH*, the Element Leaders stands fast. All members to the left of the Element Leader face to the left as in marching, take one 30-inch step less than their number (for example, number seven element member takes six steps), and Halts, then executes a Right Face.

To obtain a Normal Interval from a Double Interval, the command is *Normal Interval, MARCH*. On the command of execution *MARCH*, the Element Leaders stands fast. All members to the left of the Element Leader face to the right as in marching, take one 30-inch step less than their number (for example, number three element member takes two steps), and Halts, and then executes a Left Face.

Note: While in column formation, the right flank element serves as the base and the change of interval is executed as previously described. Changing interval from a Close Interval to a Double Interval or vice versa is NOT permitted.

FILE FROM THE LEFT/RIGHT

The Flight will form a single file, from the left/right, or as designated, only when in column and at the Halt. On the preparatory command, the Element Leader will give a supplementary command *Forward*. The other Element Leaders command *STAND FAST*. On the command of execution *MARCH* (given by the Flight Chief), the lead element marches forward.

NOTE: If the element's direction of travel is forward or to the right, all supplementary commands will be given over the right shoulder. If the element's direction of travel is to the left, or the element is immediately following an element on the left, then all supplementary commands will be given over the left shoulder.

The Element Leader next to the lead element (or as designated) looks over the shoulder nearest the moving element and commands *Column Half Left/Right* when the second from the last member is abreast of him/her and their right foot strikes the marching surface. The Element Leader gives the command of execution *MARCH*, as the right foot of the last member strikes the marching surface when abreast of him/her. On the command of execution, the Element Leader executes the *Column Half Left/Right*, then inclines without command to the left/right, and follows the last member of the preceding squad at the correct distance. Other members of the element march forward and execute the same movements as the Element Leader. The remaining elements form the file in the same manner as the preceding elements.

The Flight may form a file and execute a column movement simultaneously from a column formation. The command for this movement is *File from the Left/Right, Column Left/Right, MARCH*. Following the Flight Chief's preparatory command, the Element Leader of the lead element commands *Column Left/Right*, instead of *Forward*.

The Flight re-forms to the original column formation only from the Halt. The command is *Column of fours to the Left/Right, MARCH*. On the preparatory command, the Element Leader of the base element commands *STAND FAST*. All other Element Leaders command *Column Half Left/Right*. On the Flight Chief's command of execution *MARCH*, the base element stands fast; all other elements execute the *Column Half Left/Right* simultaneously. As each of the moving Element Leaders reach a point (line) that ensures correct interval on the element to their left/right they automatically incline to the left/right and command *Mark Time, MARCH*, and then *Element, HALT* so that their element is abreast of the base element when halted.

COLUMN OF TWOS FROM THE LEFT/RIGHT

The Flight forms a column of twos from the left/right when in a column of fours at the Halt. The command is *Column of twos from the left/right, MARCH*. On the preparatory command, the Element Leaders of the two lead elements command *Forward*. The other element leaders command *STAND FAST*. On the command of execution *MARCH*, the two lead elements march forward. The Element Leader next to the leading element gives the preparatory command *Column Half Left/Right* (when the second from the last member is abreast of him/her) and then

gives the command of *MARCH* as the right foot of the last member strikes the marching surface abreast of him/her.

NOTE: The Flight may form a column of twos and execute a column movement simultaneously from a column formation.

The command for this movement is *Column of twos from the left/right, Column left/right, MARCH*. This is executed as in Forming a File and Reforming.

The Flight re-forms to the original column formation only from the Halt. The command is *Column of fours to the left/right, MARCH*. On the preparatory command, the Element Leaders of the base elements command *STAND FAST*. The trailing element leaders command *Column Half Left/Right*. On the Flight Chief's command of execution *MARCH*, the base element stands fast. While the trailing Element Leaders execute a slight more than the Column Half Left/Right simultaneously. As the trailing Element Leaders reach a point (line) that will ensure correct interval on the element to their left/right, they automatically incline to the left/right. The Element Leader nearest the stationary elements (second or third) commands *Mark Time, MARCH* and then *Element, HALT*.

LEFT / RIGHT FLANK

The command for this movement is *Left/Right Flank, MARCH*. The preparatory command is given as the foot in the desired direction strikes the marching surface, and the command of execution is given the next time that foot in the desired direction strikes the marching surface again. On the command of execution *MARCH*, all members take one more step, pivot 90 degrees in the commanded direction on the ball of the lead foot, and steps off in the new direction with the trailing foot. As the members begin to march in the new direction, they glance out of the corner of the right eye and dress to the right.

To return in the forward direction of travel, the preparatory command of *Forward* is given as the foot in the desired direction strikes the marching surface, and the command of execution *MARCH*, is given the next time the foot in the desired direction strikes the marching surface. On the command of execution *MARCH*, all members take one more step, pivot 90 degrees in the commanded direction on the ball of the lead foot, and step off in the new direction with the trailing foot.

RAISING THE FLAG (REVEILLE)

NOTE: The individual in charge (Non-Commissioned Officer in Charge) inconspicuously gives the necessary commands/directives to ensure proper performance by the flag detail. On windy days, he/she may assist the flag handlers to secure/fold the flag. In most other situations, it is inappropriate for the individual in charge to touch the flag when it is being folded or unfolded.

The NCOIC forms the detail in a column of twos at Double Interval between the files, he/she secures the flag from its storage area and takes a position between the files and on line with the last two Individuals. He/she then marches the detail to the flagpole. The detail is halted in a

column, facing the flagpole on the downwind side or as appropriate. They are halted so that the flagpole is centered between the halyard pullers.

The NCOIC commands *POST*. On this command, the halyard pullers immediately move to the flagpole and ensure that the halyards are free of the pole. The flag handlers face to the center. The NCOIC then directs *UNFOLD THE FLAG*. On this directive, the two flag handlers nearest the NCOIC begin to (carefully) unfold the flag lengthwise, passing the freed end to the other handlers. When the two handlers nearest the flagpole have firmly secured the flag, the other handlers move away from the flagpole (as necessary) until the flag is fully extended. The flag is NOT unfolded widthwise. The flag handlers hold the flag waist high with their forearms horizontal to the ground.

At the appropriate time, the NCOIC directs *ATTACH THE FLAG*. On this directive, all flag handlers take one side step toward the flagpole. The two handlers nearest the flagpole immediately attach the top of the flag to the halyard. The halyard pullers raise the flag until the bottom of the flag can be attached. At the first note of the music, the reveille gun is fired and the halyard pullers rapidly raise the flag. The NCOIC salutes, as the flag is raised from the handlers' hands, they face the flagpole and salute. At the last note of the music, the NCOIC commands *Order, ARMS*, while the pullers secure the halyards.

The NCOIC then takes a position between the halyard pullers, executes an About Face, and commands *Ready, FACE*. The detail will face in the appropriate direction to depart the flag pole. He/she then marches the detail from the site.

NOTE: When the flag is to be flown at half-staff, it is first hoisted to the top of the flagpole and then lowered to the half-staff position. Before lowering the flag, it is again raised to the top of the flagpole and then lowered.

LOWERING THE FLAG (RETREAT)

The detail is marched and positioned at the flagpole in the same manner as Reveille. On the command *POST*, the halyard pullers free the halyards, untangling them, ensuring that they are free from the pole. The NCOIC then commands *Parade, REST*. The NCOIC commands himself and the flag handlers to *ATTENTION* and then *Present, ARMS* at the first note of "To the Color", and the flag is lowered slowly and with dignity. As the flag is lowered to within reach, the two flag handlers farthest away from the flag terminate their salute, move forward rapidly, secure the flag, and move back from the flagpole between the columns.

As the flag passes each handler, he/she terminates his salute and assists in securing the flag. The flag is held palms down, fingers and thumb extended and joined, forearms horizontal. The NCOIC terminates his/her salute at the last note of the music. Once the flag is detached, it is then folded. After securing the halyard, the halyard pullers assist in the folding.

NOTE: When taking steps forward or backward to fold the flag, the members of the detail always step off with the left foot and always bring the trail foot alongside the lead foot as in the Position of Attention.

To fold the flag the NCOIC commands *Ready, STEP*. All personnel take the appropriate number of steps backward to ensure that the flag is horizontal, wrinkle free, and centered on the flagpole. Then the NCOIC commands *Ready, STEP*. The flag handlers take the appropriate number of steps toward each other, making the first fold lengthwise. The members on the right side of the NCOIC ensure that their edge of the flag is overlapping the left side by about inch, which prevents any red from showing when the folding is complete.

The NCOIC will ensure that the flag is straight. Will then command *Ready, TWO*. The members on the left of the NCOIC will reach down and secure the fold with the fingers pointing upward and the palms facing away. The NCOIC commands *Ready, THREE*. The members take the appropriate number of steps backward to ensure that the flag is horizontal, wrinkle free, and centered on the flagpole. *Ready, STEP, Ready, TWO, and Ready, THREE* are commanded and executed one more time to get the flag completely folded lengthwise.

The flag handlers nearest the NCOIC will then fold a 4-inch cuff and begin folding the flag, starting with the corner on the NCOIC's left. When folding the flag, the handlers are careful to keep the edges straight and to not bend the flag. After the flag has reached the position of honor (at the head of the right column), the NCOIC will march by the most direct route to a position directly in front of the flag handler and inspects the flag. The NCOIC will then receive the flag and carry it held against his/her chest with his forearms with the point up. After the flag has been folded and received by the NCOIC, he/she will take a position between the halyard pullers and faces the storage site. The NCOIC commands *Ready, FACE*. The members of the detail make the appropriate Facing movement toward the storage site. Then the detail will march to the storage site.

NOTE: Once the flag has been folded (cocked hat), it is treated as a cased Color and not saluted by persons meeting the flag detail. The flag will be treated with the utmost dignity and respect but not be rendered any sort of honors.

GUIDON

MANUAL

GUIDON MANUAL

At *Order Guidon* (Position of Attention), keep the ferrule on the marching surface and touching the outside of the right foot by the base of your pinky toe. Hold the staff in the webbing of your right hand between your thumb and index finger. All fingers will be straight, facing to the ground, and without gaps between them. Keep the right hand and arm behind the staff. Rest the staff against the hollow of the right shoulder.

Parade Rest - On the preparatory command *Parade*, slide the right hand up the staff until the forearm is horizontal and grasp the staff. On the command *REST*, thrust your arm straight forward causing the staff to tilt at an angle. The ferrule will remain in its original spot by your pinky toe on the marching surface. At the same time execute *Parade Rest* with your stance and left arm as in individual drill with your hand open and facing away from your body but resting against the nape of your back (left hand on the small of the back, fingers extended and palm facing outward).

Stand At Ease - This is executed the same as *Parade Rest*, except that the eyes and head are turned toward the instructor. Execute *at Ease and Rest* with the Guidon from the *Order Guidon* position.

Carry Guidon – When the preparatory command is given you must start from *Order Guidon* by reaching across the body with the left hand (forearm horizontal to the ground) and grasping the staff raise the staff vertically 6 inches while right hand remains in original position and only releases/grips Guidon by the thumb pressure, then return the left hand to the left side with sharp motion. On the command of *MARCH*, begin to march while maintaining *Carry Guidon* position. To resume *Order Guidon* from *Carry Guidon* after *HALT* is called, reach across the body with the left hand (forearm horizontal) and grasp the staff loosely. Let the staff slide through the hands until the ferrule touches the marching surface by your pinky toe. Regrasp the staff with right thumb and then return the left hand sharply to the side as in the position of attention. When double-timing, carry the Guidon diagonally across the body in the same manner as *Port Arms*.

Raised Guidon - On the preparatory command *Present*, raise the Guidon with the right hand while simultaneously moving the left hand (with palm facing your body) across the body to guide the Guidon upward until right arm is completely extended upright. Once extended, grasp the staff where your left hand is to secure it in place. Hold the Guidon in this position until the command of execution is given.

NOTE: When executing *Raised Guidon* from *Carry Guidon*, the bearer changes his grip from the V-grip to the strong grip until Guidon has returned to *Order Guidon*.

Present Guidon - On the command of execution, lower the Guidon from raised position to the front using the right hand, keeping the left hand in the same position until the Guidon is in the horizontal position resting under the arm pit. **DO NOT ALLOW FLAG TO TOUCH THE GROUND.** On the command *Order*, lift staff to its original position of *Raised Guidon*. On the command of *ARMS* reverse *Raised Guidon* process bringing Guidon back to the carry or order

position. The ferrule will make a single tap against the ground when returning to Order Guidon position.

Guidon Bearer's Salute - When the Guidon Bearer (not in formation) has to salute from the order or carry position, the salute is given with the left hand. On the command of execution *ARMS* Move the left hand sharply to a position so that the first joint of the forefinger is touching the staff. The fingers and thumb are extended and joined, palm down, wrist straight, and forearm horizontal. After the salute is acknowledged, return the left hand sharply to the side.

NOTE: When at Double Time (not in formation), return to Quick Time, returning the Guidon to the carry position and render the Guidon Salute as previously described. Upon completing the salute return to the carry position and resume Double Time *Facing Movements* - To face with the Guidon, raise the ferrule 1 inch off the marching surface by bending the right elbow slightly. After executing the movement, automatically lower the ferrule to the Order position. Keep the Staff vertical throughout the movement.

Placement - When the Squadron is formed, the Squadron Guidon Bearer is one step in front of and two half steps to the right and facing the person forming the unit (the person forming the unit is facing the unit). When in a Squadron line formation and the Squadron is faced to the right for a marching movement, the Flight Guidon faces to the right in marching, assume the Double-Time position Flight Guidon double-times from that position to a position 3 steps forward of and centered on the Element Leaders. The Squadron Commander should inconspicuously direct the Squadron Guidon Bearer to remain in position and move with the Squadron Commander when the company is to be faced to the right and marched. The Flight Guidon post is one step in front of and two half steps to the right of and facing the person forming the Flight. If an individual takes over the Squadron formation from the Squadron Commander, the Flight Guidon bearer steps forward three steps on the command *POST*. When an individual Flight is faced to the right for a marching movement, the bearer executes in the same manner as explained above (three steps front and center of the Element Leaders).

POSTS FOR KEY PERSONNEL

Squadron Commander's post is 9 steps in front of the front rank of troops and centered on the Squadron.

Squadron Guidon Bearer's post is two half steps to the rear and two half steps to the left of the Squadron Commander. The Squadron Commander should inconspicuously direct the Squadron Guidon Bearer to remain in position and move with the commander when the company is to be faced to the right and marched.

Flight Chief's post is 3 steps front and center of their respective flight.

Flight Guidon will be two half steps to the rear and two half steps to the left of the Flight Chief. When the Squadron is in line formation with the Squadron in line and a Staff member is present, the post for the Flight Chief is 6 steps in front of and centered on the Flight.

NOTE: When turning over the formation to a Staff member, once the Staff member cuts his/her salute, the Squadron Commander will take his/her post 3 steps behind and centered on the squadron. As the salute is cut, Flight Chiefs and Guidons will take 3 steps forward. Squadron Guidon will also take 3 steps forward. The opposite action is done when a staff member is

returning the Squadron to the Squadron Commander. Flight Chiefs and Flight Guidons will about face to perform their 3 steps then about face again.

When marching the Squadron and the Squadron is in column formation, the Flight Chiefs remain at their posts. When conducting PASS and REVIEW, the post for the Flight Chief is three steps in front of and centered on the Flight.

Reporting: When an individual forms the Squadron, he or she will command *RECEIVE THE REPORT*. Flight Chiefs about face and command *REPORT*. The Element Leaders report in succession from front to rear. They will turn their head and eyes toward the Flight Chief, salute and report. The Flight Chief returns each salute individually. Then about faces. The individual in control of the formation gives the command *REPORT*. The Flight Chiefs turn their head and eyes toward the individual in charge when it is their turn, then salute and report. When a *Staff member is present*, the Squadron Commander will receive the final report and then about face. The Staff member takes a post 12 paces and centered (3 paces from the Squadron Commander). When he/she halts, the Squadron Commander salutes and reports. The *Staff member* returns the salute and commands *POST*. At this time, all Flight Chiefs, Flight Guidons and the Squadron Guidon move as noted in Staff member present. Cadets always travel behind their Flight/Element, never cutting in front of leadership or other cadets already in place. The Squadron Commander travels in the most direct route to his/her post behind the Squadron.