



REPLY TO  
ATTENTION OF:

**DEPARTMENT OF THE ARMY**  
CYBER CENTER OF EXCELLENCE NONCOMMISSIONED OFFICER ACADEMY  
25<sup>TH</sup> STREET, BUILDING 24402  
FORT GORDON, GEORGIA 30905

ATZH-NC

11 February 2016

MEMORANDUM FOR Cyber Center of Excellence Noncommissioned Officer Academy (CNCOA)

SUBJECT: Policy Memorandum #5 – Academy Standards of Conduct

1. This policy letter applies to all military and civilian personnel, cadre or student assigned to the CNCOA.
2. Student visits to cadre barracks and/or quarters are not allowed. Cadre will not visit students in student barracks, on or off post living quarters for social purposes. Class work and remedial training will be conducted in the classroom or a unit designated study area. In the performance of their duties as Small Group Leader cadre may be expected to organize/participate in social functions, i.e., breakfasts, cook-outs, etc. These social functions will be organized and supervised. The Commandant will personally approve functions not required by the Program of Instruction. Under no circumstances will cadre solicit funds from students. Students are strictly prohibited from purchasing "additional" school supplies, items of clothing for PT, or other items from cadre. Students will immediately report such violations to the CNCOA Commandant.
3. To clarify any uncertainties regarding standards of conduct for NCOs and civilians, the following policies are established:
  - a. Student NCOs should never forget that they are NCOs with either direct or indirect leadership responsibilities over junior enlisted personnel. While student NCOs are frequently expected to fill semi-formal leadership positions, they have the right to inform the chain of command if their company duties materially interfere with their classroom education.
  - b. Personal social relations between student NCOs, cadre and junior enlisted personnel are expressly prohibited. Dating or acts of affection between cadre, student NCOs or junior enlisted personnel are incompatible with the professional conduct of Army and do not align with the Army Values, ethics or the Army Profession. Acts such as this are contrary to the good order and discipline of the Army and may be dealt with administratively or punitively.
  - c. Drinking or other social contact between cadre, student NCO and junior enlisted personnel is forbidden except in cases of unit sponsored events. In case of unit sponsored events, the Branch Chief will obtain Commandant Approval prior to authorization. If approved a designated cadre leader will assume responsibility for

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ensuring the safe execution of the function. This specifically applies to ensuring personnel do not drink and drive.

d. Any student NCO placed in a specific leadership position may arrange for additional training, or other corrective action as necessary with the approval and under the supervision of their Branch Chief.

4. Any violations of this policy may be prosecuted by judicial or non-judicial punishment under the Uniform Code of Military Justice.

5. Cadre members that fail to comply with this policy letter will immediately be removed as an instructor and administrative action will be initiated. Students that fail to comply with this policy letter will have paperwork initiated to for possible elimination from the course.

6. The point of contact for this memorandum is the Deputy Commandant, MSG Jason M. Holland at 706-791-7882 or [jason.m.holland2.mil@mail.mil](mailto:jason.m.holland2.mil@mail.mil).

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Commandant