

UNIVERSITY OF NORTH GEORGIA
BOAR'S HEAD BRIGADE



CYBER UNIT
"Attack, Defend, Exploit"



STANDARD OPERATING PROCEDURES
JULY 2024

APPROVED BY: COMMANDANT OF CADETS

APPROVED BY: Cyber Unit ADVISOR

SIGNATURE/DATE

SIGNATURE/DATE

ORGANIZATION

This unit is organized as a specialty unit training in cyber related events and cyber leadership. In May 2023, the unit is designated The Cyber Unit and will function as a co-curricular unit where members are assigned to various companies in the Boar's Head Brigade, and civilian population as determined by the Office of the Commandant of Cadets with input from the ROTC faculty advisor .

MISSION

The mission of the Cyber Unit is to turn cadets into Cyber/Signal/Military Intelligence leaders who can operate proficiently in tactical environments. This is achieved through cohesion with civilian talents, participating in competitions, networking with high level leaders, conducting research and development related to the cyber field, and building team soft skills.

ADVISOR

The unit will have an ROTC Faculty Advisor who is assigned by the Department of Military Science. This advisor will not only advise the unit but also schedule performances for the unit with input from the unit itself. The Unit will also have a faculty advisor from the cyber department to help with mentorship of the unit. The unit may also have an alumni advisor to assist in alumni relations if necessary.

I. UNIT ORGANIZATION

1. Selection of Officers: At the end of each year, the outgoing OIC will select the incoming OIC and Operations Officer, while the outgoing NCOIC will select the incoming NCOIC.
2. The only positions that are required to be cadets are OIC, XO, NCOIC, and element leads. Each leadership position can select a civilian alternate in the event corps events overtake Cyber Unit events. The civilian alternate is a temporary position meant to be a place holder and can only last three days consecutively.
3. The new OIC and Operations Officer will take over the unit following cadre training administered by the Commandant's Office.
4. The OIC, XO, and NCOIC will elect a Deputy Team Leader to assist in leading and coordinating civilian counterparts.
5. The Element Leads will be elected by the NCOIC and OIC. The element leaders cannot be changed by the newly elected NCOIC or OIC unless there are issues presented by the element leaders such as attendance or behavior.

II. Commander (OIC)

1. The OIC is the first person in the chain of command. He/she works with the faculty advisor on all training, performances, competitions, and events.
2. The OIC is responsible for the health, morale, welfare, training and discipline of the unit; he/she is ultimately responsible for everything the unit does or fails to do.
3. The OIC's principal responsibility is to establish techniques, tactics, and procedures (TTP's) for the unit, which is in accordance with the SOP's policies, and traditions of the UNG Corps of Cadets and the Cyber Unit.
4. The OIC is the principal liaison between the unit, the Commandant's Office, the Military Science Department, and other UNG administrators. In this capacity, the OIC receives mission orders from the ROTC Faculty Advisor and/or the Operation Center in the MLC and disseminates them to the unit. The Operations Officer and the NCOIC are given specific mission information for action. The Commander clarifies instruction through the proper channels when needed and keeps the XO and NCOIC informed of all changes and/or updates.
5. The OIC is POC for all information concerning Brigade Policy and its effects on the unit.
6. The OIC must coordinate with the Assistant Commandant in accepting or dismissing members from the unit. The Assistant Commandant is the approving authority for all rank, room assignments, duty positions, disciplinary measures, and dismissal.
7. The OIC is responsible for submitting an updated recruitment plan to the Commandant of Cadets every August of the new academic year.
8. The OIC is highly encouraged to join the UNG Hazing Task Force to help eradicate hazing culture at the University of North Georgia.

9. The OIC selects the uniform to be worn for all competitions and practices.

III. EXECUTIVE OFFICER (XO)

1. The Executive officer is the second person in the chain of command and assumes the roles and responsibilities of the OIC in his/her absence.
2. The role of Executive Officer (XO) is known as the Executive officer in a Cyber Unit and therefore will be known as the Operations Officer (XO).
3. The Executive officer is the principal staff officer. Depending on mission requirements, personnel constraints, or in the event a staff position is not appointed, the Executive officer will assume the duties and responsibilities of subordinate staff officers.
 - a. The Executive officer can assume the duties of all Unit Staff. Personnel Officer (S-1), Intelligence Officer (S-2), Training Officer (S-3), Logistics Officer (S-4), and Public Relations Officer (S-5).
 - b. XO will only assume these roles if personnel in those roles are unable to complete the task at hand.
4. The Executive officer is responsible for the planning and execution of any competition that the Cyber Unit will compete in and/or host.
 - a. The Executive officer works with the Commander and the appropriate channels including the CyberHawks to plan and execute competitions.
 - b. The OIC, Executive officer, and S-3 will keep the faculty advisor informed about these events.
 - c. The Logistics Officer identifies equipment and supplies the unit's needs and coordinates with the Executive officer to procure equipment from the

Commandant's Office, Cyber Institute, or Student Government Association as needed.

- d. The S-4 is accountable for all equipment and makes accountability of the coordinates location of areas for training and competitions.

IV. 1st Sergeant (NCOIC)

1. The 1st Sergeant (1SG) is the third person in the chain of command and is the unit NCOIC.
2. Training and competition responsibilities:
 - a. The NCOIC commands the unit during training.
 - b. The NCOIC is primarily responsible for the training of the unit; running all aspects of practice and ensuring that all personnel are trained to standard.
 - e. The NCOIC determines and informs personnel of the weekly practice schedule and coordinates the practice locations. He/she is also responsible for posting and following the competitions for the semester.
 - f. The NCOIC determines long-range training goals and reports these goals to the OIC.
3. Additional responsibilities:
 - a. The NCOIC is responsible for executing all decisions made by the OIC.
 - b. The NCOIC is the primary disciplinarian for the unit and will handle all disciplinary actions regarding training at his/her level and below in accordance with Blue Book policy. Disciplinary problems that are above the ability of the NCOIC to handle will be referred to the OIC for action. The OIC will consult

with the Assistant Commandant for all sanctions, including tours, demerits, public service, and/or removal from the unit. In all cases, Cyber Unit members who receive demerits will have the opportunity to appeal the demerits to their commanding officer.

- c. The NCOIC supervises the unit Element Leads in the performance of their duties.
4. The unit's 1st sergeant is responsible for creating and maintaining the unit's ABC Roster and TO&E and ensures all personnel are aware of their duties and responsibilities.
 - a. The unit personnel officer is responsible for tracking the unit's GPAs, APFT/ACFT scores, and profiles
 - a. The NCOIC submits all changes made to tactics, techniques, and procedures at the Element level to the OIC for approval.
 5. In the absence of the OIC and OO, the NCOIC assumes command of the unit.
 6. NCOIC will assist OIC and DTL in enforcing uniform/apparel standards for unit members.
 7. The 1st Sergeant will coordinate with NCOIC and Element Leaders to track attendance.

V. Deputy Team Leader (DTL)

1. The Deputy Team Leader (DTL) is the civilian equivalent to the OIC. He/she will be primarily in charge of civilian student management and coordination.
2. The DTL will coordinate operations with the Cyber Institute and assist in coordination with the Cyberhawks.
3. Training and competition responsibilities:
 - a. The DTL assists the OIC and XO in unit planning and advisement.

- b. The DTL is responsible for civilian accountability at all practices, formations, required events, and performances.
 - c. The DTL assists the NCOIC in personnel assignments.
- 4. Additional responsibility:
 - a. The DTL recommends disciplinary matters regarding civilian matters and that the civilians in the unit will uphold policy Letter 4.
- 5. If the NCOIC is absent or is forced to assume command of the unit, the DTL assumes the duties and responsibilities of NCOIC as able.
- 6. In the absence of the OIC, OO, and NCOIC, the DTL will have plans to continue the training.
- 7. The Deputy Team Leader acts as the chair during joint leadership meetings.

VI. Training Officer (S-3)

- 1. The S-3 serves as the unit's Training Officer, assistant Executive officer .
- 2. The S-3 is responsible for creating OPORDs, CONOPs, and training schedules with input from the OIC, XO, NCOIC, and DTL.
 - a. The S-3 will create a training schedule for the semester with input from the OIC, OO, NCOIC, and DTL.
 - b. The S-3 ensures that all training is in accordance with the Unit's plan and the Advisor's goal for the unit.

- c. The S-3 assists the Executive officer in the planning of all competitions and events.
- 3. In the absence of the Executive officer , the S-3 assumes the role of principal staff officer.
- 4.

IX. Public Affairs Officer (S-5)

- 1. The Media Management Officer/NCO will run all the official Cyber Unit social media accounts, including Instagram and various discord channels.
- 2. He/she is responsible for creating and disseminating try-out posters.
- 3. He/she will plan and execute all fundraising events for the unit in coordination with OO.
- 4. The Executive officer serves as the Civil Military Operations Officer/NCO (CMO).
 - a. The Executive officer is the principal liaison for the unit regarding contact “outside of the college environment.”
 - b. He/she coordinates with the faculty advisor and the MLC Operations Center prior to committing the unit to a performance or communicating with outside sources via correspondence or in person.
 - c. He/she ensures all requests for Cyber Unit performances will originate with the MLC Operations Center and will be staffed appropriately. (CI/Verbage).

X. ELEMENT LEADER(S)

1. Element Leaders are responsible for the training and discipline of the Element and everything the Element does or fails to do in the conduct of training or competitions.
2. Element Leaders will coordinate with NCOIC to mentor and guide subordinates during training.
3. Element Leaders will conduct the following to ensure success for his/her element:
 - a. Follow or make a training schedule.
 - b. Acquire resources through chain of command for subordinates and himself/herself.
 - c. Plan and execute any missions assigned to him/her.
 - d. Document subordinate progress and report to NCOIC.
4. Element Leaders will take the place of NCOIC if he/she is absent.
5. Element Leaders may conduct scheduled inspections of his/her element as required, especially the maintenance of uniforms and equipment. These inspections will take place during the duty day.
6. The Blue Team Captain works as an advanced training element leader within his/her own separate element deemed as the Blue Team.

XI. CHAIN OF COMMAND

1. Overall Cyber Unit
 - a. The Unit succession of command is as follows:
 1. OIC Commanding Officer
 2. Deputy Team Leader
 3. Executive Officer

4. NCOIC 1st Sergeant
5. Element Leader(s)

XI. TRAINING

1. Physical Readiness Training

- a. Cyber Unit cadet members will take PRT with their assigned units on Monday, Wednesday, and Friday mornings in accordance with the Corps of Cadets and (TC) 3-22.20. The PMS runs a consolidated PRT program for the entire Brigade.
- b. If requested by the OIC, the unit may conduct PRT on Tuesday or Thursday if approved by the Commandant of Cadets.
- c. All members, civilian and cadet, will be encouraged to utilize the facilities at the Recreation Center or “Gym,” as well as the scenic hiking and running routes throughout Dahlonga on their personal time.

2. Training

- a. All requests for off-campus competitions will be referred to the Cyber Unit Faculty Advisor and the MLC Operation Center for approval and/or scheduling.
- b. Any off-campus event must be submitted to and approved by the Cyber Unit Faculty Advisor. An off-campus event is defined as any mandatory event that does not take place on campus and has 50% or more of the unit in attendance (Reference Student Organization Manual)
- c. The Cyber Unit will train on:

Mondays from 1200-1250

Tuesday from 1500-1700

Thursdays from 1500-1700.

Mondays will focus on concepts and Tuesday/Thursdays will focus on technical exercises.

- d. Training will be determined monthly by the Executive Officer and NCOIC and reported weekly to the joint leadership meeting.
- i. All practice sessions, demos, and performances will be reported on the BDE TNG Schedule, which is published 3 weeks in advance, except for NCX since the NSA does not give us those dates until closer to April so we may not have a chance to post it.
- j. The unit will adhere to all requirements imposed in Policy Letters 4 and 9 (co-curricular and full participation requirements), in addition to any other requirements imposed on special teams by the Brigade Chain of Command.

XII. Uniforms

Day-To-Day Cadet Uniforms

a. OCP Army Combat Uniforms

- 1. In accordance with AR 670-1 regulation
- 2. Members are required to wear their earned and designated patches

b. Class B Uniform

- 1. In accordance with blue book policy
- 2. Active members, once earned, are authorized to wear the Cyber Unit patch centered on the left pocket for males, and females will wear the badge parallel to the waistline of the coat on the left side and conform to their bodies.

3. Active members, once earned, are authorized to wear the Cyber Unit cord over the left shoulder and cannot wear any other cord alongside it.

c. Army Service Uniform

1. In accordance with blue book policy
2. Active members, once earned, are authorized to wear the Cyber Unit cord over the left shoulder and cannot wear any other cord alongside it.

- d. The standard haircut for any cadet member of the cyber unit will conform with AR 670.

e. Civilian Guidance

1. Civilians are advised to wear business-casual clothing or Cyber Unit uniform unless specified otherwise by the OIC.

XIII. Corrective Training

1. Deficiencies in training will be corrected with spot corrections, if viable.
2. Spot corrections will not exceed those guidelines set forth by the Commandant's office, including the corrective training SOP of the Boar's Head Brigade.
3. The OIC must approve all corrective training. Further, all corrective training will be supervised 100% of the time.
4. The Cyber Unit will strictly enforce the Corps of Cadets policy of no hazing. Any member found in violation of any current policy letter will be referred directly to the Assistant Commandant's office as soon as the infraction is discovered.

**CYBER UNIT MEMBERS WHO ARE FOUND GUILTY OF HAZING WILL LOSE
THEIR RANK AND AFFILIATION WITH THE UNIT.**

XIV. UNIT MEETINGS

1. All Cyber Unit leadership meetings will be tentative but must be held at least once a week.
2. The purpose of this meeting is to review the previous week of training and to disseminate the information for the upcoming week and upcoming performances.
3. It is the Element Leaders' responsibility to put out information to their Element. The Element in return is responsible for acting upon this information.
4. Cyber Unit and Cyberhawks leadership will meet weekly at a joint leadership meeting in order to address old and new business.

XV. MEMBERSHIP QUALIFICATIONS

1. To be considered a member of the Cyber Unit a cadet or civilian must:
 - a. Maintain a minimum GPA of 2.5 or higher.
 - b. Participate regularly in Cyber Unit training.
 - c. Remain in good standing with the University.
- b. Reasons for absence from training:
 1. Academic requirements – class, labs, field trips, etc.
 2. Illness (Profile or doctors note required)

3. Approved leave through the Assistant Commandant. (All leave must be cosigned by the OIC of the unit as well as the cadets Company Commander.)
 4. Meeting with a professor or any professional academic advisor.
- c. Light duty is not an excuse to miss training.
 - d. The OIC and 1st Sergeant reserve the right to review any excuse on a case-by-case basis and may permit absences for reasons other than those listed above.
 - e. ALL reasons need to be submitted to the NCOIC or OIC 2 days prior. Absences must be approved by the OIC.
3. Dismissal
- a. Dismissal from the unit may be recommended by the Commander for the following reasons:
 1. Member cannot meet GPA requirements, quits school, or transfers.
 2. Member shows an unwillingness to learn or is unable to adapt.
 3. Member shows a negative attitude toward the unit or one of its members.
 4. Member has multiple disciplinary problems.
 5. Member purposely attempts to injure another member of the unit.
 6. Member is a hindrance to the unit.
 7. Member is found guilty of violating the Honor Code.
 8. Member is found guilty of cheating or plagiarizing by the Academic Integrity Council.
 9. Cadet is found guilty of a Class 1 Blue Book (see Policy Letter # 4) offense.
 - b. The OIC will make all recommendations for dismissal to the Assistant Commandant.

He/she will show all written counseling statements to the Assistant Commandant and will discuss the situation in detail.

- c. The OIC can hold personnel on probation from the unit pending dismissal from the unit.
This is to ensure the unit continues to progress, unhindered by those who are not willing to fully participate. Probation should not last longer than 14 days, after which a decision to retain or dismiss shall be made.
- d. If a member is suspended at the end of the semester with the intent to be dismissed the process will be expedited.
- e. Understanding that the context of this club could involve participation in breaking the honor code. Habits that include hacking are not habits to take outside the club.

ANNEX A

Unit Patch

The Unit Patch is a representation of the Cyber Unit as are those who wear it. It is meant to signify many things such as the preparedness and hard work of the member who earned it.

Sword (center): Represents readiness, military strength, and offensive capabilities of the Cyber Unit. A traditional symbol of warfare, implying that cyberspace is a domain of battle just like land, sea, air, and space.

Lightning bolts: Represents electronic warfare, signals intelligence, cyber power, and the invisible nature of electromagnetic or digital attacks.

Black background: Represents the unknown and covert nature of cyber operations.

Shield Shape: Implies defense and protection, echoing the unit's role in defending digital infrastructure and national interest.

Yellow CYBER: Represent alertness, vigilance, and energy. The all-caps text emphasizes the domain and focuses of the unit.







PROMOTION WEEK

A members first promotion week will be held at the designation of current leadership. Promotion includes the successful completion of a physical aptitude test, cyber-related challenges, team building exercises, and the completion of a C.I.P.H.E.R project. At the completion of the promotion week the members are designated as “Techs” for an individual who has shown skills that would attribute to them being technical.

Civilian members are exempted from the completion of a physical aptitude test.

C.I.P.H.E.R

C.I.P.H.E.R (Cyber Innovation Project for High-Endurance Research) will be semester-long research and evaluation on any tech-related subject. At the end of the semester before promotion week. A symposium will be held and open for the MLC and Cyber Insititute to demonstrate what the Cyber Unit and its cadets/civilians have been working on. The completion of two research projects is a requirement for promoting from a Tech to a Senior Member. Once a member has completed promotion week and two CIPHER projects they can promote to Architects being members who wear a gold lightening patch. Only members in leadership (OIC, OO, Deputy Lead, NCOIC, and Element Leads) can wear a full golden cyber patch.

ANNEX B

Recruitment Plan

The purpose of this recruitment plan is to provide a structured direction for the unit to take when recruiting new members. This plan will be updated every year based on the needs of the unit.

I. FROG Week

1. A round-robin presentation will be created to inform all incoming recruits about the unit. The presentation will require a slideshow and a demonstration of what the freshman can learn within the unit.
2. If the space allows, a small performance or demonstration is highly encouraged.

II. Tryouts

1. Try out posters will be created and posted in all cadet barracks as well as disseminated at quarters formations. These will be posted on NLT a week before tryouts.
2. Before tryouts, there will be an informational meeting for freshmen to meet the Cyber Unit and ask questions about tryouts, the unit, and any conflicting schedules.
3. Cyber Unit members are encouraged to attend quarters formations to speak to the freshmen about the Cyber Unit and upcoming events.
4. Tryouts will consist of two separate days to accommodate for conflicts with academic schedules, and the OIC and NCOIC at minimum must be present.

III. Community Outreach

1. Each semester, the Cyber Unit will participate in Nighthawk Preview (open house). This will include a booth with the same requirements for FROG week.

IV. Social Media Presence

1. Social media presence is foundational to successful recruiting. The Cyber Unit must maintain an active presence across all platforms by posting across all social media accounts.
2. Intentional communication with supporters and followers across platforms is also necessary for networking. Social media provides the perfect outlet for Cyber Unit to reach out to state-wide JROTC programs.
3. The Cyber Unit will also be working in conjunction with the Cadet News Network to gain a prominent presence in the Corps of Cadets.