CCR 145-3-1
Reserve Officers' Training Corps Pre-commissioning Training and Leadership Development, Off Campus Training

Original Document Date: *09/01/05*

Revision Date: *01/23/06*

Summary: This regulation provides command policy and procedural guidance for the standardization and execution of Basic Officer Leader Course (BOLC) I training and leadership development conducted off campus in all Army Reserve Officers' Training Corps (ROTC) programs. This regulation applies to all elements of U.S. Army Cadet Command. Department of the Army directives take priority over this regulation.

POC/Impact:

Applicability. This regulation applies to all participating Host Installations, Major Subordinate Commands and selected organizations within Headquarters, Department of the Army.

Supplementation. Do not supplement this regulation without approval from Commander, U.S. Army Cadet Command, (ATCC-TR), Fort Monroe, Virginia 23651-5000.

Forms. All blank forms in this regulation may be reproduced locally.

Suggested Improvements. Send comments and suggested improvements on **DA Form 2028** (Recommended Changes to Publications and Blank Forms) through channels to Commander, U.S. Army Cadet Command, (ATCC-TR), Fort Monroe, Virginia 23651-5000. Suggested improvements may also be submitted using **DA Form 1045** (Army Ideas for Excellence Program (AIEP) Proposal).

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Chapter 1, Introduction `TOC`

1-1. Purpose. `TOC` This regulation sets policies, assigns responsibilities, and provides guidance for planning, developing, and executing the Senior Reserve Officers Training Corps (SROTC or ROTC) Off Campus Training Program. It standardizes the implementation of Pre-commissioning (Common-Core) Training (PCT), mandatory training requirements, and leadership development within U.S. Army Cadet Command (USACC).

1-2. References. `TOC` References listed in **Appendix B**.

1-3. Explanation of Abbreviations and Terms `TOC`

Abbreviations also referenced in the Table of Contents **Glossary**.

1-4. Program Objectives `TOC`

a. Increase each cadet's leadership development

b. Familiarize cadets with the command, training, administration, and logistical functions expected of junior officers.

c. Expose cadets to the on-duty and off-duty environment of junior officers.

d. Familiarize cadets with the Junior Officer Development System and Officer Professional Management System (OPMS).

e. Provide cadets an opportunity to attend active duty skill enhancement schools and platoon leader positions with active Army units.

1-5. General `TOC`

a. ROTC Off-Campus Training consist of the following: Leader's Training Course (LTC), Cadet Professional Development Training (CPDT), and Leader Development and Assessment Course (LDAC).

b. The Leaders Training Course is the Army's two-year ROTC program entry point (lateral entry). Through the Leaders Training Course, students without ROTC basic course experience can e**arn placement credit for the basic course** and qualify for advanced course entry.   It is often their first exposure to Army life on an active Army installation and one of the few opportunities where cadets from various parts of the country undergo a common, high-quality training experience. For more information on LTC, refer to chapter 2 of this regulation.

c. The Cadet Professional Development Training (CPDT) program is comprised of cadet training in Army schools/courses and with active Army units. The CPDT program supplements campus training with practical leader development experiences and some additional skill identifier awarding courses. The CPDT program consists of two sub-programs, Cadet Practical Field Training (CPFT) and Cadet Troop Leader Training (CTLT). CPDT opportunities promote leader development. Residual effects include improving

recruiting, retention, and incentives to deserving cadets. PMSs must prepare, select and send to CPDT only those cadets with the highest potential for completing the CPDT training and commissioning. For more information on the Cadet Professional Development Training program, refer to chapters 3 and 5 of this regulation.

d. The Cadet Command SROTC mission is to commission the future officer leadership of the U.S. Army. Within that framework, the LDAC mission is to TRAIN cadets to Army standards, DEVELOP leadership, and Assess officer leadership potential. LDAC is the single most important training event in the career of a cadet. It is often their first exposure to Army life on an active Army installation and one of the few opportunities where cadets from various parts of the country undergo a common, high-quality training experience. For more information on LDAC, refer to chapter 4 of this regulation.

e. **All cadets require a current physical examination in order to contract and participate in Cadet Professional Development Training (CPDT).** All new ROTC medical exams for contracting and CPDT attendance will be reviewed and qualified/disqualified by DoDMERB. Battalions will use Concorde facilities for scholarship exams, non-scholarship exams, and CPDT exams. Request for additional evaluations and laboratory tests can be obtained at local MTF or at the applicant's expense. Cadet Command will not reimburse costs incurred through the use of other than the approved facilities. Battalions that are currently using MTFs will continue to do so until further notice unless a Concorde exam site has been established in your location. Battalions who are having access issues with MTFs and desire a Concorde exam site will contact the Cadet Command Surgeon office via e-mail. All ROTC exams will be performed using the DoDMERB exam forms, **DD Form 2351**/**2492**. **The MEPs forms and DD 2807/2808 are no longer used effective 3 Jun 02**. An ROTC exam approved by DoDMERB **after 3 Jun 02** can be used for the scholarship, non-scholarship or CPDT training.

(1) At the time of contracting, the Battalions have the capability to print the Qualified/Disqualified DoDMERB physical via the DoDMERB website for LDAC, Airborne School, etc. The exam is available on the DoDMERB website when a final qualification/disqualification decision is rendered.

(2) DoDMERB physicals that do not require a waiver by Cadet Command can be used for attendance at airborne school. PMSs will not send cadets to airborne school with unresolved waivers. Airborne school must approve the medical exam of any ROTC cadet whose DoDMERB physical required a medical waiver by Cadet Command.

(3) Every Battalion is authorized 3 DoDMERB password holders. When the Battalion requires a new password, they will contact Cadet Command, Directorate of Information Management.¶

Chapter 2, Leader's Training Course (LTC) `TOC`

2-1. Mission. `TOC`

The mission of the Leader's Training Course is to qualify and motivate prospective cadets (who do not otherwise qualify for lateral entry) to enroll and contract in the Advanced Course. It also provides the opportunity for selected high school graduates to qualify for entry into the Advanced Course if they attend a military junior college (MJC) and intend to contract in the Early Commissioning Program (ECP).

2-2. Responsibility. `TOC`

The Eastern Region Commander plans and conducts LTC. The program of instruction will be coordinated between HQ USACC and the Region Commander(s) to accomplish the same training (tasks) to the same standards required for the on-campus program during the Basic Course.

2-3. Description. `TOC` LTC is divided into four phases.

a. The **Soldier First** Phase. This is a Basic "introduction to the Army" to teach cadets skills and knowledge necessary to successfully participate in the next three phases. Cadets have described this phase as "teaching them what right looks like". Specifically, cadets learn military customs and courtesies such as saluting, how to wear the uniform and how to march.

b. The **Warrior Leader** Phase. This part of their training covers adventure training, which builds both cadet self confidence and unit esprit-de-corps. Focus is on individual skills as a precursor to learning group dynamics. Cadets learn basic military skills in order to function as a small group member.

c. The **Bold Leader** Phase. This phase is the course's "Capstone Exercise". Cadets are exposed to squad level operations where cadre assesses the cadet's leadership ability in a field environment. The Field Training Exercise is intentionally tough and introduces the element of stress. Throughout the exercise cadets encounter physical and mental obstacles that challenge them as a person, cadet and leader.

d. The **Future Leader** Phase. This portion of the cadet's training introduces them to the social aspect of the Army. Final briefings are conducted as well as a Family Day in conjunction with a cadet-run graduation ceremony.

2-4. Training. `TOC`

LTC training is conducted by committees composed of ROTC cadre, Reserve Component soldiers, and tasked FORSCOM unit personnel. Training includes the Field Leader's Reaction Course, Confidence Training, First Aid, Rappelling, Stream Crossing, Map Reading, Land Navigation, Orienteering, Basic Rifle Marksmanship, and Squad Lanes (paintball).

2-5 Detailed Information. `TOC`

For detailed information on LTC refer to **Appendix D** (Cadet Command Circular 145-04 (LTC)) and **Appendix E** (TAC Officer SOP), and **Appendix Q** (Passport to Gold).

Chapter 3, Cadet Practical Field Training `TOC`

3-1. Cadet Practical Field Training (CPFT) Program. `TOC`

a. This program provides cadets an opportunity to attend active duty skill enhancement schools and specialized training courses with active Army personnel. Opportunities to participate in the CPFT Program promote leadership skills and can impact on retention of deserving cadets. PMSs must prepare, select, and send to CPFT only those with the highest potential for completing the courses listed below and being commissioned.

b. CPFT Training includes the following:

(1) **Basic Airborne Course (BAC).**
The Basic Airborne Course (BAC) is **a three-week** program conducted by the Airborne Department, US Army Infantry Center, Fort Benning, Georgia. Successful completion of the BAC qualifies cadets to wear the Basic Parachutist Badge and be eligible for an airborne qualified CTLT position.

https://www.infantry.army.mil/airborne/airborne/

(2) **Air Assault School (AAS).**
The US Army Air Assault School is a **10-day** course of instruction conducted at Fort Campbell, KY, United States Military Academy, West Point, NY; Fort Drum, NY and Schofield Barracks, HI. The school focuses on combat assault operations involving associated equipment and U.S. Army rotary-wing aircraft. Students range from private to general officer and each must adhere to the same high standards of performance to earn the Air Assault Badge. All personnel must attend classes and pass oral, written and physical exams. Allocations vary throughout the year. Successful completion of AAS qualifies cadets to wear the Air Assault Badge.

http://www.campbell.army.mil/aas/air assault school.htm

(3) **Combat Survival Training (CST).**
CST is a **20-day** program conducted at the U.S. Air Force Academy, Colorado Springs, CO. It affords cadets the opportunity to practice employing the principles, procedures, techniques and equipment that enhance survival and evasion prospects, regardless of hostile or adverse weather conditions. The course objective is to teach the skills that facilitate the return of friendly forces without organized rescue and recovery assistance.

(4) **Combat Diver Qualification Course (CDQC).**
CDQC trains cadets to become combat divers using both open-circuit and closed-circuit systems. The course is **four-weeks and four-days** in length and training is conducted in Key West, FL. To participate in the CDQC (Phase II), cadets must first successfully pass a **10-day Pre-Scuba** (Phase I) training program. Cadet Command will conduct the Pre-Scuba training.

(5) **Cadet Field Training (CFT).**
Cadet Field Training is hosted by the United States Military Academy. This **eight-week** program is designed to develop the leadership skills of sophomore cadets. Only MS II cadets are eligible to attend. Seven weeks of CFT are conducted at Camp Buckner, New York, which is a part of the U.S. Military Academy Installation, and one week at Fort Knox, KY, for Mounted Maneuver Training (MMT).

(6) **Mountain Warfare Training (MWT).**
MWT is a **two-week** program conducted at Fort Ethan Allen, VT that requires cadets to perform mountaineering tasks in a realistic tactical mountain environment. MWT introduces cadets to the techniques and tactics required to operate in a mountainous environment under hostile conditions. Emphasis is on strenuous field exercises where cadets learn mountain-related skills. This is a challenging course where physical stamina and conditioning are keys to success.

https://www.benning.army.mil/AMWS/

(7) **Northern Warfare Training (NWT).**
NWT is a **two-week** program conducted at Fort Richardson, AK that is designed to train cadets in the skills required for conducting military operations in typical mountainous terrain found throughout the world. Emphasis is placed on basic military mountaineering skills. Physical fitness and stamina are keys to success.

http://www.wainwright.army.mil/nwtc/courses.html

(8) **United Kingdom Officer Training Course (UKOTC).**
UKOTC is a **two-week** program hosted by the British Army at The University of Cambridge and the University of London in England. Cadets are integrated with British cadets and train together as squads and platoons. Training includes weapons firing, adventure training and field training exercises.

(9) **Sandhurst Competition (United States Military Academy).**
The concept of Sandhurst is an annual military sweepstakes competition. Each **9-member team** performs a series of military tasks while moving non tactically, as rapidly as possible over a partly prescribed route of approximately **9** kms, in less than **3** hours. Scores are determined by the squad's performance on each military task, on the total time required for the squad to negotiate the course, and completion of the Commandant's Challenge event. Briefings at task sites are minimal to enable squads to complete the course as quickly as possible.

c. See **Appendix H**, Sample CPFT MOI for more details on administering the CPFT program.

3-2. CPFT Program Priorities/Goals. [TOC]

a. MSL II cadets have first priority. The Cadet Command goal is for **75%** of the CPFT allocations to be filled by MSL II cadets.

b. MSL III cadets have second priority. The Cadet Command goal is for no more than **25%** of the CPFT allocations to be filled by MSL III cadets.

c. Region Commanders must approve any CPFT allocations filled by other than an MSL II or III cadet. Once approved, courtesy copy the CPFT coordinator at HQ, Cadet Command for tracking purposes and to ensure change is made in CCIMS.

3-3. CPFT Initial and Closure Reports. [TOC]

Cadet Command Personnel (LNO) supervising cadets participating in CPDT training will submit an initial and closure report to the CPFT project manager annotating the report time of the cadet and departure time of each cadet following the military school graduation. The report will include the name of the cadet, battalion of the cadet, arrival time and departure time. Reports will be forwarded to the CPFT coordinator, HQ, Cadet Command, Attn: Deputy Chief of Staff, G-3. The CPFT coordinator will forward reports to Regions who will then disseminate the information.

Chapter 4, Leader Development and Assessment Course (LDAC)/Warrior Forge `TOC`

4-1. Mission. `TOC`

The mission of the Leader Development and Assessment Course is to train cadets to Army standards, develop leadership, and evaluate officer potential. LDAC is the most significant training and evaluation event in ROTC. Training is complex, challenging, and rigorous and is conducted in a stressful training environment.

4-2. Responsibility. `TOC`

The Western Region Commander plans and executes LDAC as directed in the standard program of instruction (POI). LDAC supplements on-campus instruction and training and provides practical experiences and opportunities for cadets to develop and demonstrate their leadership potential. The CG USACC must approve recommendations for changes to the POI or command guidance concerning the conduct of LDAC.

4-3. Attendance. `TOC`

Attendance and successful completion of LDAC is a pre-commissioning requirement. Cadets generally attend LDAC at the conclusion of their MSLIII year. LDAC attendance may be deferred to the end of the MSLIV year with the approval of the Brigade Commander. Medical problems, hardship, or compelling academic reasons for deferment are generally considered for approval; reasons of cadet convenience, lack of adequate preparation, poor or failing APFT score, overweight, or PMS preference are not considered for approval.

4-4. Description. `TOC`

LDAC or operation WARRIOR FORGE is the most important training event for an Army ROTC cadet. The **33-day** training event incorporates a wide range of subjects designed to develop agile and adaptive leaders and evaluate leadership ability. The challenges are rigorous and demanding, both mentally and physically. WARRIOR FORGE tests intelligence, common sense, ingenuity and stamina. These challenges provide a new perspective on an individual's ability to perform exacting tasks and to make difficult decisions in demanding situations. WARRIOR FORGE places each cadet in a variety of leadership positions, many of which simulate stressful combat situations. In each position, cadets will receive evaluations from platoon tactical and counseling (TAC) officers and noncommissioned officers. In addition to proving their leadership ability, cadets must meet established standards in physical fitness, land navigation, communication, combat patrols and demonstrate their proficiency in many other military skills. Cadets must excel at WARRIOR FORGE to be considered competitive for active duty selection as an Army officer.

4-5. Training. `TOC`

WARRIOR FORGE training is conducted by committees composed of ROTC cadre, Reserve Component soldiers, and tasked FORSCOM unit personnel. Training includes the Field Leader's Reaction Course, Confidence Training, Basic Rifle Marksmanship, Security Operations, Land Navigation, Individual Tactical Training, Fire Support, Hand Grenade,

First Aid/NBC, Squad Situational Training Exercises, and Patrolling Situational Training Exercises.

4-6. Regimental Affiliation. TOC

One special aspect of WARRIOR FORGE is the Regimental Affiliation Program. Each cadet regiment is affiliated with an established and honored Army Regiment. The cadet battalions adopt the honors, lineage and heraldry of their respective active regiments. The purpose of the program is to infuse each cadet with regimental esprit de corps and pride.

4-7. Detailed Information. TOC

For detailed information on LDAC refer to **Appendix J** (Cadet Command Circular 145-05), **Appendix K** (WARRIOR FORGE TACSOP), **Appendix L** (WARRIOR FORGE SOP), and **Appendix M** (WARRIOR FORGE Educators' Visit).

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Chapter 5, Cadet Troop Leadership Training Programs TOC

5-1. General. TOC

CTLT consists of three sub-programs or tracks: Cadet Troop Leadership Training (CTLT), Cadet Internships, and the Drill Cadet Leadership Training (DCLT) programs.

5-2. CTLT- Platoon Leader Program. TOC

a. The platoon leader track consists of platoon leader positions identified by active Army line units, and Army Reserve or National Guard units, or in G-bands (guerilla units) at the John F. Kennedy Special Warfare Centers Robin Sage Exercise.

b. Cadets are assigned to these positions by their Professor of Military Science (PMS) and attend following successful completion of LDAC in accordance with the LDAC policies and procedures.

c. Cadets receive an Officer Evaluation Report (OER) upon completion of the platoon leader assignment. The typical CTLT program period is **18-21** days in the Continental United States (CONUS) and **27-30** days Outside Continental United States (OCONUS).

d. Successful completion of LDAC is a non-waiverable prerequisite. In this program, the cadets future military goals (branching) or desired unit (location) are considered in finalizing the cadets CTLT assignment.

e. CTLT- Platoon Leader Program Prerequisites:

> (1) MSL III cadets have priority. MS IV cadets who did not attend or failed to successfully complete LDAC the previous year (due to injury) are eligible to participate after successful completion of LDAC only if the MSL IV cadet will graduate in December or later. Simultaneous Membership Program (SMP), MSL I, MSL II, MSL IV cadets who will be commissioned at LDAC, MSL V, and completion cadets **are not** authorized to participate in CTLT.

> (2) All cadets attending CTLT must meet the Army height/weight and physical fitness standard both at the time of assignment and while attending training.

(3) All cadets attending CTLT must hold a current cumulative GPA of **2.5** or higher on a 4.0 scale.

5-3. CTLT Internship Program. **TOC**

a. Internships provide cadets with an opportunity to exercise specialized language, technical or research skills. The duration of all internships is approximately four-weeks. Exceptions are made on a case by case basis. At the conclusion, most cadets receive an Officer Evaluation Report (OER).

b. Cadets must apply for internships in accordance with procedures identified on the CTLT website, **http://www.rotc.usaac.army.mil/** beginning **1 October o**f each year, but no later than **1 December**.

c. The internship track consists of **16** internship programs. Programs are added and deleted as necessary to facilitate program management, meet cadet needs, and according to the level of support provided by host agencies. Current programs are:

(1) Army Medical Department Internship Program (AMEDDIP).

(2) Army Science Board Internship Program (ASBIP).

(3) Central Identification Laboratory Internship Program (CILIP).

(4) Cadet Internship Program (CIP).

(5) Chaplain Internship Program (CHIP).

(6) Engineering Internship Program (EIP).

(7) Health Facilities Planning Agency Internship Program (HFPAIP).

(8) Judge Advocate General Internship Program (JAGIP).

(9) Lawrence Livermore Laboratory Internship Program (LLLIP).

(10) National Ground Intelligence Center Internship Program (NGICIP).

(11) Nurse Summer Training Program (NSTP).

(12) Olmsted Foundation Cadet Overseas Travel and Cultural Immersion Program (OFCOT).

(13) Public Affairs Officer Internship Program (PAOIP).

(14) Research Internship Program (RIP).

(15) Specialized Internship Program (SIP).

(16) Strategic Command Internship Program (STRATCOMIP).

d. CTLT Internship Program Prerequisites.

(1) MSL III cadets have priority. MS IV cadets who did not attend or failed to successfully complete LDAC the previous year (due to injury) are eligible to participate after successful completion of LDAC only if the MSL IV cadet will graduate in December or later. SMP cadets may participate in the Internship Program.

(2) MSL I, MSL II, MSL IV cadets who will be commissioned at LDAC, MSL V, and completion cadets are not authorized to participate in Internships.

(3) Generally, a **3.0** cumulative grade point average (GPA) is required. Exceptions are noted on the **http://www.rotc.usaac.army.mil/** site for each individual internship type.

(4) Cadets must meet APFT and height/weight standards at the time of application and during participation in CTLT and internships.

(5) Cadets must meet all internship or program specific prerequisites listed on the CTLT Homepage. Prerequisites and eligibility identified on the homepage supersede those listed here.

(6) Scholarship MSL IIs, contracted MSL IIIs, and MSL IVs who will graduate in December or later may participate in the OFCOT program.

(7) MSL II through MSL V and completion cadets may participate in the Lawrence Livermore National Laboratory (LLNL) Internship if they are selected by LLNL to participate. For MSL IIIs. LDAC is a prerequisite. All cadets may apply unless they are under academic probation or pending a disenrollment action.

(8) Only cadets may participate in the CTLT programs (platoon leader and internship). Cadets scheduled to be commissioned prior to CTLT execution are not eligible for participation.

5-4. DCLT Program. TOC

a. Drill Cadet Leadership Training (DCLT) is a **4-week** program that provides cadets with an opportunity to apply leadership skills, interact with highly skilled and experienced Noncommissioned Officers (NCOs) and drill sergeants, and improve common task skill proficiency in an Army training environment. Cadets serve in positions with the cadre of Initial Entry Training (IET) and One-Station Unit Training (OSUT) units -- Basic Combat Training.

b. Cadets are assigned to DCLT positions by their PMS and attend the mandatory TRADOC Cadre Training Course (CTC) prior to participating in a three week utilization-tour with an IET or OSUT battalion or company. Cadets can expect to interact closely with drill sergeants, basic training soldiers, and support personnel, as well as, participate in warrior and field training tasks.

c. DCLT Program Prerequisites.

(1) MSL III cadets have priority. MS IV cadets who did not attend or failed to successfully complete LDAC the previous year (due to injury) are eligible to

participate after successful completion of LDAC only if the MSL IV cadet will graduate in December or later.

(2) Simultaneous Membership Program (SMP), MSL I, MSL II, MSL IV cadets who will be commissioned at LDAC, MSL V, and completion cadets are not authorized to participate in DCLT.

(3) Generally, a **3.0** cumulative grade point average (GPA) is required.

(4) Cadets must meet APFT and height/weight standards at the time of application and during participation in DCLT. Cadets attending DCLT must be in peak physical condition in order to participate in Soldier training and avoid injury.

(5) Cadets must complete the Cadre Training Course before interacting with IET/OSUT recruits.

5-5. Permissive Parachute Jumping. TOC

a. Authorization. **IAW AR 614-200**, the approval authority for airborne qualified cadets to perform parachute jumping with units outside of the Basic Airborne Course (BAC) is the Commanding General, USACC. This authority may not be delegated.

b. Elements/Installations hosting CTLT spaces may designate selected CTLT (platoon leader) spaces requiring assignment of a cadet who is a graduate of the U.S. Army Airborne School and has been awarded the Parachutist Badge. Cadets must attend refresher training **IAW AR 614-200**.

c. Qualified CTLT cadets may only participate in a parachute jump if the unit to which they are assigned is conducting jump operations. Cadets assigned to non-airborne CTLT slots on installations with airborne units or to airborne units not conducting jump operations during the CTLT period may not participate in jump operations.

d. Cadet Command Information Management System (CCIMS) will reflect the requirement for the assignment of an airborne-qualified cadet to an airborne CTLT slot with a **Y** for YES and a **N** for No in the column labeled **Perm Jump Auth**.

e. Host ROTC battalions who assign cadets to CTLT jump allocations must fax or e-mail a copy of the permanent orders awarding the parachutist badge for successful completion of Airborne training to the CTLT Program Manager at **757-788-5454**. No other form of verification is required or will be accepted. **Orders are due NLT 15 March annually.**

5-6 Security Clearance. TOC

a. Elements/Installations hosting CTLT spaces may designate selected CTLT (**platoon leader & internship**) spaces as requiring the assignment of a cadet who has a security clearance.

b. If a security clearance is required, but a clearance request has not been initiated, cadets will initiate security clearance documentation **IAW AR 380-67** for the position applied. If an interim clearance is needed, submit written request within **90 days to USACC (ATCC-PA-C) Security Office** prior to submitting application for CTLT.

c. If the cadet has a security or interim clearance, contact the USACC Security Manager, requesting a clearance verification statement. Host ROTC Battalions must provide verification of a security clearance or interim clearance on request of the CTLT Program Manager or Host/Installation CTLTPO only. Verifications do not need to be included in CTLT internship application packets.

Chapter 6, Task Organization and Responsibilities `TOC`

6-1 Headquarters, U.S. Army Cadet Command. `TOC`

a. United States Army Cadet Command (USACC) Deputy Chief of Staff, G-3. Designate a CPDT Program Manager to execute and oversee the CTLT and CPFT programs from within the G-3 staff.

b. CPDT Program Manager.

    (1) Appoint CPFT, CTLT, and DCLT Program Managers.

    (2) Provide program guidance.

    (3) Report statistical data upon course completion and collect AAR comments to improve training.

    (4) Identify the budget for execution.

c. CPFT Program Manager.

    (1) Provide guidance, assistance, and coordination to Regions and CPFT-hosting elements. Conduct staff coordination as required.

    (2) Designate regions to provide LNOs for all CPFT opportunities.

    (3) Coordinate access to the Army Training Requirements and Resource System (ATRRS). Request training seats/quotas from the following elements by the dates indicated:

        (a) ABN: Although coordination is year round, request quotas from Training Operations Management Activity (TOMA) through ATRRS annually by **15 March**.

        (b) AAS: Coordination is year-round. However, quotas are obtained directly from the following school/course locations by the dates indicated:

            (1) USMA (West Point), Department of Military Science (DMI): Request quotas annually by **15 October**.

            (2) Fort Campbell, KY, 101st Division G-3: Request quotas annually by **15 September**.

            (3) Fort Drum, NY: Request quotas annually by **15 October**.

(4) Schofield Barracks, HI: Request quotas annually by **15 October**.

(c) Northern Warfare Training (NWT). Request quotas annually from the U. S. Army Alaska Schools, Fort Richardson, AK by **15 September.**

(d) Mountain Warfare Training (MWT), Summer training Ethan Allen, VT: Request quotas annually from the National Guard Bureau Individual Training Branch, by **15 March**. Quotas are allocated through ATRRS.

(e) Combat Survival Training (CST) USAFA, Colorado Springs, CO: Request quotas annually directly from 34th Training Squadron by **15 September**.

(f) Cadet Field Training (CFT), USMA, Fort Buckner: Request quotas annually from USMA, Department of Military Science (DMI) by **15 October**.

(g) Combat Divers Qualification Course (CDQC), Key West, FL: Request CDQC quotas and Pre-Scuba class dates annually from U. S. Army Special Operations Command by **15 March.** Quotas are allocated through ATRRS.

(h) United Kingdom Officer Training Corps (UKOTC), England. Request quotas annually from the UKOTC POC by **15 August.**

(i) Sandhurst Competition, USMA, West Point, NY. Request quotas annually from USMAs British LNO by **25 January**.

(4) Complete the following actions by the dates indicated.

(a) Add Winter ABN quotas to CCIMS by **20 October.**

(b) Add Summer ABN, Winter AAS, NWT, MWT, CST, UKOTC & CFT quotas to CCIMS by **15 November**.

(c) Write CPFT MOI and publish to website by **1 December**.

(5) Complete the following actions for UKOTC:

(a) Write MOI and publish on the website by **30 January.**

(b) Request theater clearances for participating cadets and cadre by **1 April.**

(c) Submit request to TRADOC for NATO orders for cadre by **15 April.**

(6) Each ROTC region (Eastern and Western) will provide three teams for the Sandhurst Competition. Complete the following actions for the Sandhurst Competition by the dates indicated:

(a) Coordinate with Regions for information on which teams will compete in the Sandhurst Competition by **30 December.**

(b) Attend In-Progress Reviews at USMA, West Point, NY.

(c) Plan and perform reconnaissance for competing team's cadre by **15 March**.

(7) Import summer CPFT slots to CCIMS and allocate to Regions **NLT 23 March**. Import additional CPFT slots to CCIMS as they become available and allocate to regions.

(8) Perform deletions, additions and edits in CCIMS on CPFT allocations as required.

(9) Compile a weekly CPFT Status Report on number of allocations by school, course and region as needed.

(10) Provide hosting elements CPFT Liaison Officer (CPFT LNO) with Cadet Assignment List. List will reflect CPFT location, cadet names, gender, university/college, region, and date of assignment **NLT 30 days** prior to training.

(11) Provide assistance to regions.

(12) Prepare a consolidated AAR for USACC **NLT 23 September**.

b. CTLT Program Manager (PM).

(1) Provide guidance, assistance, and coordination to regions and CTLT hosting elements.

(2) Facilitate cadet assignment to CTLT positions through coordination with USACC staff; DOD, DA, MACOM and region CTLTPOs; internship CTLT coordinators; and host units.

(3) Prepare orders templates for CCIMS which identify all cadet travel, meals, lodging, and special requirements **NLT 1 March.** Authorize orders amendments as necessary.

(4) Request CTLT allocations from hosting CTLT elements via a memorandum NLT the second week of August. The memorandum will announce CTLT time frames based on USACCs Training Guidance for LDAC graduation dates.

(5) Instruct CTLT hosting elements to identify CTLT positions within sub-elements and submit position information to USACC, (ATCC-TR-T) CTLT PM NLT **1 November.**

(6) Prepare a separate memorandum for CTLT positions within DA staff agencies addressed to the Director of the Army Staff. Route the memorandum through CG, USAAC to the Director of the Army Staff.

(7) Compile position allocations and determine distribution to regions based on branch, gender, and location. Distribution of positions should be demographically representative of the regions cadets.

(8) Import CTLT positions to Cadet Command Information Management System (CCIMS) and allocate to regions **NLT 1 January.**

(9) Notify Region CTLTPOs of allocations.

(10) Perform deletions, edits, and additions in CCIMS on CTLT allocations as required.

(11) Provide an updated listing of Hosting Element/Installation Project Officers **NLT 30 May**.

(12) Compile a weekly CTLT Fill Report by region from **April** through **June**.

(13) Provide hosting elements CTLTPOs a Cadet Assignment List, which reflects location of assignment, cadet names, university or college, region, branch assignment, CTLT report/depart dates, and email addresses **NLT 30 May**.

(14) Draft and staff with USACC RM, a Dining Facility Support which provides fund cite information to host location DFACs for cadet meals and provide to Army installations hosting CTLT training **NLT 1 May**.

(15) Plan and implement the annual CTLT Discussion Forum and AAR on ROTC Blackboard (**http://rotcblackboard.com**). Archive comments **NLT 1 October**.

(16) Compile the CTLT annual AAR NLT **1 October.**

(17) Augment Western Region in the LDAC CPDT Cell from two weeks prior to first CTLT/DCLT cycle executed until released.

(18) Coordinate with the George and Carol Olmsted Foundation for OFCOT reporting and funding.

(19) Develop the order of merit for each internship type.

(20) Update the CTLT Web pages as necessary to remain current and useful.

(21) Facilitate the Permissive Jump Memorandum for CTLT cadets NLT **1 May**. The memorandum must only authorize cadets who have submitted a copy of their orders awarding them the airborne parachutist badge.

6-2. ROTC Region Commander. TOC

a. Provide Liaison Officers (LNOs) to support reception, staging, onward movement and integration of cadets and submit reports. For detailed LNO tasking see **Appendix G** (CPDT LNO Tasking).

b. Provide a Region CTLT/DCLT Project Officer (CTLTPO).

c. Western Region Commander. Provide an LDAC CPDT Cell. The CPDT Cell responsibilities include but are not limited to:

(1) Assume controlling authority for CTLT execution from the start of LDAC until all cadets attending CTLT/DCLT/or CPFT are departed from LDAC.

(2) Travel. Coordinate cadets flight reservations from LDAC to CTLT location and follow-on to HOR or SOR.

(3) Email the host CTLTPO, the ROTC LNO and Eastern Region CTLTPO representative all airport and flight information **NLT 48 hours** prior to the cadets scheduled report date.

(4) Notify the CTLTPO via telephone and by e-mail of late arriving cadets and provide updated airport and flight information.

(5) Coordinate cadet placement/replacement in vacant CTLT and DCLT positions.

(6) Fill CTLT and DCLT positions that become available during LDAC.

(7) Notify by email: Eastern Region CTLTPO, Western Region CPDTPO, LNOs, and CTLTPO/internship preceptor of any changes of cadets scheduled to attend a CTLT or CPFT following LDAC.

(8) Generate order amendments for cadets as necessary.

6-3 Region CTLT Project Officer (CTLTPO). TOC

a. Identify LNOs and provide specific guidance about deployment and redeployment dates based on guidance from the CTLT PM.

b. Review CCIMS allocations and forward an itemized discrepancy list via email to the CTLT PM **NLT 5 January.**

c. Allocate CTLT positions to brigades within **five working days** of CCIMS opening to region. Non-contracted cadets assigned in CCIMS for a CTLT allocation must be contracted before arriving at LDAC.

d. Use CCIMS to monitor brigades and battalions fill activities. Ensure battalions assign cadets equally among the available regiments. CTLT allocations returned by brigades may be redistributed within the region or returned to USACC G-3.

e. Ensure brigades and battalions adhere to USACC policy of CTLT having priority over CPFT for MS III cadets.

f. Provide CCIMS assistance to brigades and battalions.

g. Coordinate lodging contracts and IMPAC credit card payments for lodging **NLT 45-60 days** prior to cadets arrival.

6-4 Brigade Commander. `TOC`

Designate a brigade-level CTLTPO to coordinate all actions pertaining to CTLT with the Region CTLTPO.

6-5 Brigade CTLT Project Officer (CTLTPO). `TOC`

(1) Allocate CPDT positions to battalions within **five working days** of receiving allocations from the Region.

(2) Use CCIMS to monitor battalions fills activities for all summer training. Battalions will assign cadets equally among available regiments for LDAC. For example, battalions sending up to **12** cadets will assign no more than one cadet per regiment. Battalions sending **12-24** cadets will assign two cadets per regiment, etc. This distribution does not pertain to cadets with CTLT follow-on training. Once a regiment reaches its maximum size, the CCIMS Training Module will not allow any more cadets into that regiment.

(3) Monitor CCIMS to ensure battalions do not perform cadet reservations prior to the date established by USACC G-3. CTLT allocations returned by battalions may be redistributed within the brigade or returned to the region for redistribution. Positions must be filled or turned in for redistribution **NLT 28 February**.

(4) Provide CCIMS assistance to battalions.

(5) Contact Region CCIMS POC for assistance or obtain authorization via email to contact USACCs CTLT PM for assistance.

(6) Assist in CTLT internship process by:

   (a) Receive CTLT internship applications from battalions.

   (b) Review each submission for completeness. Forward only complete packets.

   (c) Identify the types of internships requested and the applicant's academic majors or special skill sets to the CTLT PM to facilitate acquisition of allocations. This information should be forwarded for all applicants with complete application packets or for cadet applicants waiting on only one application prerequisite (e.g. interim security clearance, language test scores, etc.). No information should be forwarded for applicants who do not meet the minimum prerequisites for GPA, fitness, height/weight, MSL level, cadet enrollment status, or special skill set.

(7) Facilitate OFCOT selections.

   (a) Review all OFCOT applications.

   (b) Create an OML.

   (c) Forward only one primary and on alternate packet for your brigade.
    Recommend to all non-selects to apply to the NGCIP program as linguists.

6-6 Professor of Military Science (PMS). TOC

a. Ensure each cadet scheduled to attend LDAC reviews the Cadet Command branching website and makes four branch of interest selections. The cadets selections must be entered in CCIMS at the time of the LDAC or CTLT assignment.

b. Select only qualified cadets to attend allocated CPFT, CTLT platoon leader, and DCLT positions with in five days of receiving the positions.

   (1) Return slots to brigade of you do not have any qualified applicants in the primary MSL group.

   (2) Prior to assigning a cadet to any summer follow-on training position, verify that the cadet will be able to complete the training **prior to the start of the next school year.**

   (3) Approval to depart early or extend in a CTLT platoon leader, internship, or DCLT position must be obtained in writing from the Western Region commander between **1 Jun** and **1 September.** Prior to **1 June** the approval authority is the brigade commander. Positions durations may be adjusted prior to assignment if requested through the chain of command to the CTLT PM. Emergency situations will be dealt with on a case by case basis.

c. Assign only airborne (ABN) qualified cadets to CTLT positions designated as an ABN CTLT position. Fax a copy of cadets orders awarding the Parachutist Badge to the **CTLT PM at (757) 788-5454 (DSN 5454) NLT 15 March**. Cadets whose orders are not received will be deleted from the CTLT position and the battalion will loose the allocation outright.

d. Facilitate the CTLT internship program.

   (1) Identify cadet who may be eligible to apply for a CTLT internship and assist them to prepare and submit an application. All applicants must be fully qualified at the time of application. Application packets must be complete as received by the CTLT PM NLT **1 December**.

   (2) Notify the cadet of selection to an internship. The CTLT PM will notify the chain of command about all internship approvals via email.

   (3) Assist the cadet to request advanced travel when it is authorized on the cadets orders.

   (4) Educate cadets on CPDT program and realistic expectations about the program. Inform cadets that failure to attend or complete LDAC will result in the cancellation of the CTLT assignment.

e. In cases of extenuating circumstances when early release and/or extension is submitted, contact the hosting elements CTLTPO and the release/extension approval authority.

f. Do not schedule/perform cadet reservations in CCIMS prior to the date established by USACC G-3.

g. In the event a cadet fails to pay all debts, initiate a **DD Form 139**, Pay Authorization Adjustment to cover any and all personal debts not settled prior to departure from the CTLT duty assignment.

6-7 Cadet. `TOC`

a. Complete LDAC.

b. Possess **DD Form 2** (Reserve) or the Common Access Card (CAC) U. S. Armed Forces Identification Card, when reporting to CTLT assignment.

c. Pay all personal debts i.e., telephone bill, laundry services, room service charges, bad checks or fees prior to departure.

d. Maintain professional appearance and bearing at all times (on and off duty).

e. Complete all pre-requisite training.

f. Seek leadership and training experiences. You get out of training what you put into training.

6-8. Liaison and Non-ROTC Personnel. `TOC`

a. ROTC Liaison Officer/NCO. See **Appendix G** (CPDT LNO SOP).

b. Installation or Organization CTLTPO. See **Appendix O** (Host CTLT/DCLT Host Unit/Agency Commanders Guide); See **Appendix N** (CTLT/DCLT MOI)

c. Host Unit, USAAC DCLTPO, NSTP PO, AMEDDIP PO. See **Appendix O** (Host CTLT/DCLT Host Unit/Agency Commanders Guide)

Chapter 7, Administrative Details `TOC`

7-1. Orders. `TOC`

a. Each battalion will initiate orders for assigning cadets to training allocations in CCIMS.

b. Human Resource Assistants (HRA) will use the orders template for the appropriate assignment located in the CCIMS orders module.

c. **Manual orders** will be used only when CCIMS automated orders are not available for a specific type of training.

7-2. Travel. `TOC`

a. Cadets may report for CONUS CTLT/DCLT/CPFT to assigned unit either in a group or individually. Cadets will report for OCONUS CTLT in groups only. The LDAC CPDT Cell will provide the hosting command/installation CTLTPO detailed information concerning the method and time of arrival of cadets. Ideally, the LDAC PO email the flight itinerary and

cadet manifest the hosting element/installation CTLTPO and ROTC Region CTLTPO NLT **two days** prior to the cadets arrival with flight arrival information, the name of group leader, if group travel, and the expected number of cadets.

b. Travel Reservations.

(1) LTC/LDAC/CPFT only. ROTC host battalion will make one way ticket reservations for the cadet from SOR/HOR to training. LTC/LDAC/CPFT will make the return ticket from training to SOR/HOR.

(2) LDAC followed by CPFT/CTLT/DCLT. ROTC host battalion schedules cadet travel from HOR/SOR to LTC/LDAC. The LDAC CPDT Cell schedules travel from Ft. Lewis to the CPDT location and return to HOR/SOR. Hosting elements/installations CTLTPOs or LNOs will verify return travel and coordinate authorized travel changes.

(3) Hosting element/installation CTLTPO or CPFT LNO must collect cadet orders upon arrival and coordinate any changes in departing flights with the government travel agency (e.g. **Carlson Wagonlit Travel/Almeda Travel**).

7-3. Arrival and Departure Procedures. TOC

a. Arrival Procedures.

(1) Upon arrival at the element/ installation, the CTLTPO will electronically and/or telephonically **notify the LDAC CPDT Cell within 24 hours of cadets arrival.** Notification should include cadets name and schools.

(2) The CPFT Program Manager will provide the LNO with a roster of course attendees **NLT 7-14 days prior to course start date.**

(3) CTLT/DCLT cadets will report according to the instructions contained in their individual Location Information Sheets (LIS).

b. Departure Procedures.

(1) Hosting element/installation CTLTPO or CPFT LNO is not authorized to extend training tour length without prior approval of the USACC CPDT Program Manager. USACC CPDT Program Manager must be notified via electronic and/or telephonic means as soon as possible when/if a cadet is released due to an emergency message through the Red Cross.

(2) The CTLT/CPFT training period is complete upon the cadet's return to HOR or SOR.

7-4. Cadet Identification Card. TOC

Cadets will have a **DD Form 2** (Reserve) or the Common Access Card (CAC) prior to reporting to CTLT. The ID card by itself does not authorize any privileges. However, with a valid set of orders, this card is sufficient for all identification purposes at the cadet's CTLT installation. Cadets are authorized access to all installation facilities, i.e., commissary, military clothing sales, Post Exchange, and Morale Welfare and Recreation sites.

7-5. ROTC Liaison Visits. `TOC`

The CPDT Program Manager may conduct liaison visits to monitor program successes. Visits may be made at critical times in the program, such as arrival and departure periods. Installations new to the program and those with large numbers of cadets (over 20) will be given priority. The CPDT Program Manager will determine time and length of visits in coordination with the hosting element/installation CTLTPO or Commandant of the CPFT school/course.

7-6. Hospitalization & Cadet Health Benefits. `TOC`

a. CTLT. **Cadet Command Pam 145-4**, SOP Enrollment, Retention and Disenrollment Criteria Policy and Procedures, **Appendix B**, contains policies and procedures for ROTC cadets attending CTLT. The hosting command/installation CTLTPO is responsible to immediately report all cadet hospitalizations to the USACC, CTLT Program Manager. Refer to **AR 40-3**, Medical, Dental, and Veterinary Care.

b. CPFT. The CPFTPO is responsible to immediately report all cadet hospitalizations to the USACC CPFT Program Manager. Refer to **AR 40-3**.

c. Urgent/Emergency Care. Outpatient urgent or emergency care can be rendered by any military treatment facility clinic or hospital (MTF) despite the lack of any DEERS indication of eligibility. The MTF will make a determination whether they will treat the cadet. If the MTF refers the cadet for civilian treatment or hospitalization, the contractor (TRICARE/ Humana) can issue authorization for care on the MTFs referral. When a cadet is unable to seek urgent/emergency care at a MTF and seeks care in a civilian urgent care center or hospital emergency room, he/she is eligible for and should use Workmans Comp. For all injuries requiring medical care, a **CA-1** and Line of Duty (LOD) must be completed and forwarded to the cadets school by the hosting/element/installation. A medical treatment record from the MTF or a OWCP-1500a/HFCA 1500 (if non-MTF) must be obtained from the attending physician to process any claims through OWCP.

d. Routine Care. Cadet uses his/her private insurer or pays out of pocket for all routine care. Cadet Health Benefits (ROTC) is in the MCSC Operations Manual (March 2001), which is available at: **www.tricare.osd.mil**.

7-7. Discipline. `TOC`

a. ROTC Cadets are not subject to punishment under the UCMJ.

b. Disciplinary problems with cadets are not anticipated; however, inform the Cadet Command CPDT Program Manager of any serious breaches of discipline that occur. Correct minor infractions on the spot as appropriate.

c. Non-judicial serious infractions may result in the termination of cadet training if CTLT/DCLT host and CPDT Program Manager or designated representative agree to terminate training. If training is terminated a Letter or Reprimand from the host unit commander must be sent to the cadets PMS and may negatively effect the cadets standing on the automated order of merit list for branching.

d. Civil authorities will prosecute violations of civil law as required.

7-8 Emergency Leave. `TOC`

Cadet emergency leave requests will be processed through the PO or LNO. Approval criteria are the same as for active duty personnel. Immediately notify the CPDT Program Manager. This allows the appropriate change to be made to the cadets pay status. Cadets departing CPDT under an emergency status will be terminated from the CPDT program; however, termination will not effect the cadets placement on the automated order of merit list for branching.

7-9 Lodging. `TOC`

a. CONUS. Lodging charges for cadets are coordinated by ROTC regions. Coordination for billeting at each installation falls under the control of one of the ROTC regions.

b. Regions coordinate and contract lodging for installations in the same area of the country as their schools. Since region boundaries change, contact the region POC to confirm billing as required. Complete billing address for Cadet Command is: **HQ USACC, (ATTC-RP), 55 Patch Road, Fort Monroe, VA 23651**.

c. **OCONUS (USAREUR/Korea)**. Seventh and Eighth Army CTLTPOs must coordinate with housing/lodging managers prior to offering CTLT positions to ensure lodging is available.

d. Installations hosting cadets should provide government-controlled, permanent party, unaccompanied housing. Consider the use of transient housing when permanent quarters are not available. **HQ USAREUR,** Eighth Army lodging office and contracting command will provide annual guidance for billeting procedures.

e. Cadets will not be billed for lodging costs.

f. As a general rule, same gender cadets should/will be billeted two per room regardless of the CTLT or DCLT program of participation.

7-10. CTLT/CPFT Messing and Subsistence. `TOC`

a. Cadets participating in CTLT/CPFT training will use the field ration dining facilities without charge to the individual. Policy procedures to charge subsistence costs to the DA open allotment are provided by HQDA. There will be no exception to this policy. **AR 30-22,** The Army Food Program, governs procedures for subsisting cadets. Financial Management Regulation **7000.14-R**, Vol 7A, Chapter 59, Para 590104c applies to the government meals furnished with charges.

b. CTLT/DCLT hosting unit commanders will issue each cadet a **DD Form 714** (Meal Card) overstamped with the words "ROTC." Meal procedures cited in **AR 30-22** apply. Cadets assigned to organizations that no longer use DD Form 714 will enter the dining facility by showing a copy of the assignment orders and Identification Card.

c. IAW **AR 30-22**, the dining facility will maintain **DA Form 2970** (Subsistence Report and Field Ration Request). Enter information concerning ROTC cadets on Section E of **DA Form 2970**. Additionally, installations are required to maintain **DA Form 2969-R** (Food Cost and Feeding Strength Summary, U.S. Army Reserves) in accordance with **AR 30-5**,

Food Cost and Feeding Strength Summary (RCS CSGLD-1596 (R-5)).

d. Cadets assigned to CTLT assignments not co-located on a military installation will be authorized per diem to cover meals costs.

f. Cadets assigned to CTLT assignments operating on shifts where no dining facility is available (e.g. DFAC is closed on weekends) will be authorized commercial meals for only those meals not supplied from a dining facility. A statement of non-availability must be provided by the Dining Facility or installation G-4.

7-11. Clothing and Equipment. `TOC`

a. Cadets will be issued organizational clothing and equipment (**CTA 50-900**), as needed by the host element/installation unit. Property that is damaged or lost by a cadet will be accounted for **IAW AR 735-5**. If a cadet is involved in any property accountability problems, the appropriate region of origin must be notified, (Logistics Officer), to process possible collection action.

b. Cadets are not authorized reimbursement or clothing allowances for clothing or equipment required to attend CPDT.

c. Cadets attending CPFT must have all items exactly as listed on the packing lists as listed on the specific school of attendance. School web links are located at **http://www.rotc.usaac.army.mil/**.

d. Rank. Cadets will wear the patrol cap or garrison (overseas) hat **with cadet second lieutenant rank** throughout CTLT. **Cadets will not wear berets**.

e. Physical Fitness. The Army Physical Fitness Uniform or university equivalent and reflective belt or road guard vest will be worn for unit PT. Civilian fitness attire is authorized for off-duty or specially directed PT sessions.

f. Off-duty uniform. As directed by the host command, in good taste. Casual clothing is authorized with in post regulations. Torn and ripped clothing, extremely baggy or revealing clothing is not authorized. Cadets will conform to **AR 670-1** standards, post directives, and unit policies.

7-12. Awards. `TOC`

Cadets will not be awarded active Army awards, medals or certificates. Cadets may accompany their units through Expert Infantryman Badge (EIB) training and testing, but they may not be awarded the badge.

7-13. Information Activities. `TOC`

Hosting elements are encouraged to generate news and press releases pertaining to the program. CTLT hosting installations/agencies participating in this pro-gram should make available a **DD Form 2266**, Information for Hometown News Release, to each assigned cadet. The installation/agency information officer will process completed forms.

In addition to releasing through normal outlets, information officers are encouraged to provide photographs and stories for cadets participating in newsworthy activities directly to

Commander, U.S. Army ROTC Cadet Command, (ATCC-MP), Fort Monroe, VA 23651-5000.

7-14. Pay and Allowances. **TOC**

a. Cadet Pay. Pay entitlements are authorized IAW DOD Financial Management Regulation **7000.14-R**, Vol 7A for the established base rate. The pay rate is provided to regions, brigades and battalions as soon as the active duty pay rates are published. Pay entitlements are authorized from the day of arrival at LDAC to the last day of the regiment or the last day of CTLT/DCLT, and will vary according to location. It is imperative that all cadets review their applicable finance data (mailing address, financial institution information, dependents for tax purposes, SGLI deduction, federal and state tax information, etc.) **30-45 days prior to departure for LDAC/CTLT training**.

b. HQ, Cadet Command Resource Management RM & LD, Pay Operations Division will start, stop, and make changes to base pay entitlements while attending LDAC and follow-on training based on CCIMS information. **The Camp G1 must work directly with Pay Operations Division for all adjustments to camp status and pay.**
c. Procedures for payment.

> (1) JFTR, Volume 1, paragraph U7150-F2, governs the travel and transportation allowances of ROTC cadets.

> (2) DOD Financial Management Regulation **7000.14-R**, Vol 7A prescribes the rate of pay for cadets undergoing LDAC and CTLT.

d. CTLT cadets are paid **twice a month** as a continuation of LDAC through the ending date of the CTLT period. Leave and earnings statements (LES) are sent to the HOR once departed from LDAC. **CTLT cadets are not authorized interim payments from Defense Military Pay Offices (DMPO's)**. All CTLT cadets must establish a checking or savings account for payments by direct deposit/electronic fund transfer (EFT) to an established financial institution prior to the end of the school year.

e. Base pay benefits are paid by EFT approximately **every 15 days (normal mid-month, end-of-month cycles**) after inprocessing at LDAC. During LDAC, LESs are provided at the camp location. After LDAC, LESs are sent to the cadets HOR.

f. Address all pay-related questions to **USACC RM Pay/Operations Division** for prompt resolution **(DSN 680-4633/3679, COMM (757) 788-4633/3679 or Toll Free 1-888-297-6971).**

g. **Per Diem.**

> (1) Some CTLT positions may require per diem for subsistence or lodging. In this event, orders will indicate that per diem is authorized. Only scholarship cadets are entitled to receive per diem.

> (2) The cadet and host battalion are responsible for completing the travel advance request. Request procedures and forms located at the web link **http://www.rotc.usaac.army.mil/.**

(3) Only directed commercial meals or lodging will be reimbursed.

h. The PMSs must ensure cadets submit travel vouchers within five days after completion of travel. **All cadet travel payments are made by DFAS-RO/FPT, 124 Chappie James Blvd., Rome, NY 13441-4511.**

(1) Vouchers submitted outside of the five-day window may be denied by DFAS.

(2) Cadets must identify any travel advances received when filing their final travel claims.

7-15. CPDT Counseling and Evaluations. **TOC**

a. The CTLT evaluation is designed specifically to assist in the cadets development process. Its primary purpose is to enhance the cadet's development, not to rate his/her performance.

b. Unit commanders/element supervisors should counsel individual cadets concerning their performance prior to completion of CTLT. The cadet can gain a great deal from his/her CTLT experience if counseling is accomplished while the CTLT experience is fresh.

c. All cadets participating in CTLT assignments, except the Olmsted Foundation, will receive an OER. Cadets participating in an OFCOT Internship will not receive any rating. For cadets participating in the CPFT program, only CFT cadets will receive an evaluation report.

d. CTLT/DCLT Evaluations.

(1) Cadets assigned to CTLT (platoon leader and internship positions) and DCLT will be exposed to the OES used by the U.S. Army as they prepare **DA Form 67-9-1a** (Junior Officer Developmental Support Form), **DA Form 67-9-1 (**Officer Evaluation Report Support Form) for counseling, and receive a final **DA Form 67-9**, OER. These forms may be found at: **http://www.army.mil/usapa/index.html**. The OER is for developmental purposes only and will not be entered into a permanent record.

(2) Company, troop, or battery commanders will evaluate cadets assigned to CTLT (platoon leader position). For CTLT internship positions, the supervising preceptor will evaluate cadets assigned to CTLT internship positions. No Senior Rater comments are required.

(3) The same criteria used to evaluate newly commissioned second lieutenants will be used to evaluate cadets since they will be serving as junior officers. An accurate description of the cadet's strengths and weaknesses is desired.

(4) OERs for cadets who do not complete CTLT/DCLT will reflect a statement of non-completion and reason(s) for non-completion.

(5) OERs for cadets involved in activities normally administered under UCMJ, will reflect the incident and resulting actions in the evaluation.

(6) Mail original counseling and evaluation form directly to the cadets PMS. A copy of any counseling and evaluation forms should be given to each CTLT cadet prior to

their departure.

(7) Cadets participating in OFCOT or Robin Sage (RS coded slots in CCIMS) will not receive a written evaluation. Cadets in JFKSWC slots attending the Robin Sage exercise will receive an OER.

e. CPFT Evaluations.

(1) CFT cadets are provided a formal and informal evaluation by USMA cadre using an Academic Evaluation Report (AER).

(2) Mail original AER and any counseling forms to the cadets PMS. A copy of the AER or counseling forms should be given to each CFT cadet prior to their departure.

(3) No other CPFT cadets are evaluated.

7-16. After Action Review and Program Evaluation. `TOC`

a. Hosting elements/installations, CTLTPO, and LNOs will provide an AAR of the program to **Commander, U.S. Army Cadet Command, (ATCC-TT), Fort Monroe, VA 23651.**

b. AAR will be submitted **NLT 23 September**. Using a memorandum, address each issue in an Issue, Discussion, and Recommendation format.

c. CTLT/DCLT program evaluation and improvement comments may be submitted through the ROTC Blackboard discussion board (**http://www.rotc.monroe.army.mil/**).

(1) Request a login by emailing the CTLT PM the following information: Full name, email address, position, installation, and last-four of the SSN.

(2) Comments may be submitted throughout the CTLT/DCLT cycle. Corrections based on recommendations may be address immediately as necessary to improve and facilitate cadet training and program execution.

(3) Discussion board comments are archived annually in October.

W. MONTAGUE WINFIELD
Major General, U.S. Army
Commanding

OFFICIAL:

RADAMES CORNIER, JR.
Colonel, GS
Chief of Staff

DISTRIBUTION:
Region, Brigade and Battalion Commanders, U.S. Army Cadet Command
Primary and Special Staff, HQ, U.S. Army Cadet Command

CF:
DCSOPS&T, U.S. Army Training and Doctrine Command
G-3, U.S. Army Accessions Command

Appendix A, Abbreviations TOC

ACRONYM	DEFINITION
ABN	Airborne
AAR	After Action Report
AAS	Air Assault School
AER	Academic Evaluation Report
AMEDDIP	Army Medical Department Internship Program
ASBIP	Army Science Board Internship Program
AT	Army Training
ATRRS	Army Training Requirements & Resource System
BAC	Basic Airborne Course
BDU	Battle Dress Uniform
BOQ	Bachelor Officers' Quarters
CAC	Common Access Card
CCIMS	Cadet Command Information Management System
CDQC	Combat Divers Qualification Course
CFT	Cadet Field Training
CIEIP	Cadet Installation and Environment Internship Program
CILIP	Central Identification Laboratory Internship Program
CIP	Cadet Internship Program
CONUS	Continental United States
CPFT	Cadet Practical Filed Training
CST	Combat Survival Training
CTLT	Cadet Troop Leader Training
DAO	Defense Accounting Office
DFAC	Dining Facility
DFAS-IN	Defense Finance & Accounting Service Indianapolis
DISAIP	Defense Information Systems Agency Internship Program
DJMS-RC	Defense Joint Military Pay System Reserve Component
DJMS-RC/ROTC	Defense Joint Military Pay System-Reserve Component/ROTC
DMPO	Defense Military Pay Office
DODFMR	Department of Defense Financial Management Regulation
DOLD	Directorate of Leader Development
EIB	Expert Infantryman Badge
EIP	Engineering Internship Program
FORSCOM	Forces Command
GTR	Government Transportation Request
HFPAIP	Health Facilities Planning Agency Internship Program
HOR	Home of Record

Appendix A, Abbreviations (continued) TOC

ACRONYM	DEFINITION
HQDA	Headquarters, Department of the Army
JFTR	Joint Federal Travel Regulation
JFKSWIP	John F. Kennedy Special Warfare Internship Program
LLLIP	Lawrence Livermore Laboratory Internship Program
LES	Leave and Earnings Statement
LTC	Leaders Training Course
MPV	Military Pay Voucher
MS II	2nd Year Military Science ROTC Student
MS III	3rd Year Military Science ROTC Student
MTF	Military Treatment Facility
MWT	Mountain Warfare Training
NAC	National Agency Check
NALC	National Advanced Leadership Camp
NGICIP	National Ground Intelligence Center Internship Program
NLT	No Later Than
NSTP	Nurse Summer Training Program
NWT	Northern Warfare Training
OCONUS	Outside Continental United States
OER	Officer Efficiency Report
OFCOT	Olmsted Foundation Cadet Overseas Travel
PMS	Professor of Military Science
POV	Privately Owned Vehicle
ROTC	Reserve Officers' Training Corps
SIDPERS	Standard Installation/Division Personnel System
SMP	Simultaneous Membership Program
SOR	School of Record
TRADOC	Training and Doctrine Command
TOMA	Training Operations Management Activity
TR	Travel Request
UKOTC	United Kingdom Officer Training Course
USAAC	United States Army Accessions Command
USACC	United States Army Cadet Command
UCMJ	Uniform Code of Military Justice
USAREUR	U. S. Army, Europe
USMA	United States Military Academy

Appendix B, References TOC

DODFMR 7000.14-R, Volume 7
Part A Department of Defense Financial Management Regulation

AR 5-9
Intra-service Support Installation Area Coordination with FORSCOM/TRADOC Supplement 1

AR 30-5
Food Cost and Feeding Strength Summary (RCS CSGLD-1596 (R5))

AR 30-22
The Army Food Program

AR 37-104-4
Military Pay and Allowances Policy and Procedures - Active Component

AR 40-3
Medical, Dental, and Veterinary Care

AR 40-501
Standards of Medical Fitness

AR 145-1
Senior ROTC Program: Organization, Administration, and Training

AR 210-130
Laundry and Dry Cleaning Operations

AR 335-15
Management Information Control System

AR 601-210
Regular Army and Army Reserve Enlistment Program

AR 611-75
Management of Army Divers

TRADOC Reg 145-7, CTLT

CC Reg 145-3
ROTC Pre-commissioning Training and Leadership Development, On Campus Training

CC Reg 670-1
Uniform Wear and Appearance

CC Pam 145-4
SOP Enrollment, Retention and Disenrollment Criteria Policy and Procedures

CTA 50-900
Clothing and Individual Equipment