Department of the Army	**USACC Regulation 145-3**
Headquarters, U.S. Army Cadet Command	
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Fort Knox, Kentucky 40121-5123	

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Administration

ARMY SENIOR RESERVE OFFICERS' TRAINING CORPS ON-CAMPUS TRAINING AND LEADERSHIP DEVELOPMENT

FOR THE COMMANDER:

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History. This is a major revision of USACC Regulation 145-3, Army Reserve Officers' Training Corps (ROTC) On-Campus Training and Leadership Development, dated 18 June 2019. As a major revision, not all changes are recorded in the Summary of Changes, please review all information included within the document.

Summary. This regulation provides command policy, procedural guidance, and standards for the execution of the on-campus portion of the Basic Officer Leader Course-Accessions (BOLC-A) Senior ROTC program. This includes fall and spring field training exercises and cadre and staff development. This regulation does not cover Cadet off-campus training and leader development programs.

Applicability. This regulation applies to all Soldiers, DA civilians, contract employees and contracted and non-contracted Cadets who are assigned to US Army Cadet Command (USACC) units who participate in, support, or conduct training and leader development in support of on-campus Senior ROTC programs. Department of the Army (DA) regulations and policies take precedence over this regulation. This regulation supersedes all previous versions of CCR 145-3.

Restrictions. Approved for public release to Headquarters (HQ), USACC and its subordinate units. Local reproduction is authorized.

Proponent and Exception Authority. The proponent (lead) for this publication is the USACC, Deputy Chief of Staff (DCoS), Directorate of Leader Development and Education (DoLDE). The lead has the authority to approve exceptions to this publication that are consistent with controlling law and regulations. The lead may delegate this authority in writing to a division chief, in the rank of lieutenant colonel or GS-14, within the lead agency or its direct reporting unit or field-operating agency.

Army Management Control Process. This regulation does not contain management control provisions.

Supplementation. Supplementation of this regulation and establishment of local forms are prohibited by subordinate commands of USACC.

Suggested Improvements. Users are invited to send comments or suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to Chief, Curriculum Development Division (CDD), DoLDE, Bldg. 6574 2nd Dragoons Road, Fort Knox, KY 40121-5123. Or usarmy.knox.usacc.mbx.hq-dolde-cdd@army.mil

Distribution. Distribution of this regulation is intended for HQ USACC and its subordinate units. Distribution is in electronic format only.

Forms. There are no blank forms in this regulation. Please refer to the appropriate U.S. Army Cadet Command regulation, circular, or pamphlet for required forms.

Summary of Changes

USACC Reg 145-3 ARMY SENIOR RESERVE OFFICERS' TRAINING CORPS ON-CAMPUS TRAINING AND LEADERSHIP DEVELOPMENT

- o Clarified Participating Cadet status for Field Training Exercises (FTX)

- o Removed any reference to RSCAP

- o Clarified Combat Water Survival Test procedures

- o Revised Chapter 3: Cadre and Staff Development

- o Removed Tiered Cadre and Staff Development Program

- o Removed Phase 0 for USACC Instructor Certification

o   Added definition of USACC Certified Instructor with roles and responsibilities

o   Added definition of USACC Guest Instructor with roles and responsibilities

o   Expanded USACC Instructor Portfolio content requirements

o   Updated waiver procedures for USACC's Phase I "Foundation" of USACC Instructor Certification.

o   Added Civilian Workforce Development

o   Removed Chapter 4: Quality Assurance

Contents

Chapter 1 - Introduction

1-1. Purpose

a. This regulation provides command policy, procedural guidance, and standards for the execution of the on-campus portion of the pre-commissioning Basic Officer Leader Course - Accessions (BOLC-A) Senior Reserve Officers' Training Corps (SROTC) program.

b. The major components of this Cadet Command Regulation (CCR) include, but are not limited to BOLC-A curriculum, fall and spring Field Training Exercises (FTX), and cadre and staff development

c. This regulation does not cover Cadet off-campus training and leader development programs. For policy, guidance and standards for off-campus training please see Cadet Command Regulation (CCR) 145-3-1, SROTC Pre-commissioning Training and Leader Development, Off-Campus Training.

1-2. References

Required and referenced publications listed in Appendix A.

1-3. Responsibilities

a. TRADOC, U.S. Army Center for Initial Military Training (CIMT) is responsible for the BOLC Common Core Task List (CCTL) and ensures pre-commissioning sources (SROTC, OCS, and USMA) implement the BOLC-A CCTL.

b. The USACC CG is responsible for implementing the BOLC-A CCTL into on and off-campus programs that support the Army SROTC program.

c. The USACC Directorate of Leader Development and Education (DoLDE) is the command's lead for all on-campus training, education, and leader development policy and publications. Organization and areas of responsibility include:

   (1) The Curriculum Development Division is responsible for all on-campus education, training, leader development, and Cadet assessments. This includes a synchronization crosswalk of on-campus Military Science (MS) curriculum, spring and fall FTXs and the Basic and Advanced Camps during CST.

   (2) The Cadre and Staff Development Division, School of Cadet Command (SOCC) is responsible for all cadre and staff education, training, and certification.

d. The USACC G3 supports Cadet leader development by providing oversight of the G37/ CST Division. The G37/CST Division is responsible for all Cadet summer training programs and BOLC-A CCTL training and assessment in Basic and Advanced Camps.

e. Brigade commanders exercise mission command of assigned programs and have overall responsibility for managing, monitoring, and reviewing implementation of the SROTC Program to include:

(1) Oversight of the Cadet leadership assessments and evaluations.

(2) Review the planning, execution, and results of training, particularly for programs that have not attained satisfactory results in the previous year.

(3) Coordinate combined training efforts among two or more programs and organize brigade-level exercises such as Ranger Challenge and drill competitions.

(4) Provide guidance to programs on the execution of fall and spring FTXs to meet BOLC-A requirements in conjunction with the USACC Annual Training Guidance (ATG).

f. Professors of Military Science (PMS) are responsible for the following:

(1) Developing, executing, and evaluating a SROTC program which:

(a) Complies with this regulation.

(b) Serve as primary instructor/mentor for the MSIV course.

(c) Executes an Army Fitness Training (AFT) program.

(d) Develops and certifies cadre and staff who train and educate Cadets and provide administrative support to programs.

(e) Meets the academic standards set forth by USACC HQs and the host institution.

(f) Ensures Cadets are trained to the prescribed proficiency level on each BOLC-A task and prepared for Basic Officers Leaders Course-Branch (BOLC-B).

(g) Assesses each Cadet's leadership performance over time and develops Cadets' leadership potential.

(h) Ensures fall and spring FTXs meet USACC Annual Training Guidance intent and supports Cadet preparation for Basic and Advanced Camps.

(i) Updates all BOLC-A CCTL completions and Cadet leadership evaluations in Cadet Command Information Management Module (CCIMM) or the training system of record.

(j) Purges outdated program content from Blackboard.

(k) Administers all MS I to MS IV curriculum and testing.

(2) Provide a channel of communication between the military and the academic community.

g. Leaders at all levels will conduct risk management (RM) in accordance with (IAW) CCR 385-10 (The Cadet Command Safety Program). Leaders will institute the proper measures of safety into on-campus training as well as for program-sponsored training off-campus. Cadre will use CCR 385-10 for forms and guidance on the RM process and minimum required safety measures for all training events.

1-4. Cadet Status

Cadets are college students who have been determined eligible for and enrolled in the SROTC program. Students must be enrolled in and attend full-time (with 50 percent of the required coursework in traditional classroom settings), regular course of instruction at a college or university that participates in the SROTC program (AR 145-1, 28 APR 2023).

a. Non-Contracted Cadets. Students registered for Army SROTC MS courses who are eligible to contract in Army SROTC are non-contracted Cadets (see definition in Section II of the Glossary). These Cadets enroll once they complete the medical screening and complete the CC Form 139-R. They may participate in all aspects of the Basic Course.

b. Contracted Cadets. A contracted Cadet is a student who has met all contracting eligibility requirements (with or without applicable waivers), and has signed USACC Form 139-R, DA Form 597/597-3/597-5, and, as applicable, the DD Form 4. (Basic and Advanced Courses).

c. Participating Students. A Participating Student is a student who is registered with the university, however, is ineligible to enroll or chooses not to enroll into the SROTC program. Participating Students may attend MS courses and upon successful completion will earn university credit for the MS courses attended. See AR 145-1 for categories and limitations on Participating Students.

d. Auditing Students. Properly registered students at the university or college may audit the Basic Course only if permitted by school policy and only with the permission of the PMS. Auditing students attend without registering for the course and without earning a grade or credit for the course.

1-5. Entry Options

There are two entry options for Cadets entering the SROTC program: Progression and Lateral Entry. Contracting requirements for both options are covered in Cadet Command Pamphlet 145-04, Enrollment, Retention and Disenrollment Criteria, Policy and Procedures. Regardless of the entry option taken, all BOLC-A CCTL tasks are non-waiverable and must be completed before a Cadet can be commissioned. Professional Military Education (PME) consists of BOLC-A CCTL requirements as defined in TRADOC Regulation 350-36.

a. Progression entry is when a student enrolls into and completes the Basic Course (MS 101 through MS 202). Cadets who complete MS I and MS II and meet all other eligibility requirements are eligible to enroll and contract into the Advanced Course.

   (1) Acceleration is defined as taking more than one MS Course during a semester. The Basic Course can be accelerated if a Cadet missed one or more MS I courses. An example would be for the Cadet to take MS 101 and 201 in the fall semester and MS 102 and MS 202 in the spring semester. A PMS may authorize accelerating the MS I and MS II years for students with three years remaining rather than send the Cadet to Basic Camp to make up the Basic Course. Advanced Course Acceleration is not authorized.

   (2) Compression is defined as combining two courses into one course in order to reduce the number of semesters required to complete the Basic or Advanced Course. An example would be the PMS combining the MS 101 and MS 102 courses in a single course. Compression has the undesirable effect of changing the very nature of the instruction and is not authorized.

b. Lateral Entry Option. The PMS must use discretion to determine proper placement of non-progression students into the Advanced Course. These are the following methods of Lateral Entry into the Advanced Course: (1) Alternate Entry Option (AEO); (2) Placement Credit; (3) Accelerated Cadet Commissioning Training (ACCT); (4) Alignment Option Program (AOP).

   (1) Alternate Entry Option (AEO). The AEO allows greater flexibility in recruiting quality students into the Advanced Course as non-scholarship Cadets. The brigade commander must approve candidates for the AEO. Cadets sign a contract to attend Basic Camp after the MS III year and Advanced Camp after the MS IV year. Cadets must be fully qualified and academically aligned as a full-time student with two academic years of study projected for graduation in order to use the AEO. This option is not available to scholarship Cadets. Cadet progression using this option is MS III, Basic Camp, MS IV, Advanced Camp, commissioning. Cadets entering under the AEO are not authorized to accelerate the advanced course or to attend Basic Camp and Advanced Camp within the same summer; this is non-waiverable.

      (a) Placement credit. The PMS can grant placement credit in accordance with Table 3-1 of AR 145-1 for equivalent training. Each case is judged individually so that the best interests of both the Cadet and the service can be achieved. The Blue to Green program has been rescinded by Department of the Army.

   (2) Accelerated Cadet Commissioning Training (ACCT) Program. ACCT is for students that demonstrate exceptional skills as Scholar/Athlete/Leader (SAL) and have missed the Basic Camp registration window or the SROTC program is unable to obtain a Basic Camp allocation for the student. ACCT Cadets are required to complete an early train-up period of critical tasks in Appendix B which must be mastered prior to

integration into the program. SALs who are academically aligned may contract at the beginning of the MS III year after completing the ACCT training program. Cadet progression using this option is ACCT training program, MS III, Advanced Camp, MS IV, commissioning. The brigade commander is the approval authority to conduct ACCT. Minimum criteria and application process are at Appendix C-1-2.

(3) Alignment Option Program (AOP) for Engineer and Nurse Cadets. Engineer and nurse Cadets in the AOP program must meet all PME requirements to include successfully completing Advanced Camp in order to commission. Four-year progression Cadets in this category may receive approval to accelerate the Basic Course their first year, take MS III their second year and attend Advanced Camp before the start of their junior year. The brigade commander may delay their attendance at Advanced Camp until after their MS IV year in order to facilitate graduation in four years. Attendance of a Nurse Summer Training Program (NSTP) following Advanced Camp is strongly recommended, but can only be accomplished if Advanced Camp follows the MS II or MS III year.

(4) AOP II for Nurse Cadets. Nurse Cadets in the AOP II program must meet all PME requirements to include successfully completing Advanced Camp in order to commission. Four-year progression nurse Cadets may take MS 101 and 102 during their freshman (MS I) year, take MS 301 and 302 during their sophomore (MS II) year, attend Advanced Camp, during the summer between their sophomore and junior year, take MS 201 and 202 during their junior (MS III) year, attend NSTP during the summer between their junior and senior year, and take MS 401 and 402 during their senior (MS IV) year. The brigade commander is the approval authority for admitting nurse Cadets into the AOP.

1-6. Scholarships

On-campus scholarships are available for Cadets and college students wishing to enroll in Army SROTC. Refer to CCR-145-1, Army SROTC Incentives Policy for information on scholarship availability and requirements.

1-7. Academic Substitutions, Deferments, Waivers, and Exemptions

a. Academic Substitutions. With the exception of US Military History, academic credit for required MS courses will not be awarded for similar instruction given by an academic department of the university or college.

b. Academic Deferments. A PMS cannot defer BOLC-A tasks to BOLC-B. All BOLC-A tasks must be completed prior to commissioning.

c. Course Waivers and Exemptions. A PMS must exhaust all methods of satisfying the PME requirements before endorsing a request for a course waiver/exemptions to the brigade commander.

1-8. Repeating a Course (formerly Re-Cycle Opportunities)

Cadets may repeat a MS course under limited circumstances when minimum course grading standards are not met. In all cases, Cadets must be able to complete the Advanced Course in no less than four normal semesters.

a. Non-contracted Cadet. A non-contracted Cadet who does poorly, misses too much of a Military Science semester or returns to school after having dropped out for a period of time may repeat one or more courses consistent with university policy. The PMS will maintain MS records and will base contracting decisions on both the initial and subsequent grades the Cadet earns.

b. Contracted Cadet. A contracted Cadet who fails to obtain a 2.0 or higher in a term for a MS course may be recommended for disenrollment for breach of contract. At PMS discretion, a contracted Cadet who has reasonable justification for poor performance in an MS course or for missing a significant portion of the semester may take the course again if consistent with university policy.

Chapter 2 – Cadet Development

2-1. Officer Education System (OES) Overview

a. The Officer Education System (OES) develops knowledge, skills, and behaviors to support the Army Values and Warrior Ethos required of Army officers. It provides training and education at various developmental stages throughout an officer's service to the nation.

b. The structure of OES provides for progressive and sequential leader development. BOLC is comprised of two phases and is the officer Initial Military Training (IMT) component of the OES. BOLC-A is the pre-commissioning level and comprises military skills, professional knowledge, and PME requirements. Second lieutenants from all commissioning sources attend BOLC-B. BOLC-B further develops competent and confident warrior leaders focusing on specific technical training to achieve initial branch qualifications.

c. The Army Learning Coordination Council developed the Army Learning Areas and General Learning Outcomes to provide a standardized set of outcomes which extend from Cadet to colonel. While the outcomes are the same, the proficiency level is the discriminator. Figure 2-1 displays the four Army Learning Areas (ALA) with the 14 General Learning Outcomes (GLO), providing the foundation for Cadet development. MS curriculum and Advanced Camp learning activities support development of the ALA through the GLOs and directly support the BOLC-A CCTL task accomplishment and leader development.

ALA 1 - Leadership and the Army Profession	Mission Command	Operations	Training
• Demonstrate proficiency in creating and sustaining organizational climates of trust in which all individuals are treated with dignity and respect. • Demonstrate proficiency in the Army leader attribute and competency categories described in the Leadership Requirements Model • Demonstrate proficiency in developing others across the institutional operational and self-development domains. • Demonstrate proficiency as an Army professional who embraces the Army's culture of service, instills discipline, and lives the Army Values **Outcome: Accomplish the Mission and Improve Organizations**	• Demonstrate proficiency in the principles of mission command. • Demonstrate proficiency in the elements of command and elements of control. • Demonstrate proficiency in command and control, WfF tasks, and employment of the C2 system to generate and apply combat power. • Demonstrate proficiency in the fundamentals of the operations process to enable leaders to understand, visualize, describe, direct, lead, and assess operations. • Demonstrate proficiency in critical and creative thinking. **Outcome: Apply the Mission Command Approach to Command-and-Control Army Organizations**	• Demonstrate proficiency in synchronizing all Warfighting Functions (WfF) in Multi-Domain Operations in support of Joint Operations. • Demonstrate proficiency in understanding the OE across all domains. • Demonstration proficiency in sustainment functions supporting Army Operations. **Outcome: Conduct operations to accomplish the mission**	• Demonstrate proficiency in prioritizing, planning and preparing, executing, evaluating and assessing training. **Outcome: Train to Improve Army Readiness Soldiers, Leaders and units to build training proficiency**

Figure 2-1. Army Learning Areas and General Learning Outcomes

2-2. Pre-Commissioning Training and Education

Cadets must meet the PME requirements listed below. Academic substitutions, deferments, waivers, and exemptions to PME requirements are covered in Chapter 1 and Appendix C-1 of this regulation.

a. Baccalaureate degree. Cadets must achieve a cumulative grade point average (GPA) of 2.0 on a 4.0 scale or its equivalent and possess a baccalaureate degree conferred by an accredited 4-year degree granting institution. Exceptions are listed in AR 145-1, Chapter 6, Section II.

b. Advanced Course. Cadets must successfully complete the Advanced Course (MS 301, MS 302, MS 401, MS 402, and Leadership Labs), Advanced Camp, and all BOLC-A Common Core Task List tasks to standard, in order to receive a commission. All MS instruction is to occur in a traditional classroom setting, with case-by-case exceptions being made when Cadets are medically or physically unable to attend.

c. Military History Course. To comply with the BOLC-A CCTL, Cadets will complete a one-semester or equivalent college-level course in American military history offered by the college history department or by the SROTC Department prior to commissioning. See TRADOC Reg. 350-13, Military History and Heritage Education Program, Paragraph 3-3 for more detail.

(1) The intent of the American military history course is to develop the students' awareness of the relationship between the military and civilian society, particularly in the

United States. The course should develop their interest in the evolution of war and the progression of military professionalism, give them an awareness of the history and purpose of combined arms and joint operations, and to increase understanding of their future profession.

(2) Military History Tiers.

a) Tier I is a US Military History course developed and taught by a professor from the host school. The School of Cadet Command will pay the costs of attendance for the Military History and Heritage Instructor Course (MHHIC), but attendance is not mandatory. Brigades will request MHHIC seats for university faculty through ATRRS.

b) Tier II is SROTC program cadre teaching a locally developed American Military History Course, which complies with the BOLC A CCTL requirements. SROTC cadre must attend MHHIC in order to be qualified to teach the course. Brigades will request MHHIC seats for cadre through ATRRS.

c) Tier III is the USACC DL American Military History Course. This DL course is a designed to be flexible answer to non-traditional situations. Access to the course must be requested through the Blackboard administrator. The course is facilitated by program cadre and meets all BOLC-A CCTL requirements.

d. Staff Ride or Battlefield Tour. A staff ride or battlefield tour must be completed in addition to the Military History Course PME requirement. The PMS will ensure Cadets participate in a staff ride or battlefield tour prior to commissioning. This staff ride or battlefield tour can be conducted in conjunction with the USACC Military History Course or as a separate activity during the school year. The intent is to involve Cadets in a formal battle analysis. Cadets must properly prepare and conduct the necessary preliminary study prior to the event, participate in the event, and complete a battle analysis paper or briefing to meet this requirement.

(1) Travel to a nearby battlefield site is the primary method of execution. Cadre will choose a site they can travel to and complete the staff ride in a single day. Military or commercial air travel is prohibited. Program funds will not be used to contract or pay for commercial tours or overnight lodging. University funds or other funds raised by Cadets may be used for tours and lodging subject to university policy. Funds raised by the Cadet organization are the property of the Cadet organization. These funds may only be used for tours and lodging in conjunction with a staff ride or battlefield tour if the members of the Cadet organization voluntarily choose to do so. Cadre may not exercise control over Cadet organization funds or direct how they will be used. Transportation costs and one meal per day are the responsibility of the program.

(2) If a battlefield site is not located within a radius of approximately 150 miles from the academic institution or up to 250 miles if an overnight stay is included, SROTC programs should consider hosting the United States Army Combined Arms Center (CAC) Staff Ride Team (SRT). The Staff Ride Team develops and conducts live and

virtual staff rides for educational purposes. CAC SRT at (913) 684-2131/2082 or DSN 552-2131/2082. The website is CSI Virtual Staff Rides.

e. English Language Proficiency. Be proficient in the English language. If English is not the Cadet's primary language, the Cadet must achieve a score of 90 or higher on the ECLT and achieve a Defense Language Institute Oral Proficiency Interview skill rating of 2+ in comprehension and 2 in speaking. Cadets in Puerto Rico are authorized to take either the American Language Course Placement Test or ECLT. Waivers are not authorized; exceptions to policy will not be considered. See paragraph 5-4 for details.

2-3. SROTC Curriculum

a. The USACC DoLDE Curriculum Development Division (CDD) reviews, revises, and doctrinally updates the curriculum on a bi-annual basis. They ensure the curriculum remains relevant to changes in doctrine, regulations, the BOLC-A CCTL, the Warrior Tasks and Battle Drills, and variables in the Operational Environment (OE). The PMS **will use** the curriculum posted to the ROTC Blackboard (Bb). The PMS will sequence lessons and labs as necessary to meet the school's academic schedule and the fall and spring MS learning objectives. Cadre will maintain interest in the classroom by integrating variety into the curriculum with relevant games, simulations, guest speakers, and alumni. They may add to but not replace the directed curriculum. Cadre are encouraged to send suggestions for improvement to the curriculum contacts listed on ROTC Bb. Every third year, each course will undergo a Curriculum Review Board consisting of 16 instructors drawn from certified instructors from that course. The board will conduct a deep dive into the materials to ensure relevance and accuracy of the curriculum materials. They will then conduct a decision brief to the USACC DCG or CoS. If the recommendations receive approval, the changes will be made to the curriculum.

b. MS Student Handouts and Readings. SROTC student handouts and readings are provided in a digital delivery format via the ROTC Bb. The PMS and cadre must instill in the Cadets a desire for lifelong professional education. Cadets must read and understand the student handouts and readings for all Military Science courses. Any questions or issues should be directed to the Cadet Command SROTC course managers. Their contact information is located on the ROTC Bb homepage at https://rotc.blackboard.com

c. **Basic Course.** On campus Military Science education consists of MS 101, MS 102, MS 201, MS 202, and associated Leadership Labs.

    (1) Serves as a prerequisite for entry into the Advanced Course classes.

    (2) Focuses on individual military tasks, introduction to the profession of arms, and foundational leadership concepts (Lead Self and Lead Others).

d. **Advanced Course**. On campus Military Science education consists of MS 301, MS 302, MS 401, MS 402, and associated Leadership Labs.

   (1) Successful completion of the Advance Course is a commissioning requirement.

   (2) Focuses on continued leader development, collective tasks, and organizational leadership (lead squads/platoons and lead the Cadet battalion).

   (3) Advanced Course Cadets can be disenrolled from the course for being dismissed from Advanced Camp, receiving a recommendation not to receive credit for Advanced Camp, or withdrawal from Advanced Camp for reasons other than breach of contract.

2-4. Leadership Development and Assessment

Leadership development is the cornerstone of the SROTC program. It is based on an individual focused system of structured leadership opportunities, assessment, and feedback arranged around the attributes and core leader competencies of the Army Leadership Requirements Model.

a. SROTC cadre will plan leadership opportunities for Cadets each semester to provide cadre ample opportunities to observe, assess and provide feedback on Cadet leader actions during each training event.

b. Cadre and MS IV Cadets will coach and mentor Cadets with the goal of improving Cadet leadership attributes, core leader competencies, and Army values. MS III Cadets certified by cadre and under cadre supervision will teach Leadership Labs as part of their leadership development. The intent is to provide the Cadets with as many leadership positions/evaluations as possible.

2-5. Cadet Evaluations

a. MS I-II Evaluations.

   (1) MS I and MS II Cadets will receive an initial, mid-term (formative) and final (summative) counseling on DA Form 4856 Developmental Counseling to document and assist in their development throughout the academic year.

   (2) Department of the Army (DA) Form 4856 will be used throughout the academic year for event driven counseling to document strengths and weaknesses.

   (3) DA Form 4856 documents Army Leadership Requirements Model (ALRM) "needs" criteria (negative performance) and ALRM "strengths" criteria (above average performance) which are required to support any favorable or unfavorable Cadet personnel actions or continued progression in the SROTC program.

   (4) Cadets attending Basic Camp will receive a written summative assessment upon completion.

b. MS III Evaluations.

(1) Campus Evaluation Report (CER). The CER is the campus-based MS III evaluation. Cadre must complete and enter the CER into CCIMM NLT the end of the spring term of the Cadet's MS III year. The rater/instructor will assess the ALRM attributes and competencies from FM 6-22; rater/instructor provides comments and an overall performance rating (on-campus & FTX leadership positions); PMS provides an overall class (or MS III cohort) ranking, comments on potential, and an overall potential rating. The CER is included in the accessions process for both component selection and informs the talent-based branching (per OML model).

(2) Initial, mid-point, and final counseling will be completed for each MS III Cadet to provide ALRM "needs, standards, and strengths," feedback for Cadet self-development.

(3) Ratings for leadership attributes and competencies are a record of a Cadet's leadership performance. The aggregate rating of each Cadet evaluation supports rank ordering of Cadets on the OML.

c. Advanced Camp Evaluation Report (ACER). The ACER is a summative report recording the Cadet's performance at Advanced Camp. It documents performance during Cadet leadership positions and event driven observations.

d. MS IV evaluations should be tied to development of an OER support form during the MS IV curriculum. The support form should be based on their SROTC leadership positions, with final evaluation feedback provided on an OER form. The PMS may also choose to have Cadets develop a hypothetical support form based on positions within a Brigade Combat Team, in their branch of assignment.

e. Host institution SROTC cadre maintains all DA Form 4856s, CERs, and ACERs for a period of two years after the Cadet departs the program.

2-6. Field Training Exercise (FTX)

a. The fall/spring FTXs reinforce Cadet knowledge and experience in ALRM attributes and competencies, BOLC-A CCTL on-campus curriculum, and prepare them for Advanced Camp. The USACC ATG provides specific focus areas to enhance Cadet preparedness for CST. Programs will conduct or participate in a minimum of two FTXs per school year (one during the fall semester and one during the spring semester). Each FTX will last a minimum of 24 hours excluding travel time. FTX time will not exceed 96 hours per school year. Waiver authority for the FTX and time requirements is the brigade commander.

b. The fall FTX is a program-level event focused on individual and collective tasks at the squad level to prepare Cadets for the spring FTX. The fall FTX is for all contracted and

enrolled-designated applicant Cadets. Participating students, <u>IAW DoDI1215.08 and AR 145-1</u>, will not take part in FTXs.

c. The spring FTX is a task force-level exercise with at least two other programs (unless geographic dispersion precludes it) in a replicated Advanced Camp environment. The spring FTX focuses on preparing MSIII Cadets capable of leading squad collective tasks and familiar with platoon operations in preparation for Advanced Camp. The spring FTX is for all MS III and IV contracted Cadets with limited participation from MS I and II contracted and enrolled-designated applicant Cadets. Participating students, <u>IAW DoDI1215.08 and AR 145-1</u>, will not participate.

d. Programs will train at a military installation, where possible, to maximize organic training resources at a reduced cost. Programs will identify and obtain permission from local authorities to train at local training facilities owned by the university, state/local government, or private parties when military installations are not available or to supplement training conducted at military installations. Every program and task force has different resources available. There is not a prescriptive FTX design. The USACC ATG and CST Policy #9 will provide specific training focus areas to enhance Cadet preparedness for CST.

e. MS IV Cadets must be engaged in planning and coordination of FTXs. Training events should place Cadets in progressively more difficult situations and allow cadre flexibility to modify conditions to maximize training benefit.

f. FTX end state: MS IV Cadets capable of planning, preparing and executing an FTX, MSIIIs prepared for Advanced Camp, MS II Cadets able to demonstrate fundamental proficiency in basic Army tasks, MS I Cadets more confident and competent in basic fire team and squad operations.

2-7. Army Fitness Training (AFT)

a. The PMS will execute Physical Readiness Training (PRT) in accordance with FM 7-22 Holistic Health and Fitness and ATP 7-22.02 Holistic Health and Fitness Drills and Exercises to reinforce the BOLC-A CCTL #45 Introduction to the Army Holistic Health and Fitness (H2F) System. The SROTC program will adhere to the Army standard and instill a fitness ethos. The PMS must exercise discretion, flexibility, and good judgment in designing their PRT programs. Cadre must understand an PRT program that may work well in a military environment could be less than optimal on a college campus.

b. Basic Course Cadets. Contracted Basic Course Cadets (MS I & MS II) will participate in scheduled program-level PRT. Non-contracted Basic Course Cadets are encouraged to participate in PRT. Cadets are not allowed to begin a physical training program before passing a physical examination IAW military medical and physical requirement. A single failed AFT will **NOT** result in any administrative separation, disenrollment, NOR any positive/negative action against a Cadet. **Effective 1 JUN 25**, **a passing record AFT is required for contracting and commissioning (AR 145-1, Ch 10, para 10-2,**

(8). Two consecutive failures will result in consideration for separation or disenrollment. **(Reference Army Directive 2025-06 Army Fitness Test, 4.f. and 5.).** Contracted Basic Course Cadets must pass height/weight screening IAW Army standards each semester.

c. Advanced Course Cadets. Advanced Course (MS III & MS IV) Cadets will participate in the scheduled PRT. **Effective 1 JUN 25**, **a passing record AFT is required for contracting and commissioning (AR 145-1, Ch 10, para 10-2, (8)).** Two consecutive failures will result in consideration for separation or disenrollment. **(Reference Army Directive 2025-06 Army Fitness Test, 4.f. and 5.).** Advance Course Cadets will pass height/weight screening IAW Army standards each semester.

d. Completion Cadets and Early Commissioning Program (ECP) lieutenants. Completion Cadets and ECP lieutenants must pass the APT and meet the Army height/weight standards. Completion Cadets and ECP lieutenants will maintain contact and their physical fitness in accordance with a signed Memorandum of Agreement. See CC Pam 145-4 Figure 6-1 (Cadet MOU example) for Completion Cadet MOU and CC Reg 145-9 appx E2 for ECP MOU.

e. Hand-to-Hand Combat (formerly known as Combatives) and pugil-stick training are not authorized PT or SROTC training activities. Certified cadre may demonstrate Army-approved hand-to-hand techniques to Cadets for awareness training.

f. PMSs are authorized to excuse varsity and junior varsity Cadet athletes from APRT once the team begins organized practices and until the team's final competition of the season. Contracted Cadets are still required to pass at least one record APT per semester.

2-8. Basic Rifle Marksmanship (BRM) Training

a. BOLC-A requirements for weapons grouping, zeroing, and qualification are satisfied during CST. Programs that desire to conduct BRM on campus may do so based on availability of weapons, ammunition, and qualification ranges. Ammunition requirements are planned and requested as part of the annual training cycle and are subject to TRADOC approval. Programs are required to maintain a valid MOA with the owning or managing entity of all off-post range facilities citing ammunition authorized to be fired at the facility. Each MOA must be reviewed and validated by the USACC Safety Office and G3.

b. The Engagement Skills Trainer (EST) II and the Laser Marksmanship Training System (LMTS) are the only DA-approved marksmanship training devices fielded to USACC for developing and reinforcing fundamental marksmanship skills. Programs must follow the TC 3-20.40 (Train and Qualification – Individual Weapons) training methodology and sequence of training. All programs must conduct Engagement Skills Training (EST) II prior to shooting live ammunition.

c. Lasershot and air rifles provided by the Civilian Marksmanship Program (CMP) are not DA-approved devices for marksmanship training. The Lasershot is used by USAREC and the Army Marketing and Engagement Brigade (AMEB) as an outreach and recruiting tool and can be effectively used by ROTC program ROOs and cadre as an outreach and recruiting tool.

2-9. Proper Handling of Mock Weapons on Campus

a. Cadets and cadre training at their colleges or universities are authorized to carry and train with simulated weapons for the purpose of scheduled training, color guard or special events. Campus locations for training involving mock weapons will be away from high traffic areas so as not to alarm the populace.

b. Cadets/students and other untrained personnel will not handle simulators/pyrotechnics. This includes SMP Cadets. Civilian procured pyrotechnic devices **WILL NOT BE** utilized by Cadets or cadre.

c. Professors of Military Science or their designated representative must coordinate all training with simulated weapons with their on-campus security and college administration prior to training. Off-campus training must be coordinated with local law enforcement near the training location. Memorandums of Agreement (MOA) are required between PMSs and their respective university officials for mock weapon use on campus.

d. Any complaints from university or local officials are reportable through the brigade to the USACC Force Protection Officer. Brigade commanders will notify one of the USACC Command Group immediately to provide detailed information on the complaint.

e. Weapon transport will be discreet and controlled with direct cadre supervision using official government vehicles.

2-10. Confidence and Team Building Training

a. General. Units are encouraged to conduct additional mentally and physically challenging events to develop Cadet self-confidence, teamwork, and the ability to overcome fear. When conducted with appropriate RM, extracurricular events such as leader reaction courses, obstacle or confidence courses, rope bridging, rappelling, water training, or activities similar to Advanced Camp confidence training accomplish this purpose and enhance recruiting and retention. At a minimum, programs are encouraged to conduct confidence and team-building events for all prospective attendees as a part of Advanced Camp preparation. However, there is no additional funding available for this training so each PMS must analyze whether the program budget will support the additional training. These events will not replace nor substitute for the MS Leadership Labs. All cadets must attempt all events on the training schedule. Failure to train may result in disenrollment

b. Adventure Training. Events falling into the category of adventure training such as white-water rafting, cross-country skiing, paintball, marathons, and other miscellaneous activities may provide some training benefit and are permitted. However, this type of activity is outside of the scope of the curriculum, and as such, will not be funded using Army appropriated funds. USACC will not fund meals, transportation, per diem, or any other costs for adventure training. University funds or other funds raised through Cadet fundraisers can be used for activities, meals, and lodging subject to university policy. Funds raised by Cadets are the property of the Cadet organization. Cadre may not exercise control over these funds nor direct how they should be spent. The PMS will ensure program-sponsored adventure training is placed on the program training calendar and ensure the appropriate RM is applied to adventure training. Participation by Cadets in adventure training activities is voluntary.

c. Water Survival Training (ATP 7-22.01 Army Combat Fitness Test, Chapter 3). All Cadets will train to pass the Army Combat Water Survival Test (CWST) for the purpose of enhancing their confidence in operations in and around water. The **USACC CWST IS NOT A COMMISSIONING REQUIREMENT. ALL CADETS MUST ATTEMPT ALL EVENTS ON THE TRAINING SCHEDULE. FAILURE TO TRAIN MAY RESULT IN DISENROLLMENT OR REMOVAL FROM THE PROGRAM.** This training should be administered as early as possible in the Cadet life cycle to allow early identification of and remediation for weak and non-swimmers. The same safety considerations and requirements used in Army Water Survival Training (see Appendix D of ATP 7-22.01 and FM 7-22) also apply to the CWST. Commanders ensure that:

   (1) Test administrators are properly prepared and have integrated risk management.

   (2) The officer in charge (OIC) and noncommissioned officer in charge (NCOIC) have properly prepared the test site.

   (3) Testing Cadets are not ill, injured, or fatigued prior to taking CWST.

   (4) CWST can be administered upon completion of Basic Survival Swimmer Training IAW ATP 7-22.01 Appendix D, Army Water Survival Training. This is a USACC Command directed training requirement, although not a commissioning requirement. The CWST will be administered on campus. The test consists of three tasks:

      (a) Event 1: 15-meter swim with equipment and weapon. In Army Combat Uniform (ACU), sneakers, and Fighting Load Carrier (FLC) with rifle.

      (b) Event 2: 3-meter Drop and Pool Exit. High-level entry from a diving board with rifle and FLC and swim to side of pool without losing weapon. (TC 21-21, Ch 5, Exercise 3)

      (c) Event 3: Equipment removal. Cadet executes stride entry, removes and discards weapon and FLC and swims to side of pool.

(5) Cadets who fail the CWST may train to meet the swimming test requirements in a variety of ways through a university-sponsored swim course or through arrangements with off-campus facilities and organizations such as the YMCA, Red Cross-Level IV Instruction, on-base Directorate of Family, Morale, Welfare, and Recreation (DFMWR) facilities or through qualified cadre.

(6) ROTC programs without facilities for swimming lessons or which incur costs for using those facilities may request funding for external water training support. Subject to the availability of funds, USACC will fund swimming lessons for contracted Cadets. USACC can also fund MS II Cadets whom the PMS identifies as having a high propensity to contract and meet the above outlined standards. This is only available if the program is without facilities for swimming lessons or incurs a cost to use those facilities. Programs requiring funding for external water training support will submit their funding requests to their respective Brigades, which will cover the costs with OMA funds.

d. Rappelling (Training Circular 21-24).

(1) Rappel Master/RSO Training and Certification. A PMS executing rappel training may conduct ground training and wall-side tower rappelling without a TRADOC school-trained rappel master if a minimum of one certified Rappel Safety Officer (RSO) is on site to assume the duties and responsibilities of the rappel master. The RSO serves as the OIC during all rappel operations. The RSO is certified and appointed in writing by the brigade commander and must be a SFC or above trained on rappel master tasks. Commanders may certify RSOs based on demonstrated rappelling proficiency and recent military experience (e.g., Rappel Master Course, Ranger Course, Basic Military Mountaineering Course (summer or winter), Sapper Leader Course or Air Assault Course). Once a cadre member is certified as an RSO, they must conduct rappel operations at least once every six months and recertify every five years. Rappel masters must take a refresher class taught by a current rappel master if they have not executed rappel master duties in six months. The refresher class subjects are listed in the rappel master qualifications of TC 21-24, Rappelling, Chapter 1, Para. 1-4.

(2) Risk Management. Medium risk approval is the brigade commander. The approval authority for CST is the CST Commandant but may be delegated in writing to the CST CoS and/or a CST TF Commander whom the CST Commandant designates. NOTE: Most SROTC training should not exceed an overall medium residual risk level.

(3) Site Certification and Inspection. Rappel towers and rappel locations (towers, buildings, or other field sites) must be inspected and certified by the supporting installation, university safety office, or the university engineering and facility office (if conducted on campus) using the USACC Tower Inspection Checklist. The rappel master/RSO will inspect the site immediately prior to each use. Cadre must carefully monitor the site, equipment, and training procedures throughout each rappel training exercise.

(4) Conduct of Training. Certified Rappel Lane NCOs (Corporal or above) are authorized to hook up rappelling personnel and supervise their descent under the direction of a certified rappel master or RSO. Rappel training will be limited to basic individual hip-seat rappels and will be conducted on buildings, established towers, "skid" or "helicopter-style" rappels from an approved fixed tower or other field sites. Rappelling from helicopters, Australian rappels, and other advanced rappel techniques are not authorized. Cadets are required to rappel from a height of less than ten feet or on an incline prior to making their first rappel from a height of more than ten feet. The purpose of this preliminary rappel is to introduce Cadets to proper position and braking techniques and build their confidence in those techniques before rappelling from a significant height.

(5) Uniform. Cadre and Cadets will wear the Advanced Combat Helmet (ACH) or other approved protective helmets and use leather gloves during rappel operations. Cadets will wear ACU or OCP uniforms to rappel. Cadets will not wear FLC or carry weapons while rappelling unless participating in Ranger Challenger or Sandhurst competitions/training.

(6) Unofficial Rappelling Events. Contact the USACC SJA for clarification and guidance on PMS or cadre liability.

(7) Rappelling Demonstrations. Only cadre will perform rappelling demonstrations.

(8) JROTC. Rappel Safety Officers from Senior ROTC programs may conduct rappelling for JROTC Cadets only during USACC sanctioned JROTC summer camps. Senior ROTC program cadre cannot conduct rappel training for JROTC at other times even if otherwise approved by the school principal and the school agrees to cover liability. JROTC personnel who have been rappel master certified at an accredited TRADOC school are allowed to conduct rappel training at school-sponsored events.

2-11. Risk Management (RM)

a. The PMS will conduct Risk Management (RM) for all training events IAW Cadet Command Safety Regulation, CCR 385-10, 4-3 prior to the conduct of training. The PMS will ensure all documents are properly completed and signed prior to the start of the event. The appropriate level commander will endorse residual risk.

(1) Any training deemed medium risk (M) must be approved by the brigade commander.

(2) The approval authority for medium risk at CST is the CST Commandant but may be delegated in writing to the CST CoS and/or a CST TF Commander whom the CST Commandant designates. NOTE: Most ROTC training should not exceed an overall medium residual risk level.

(3) Medical Support to Training.

(a) Brigade commanders will ensure medical support requirements are addressed in the planning, preparation, and execution of all training activities. The minimum level of medical support for all training outside the classroom is a certified Combat Life Saver (CLS) in possession of a current inventoried CLS bag. The CLS is authorized to provide medical measures in compliance with "Good Samaritan Laws" until evacuation can be completed. Cadets will not be used for medical support regardless of training and certification.

(b) The PMS will assess and certify the adequacy of medical support to training annually. Factors to assess include standardized support to all training, medical support linked to credible injury, and timely response, evacuation, and treatment of injured personnel.

b. Any individual not enrolled in SROTC can participate in military-style activities conducted primarily for recruiting by completing waiver liability forms in accordance with waiver documentation requirements for USACC and the university/school. This includes the following events: rock climbing, rappelling, sports or athletic events (rigorous exercise), rope climbing, and similar activities.

2-12. Testing

a. USACC Testing. The USACC Testing Program is a holistic and integrated program that provides data on the quality of Cadets and supports programmatic and comprehensive leader development across the Cadet life cycle (Marketing, Recruiting, Contracting, Accessions and Commissioning). The USACC Testing program consists of two tests: the Campus Based Cadet Background Experience and Talent Assessment Battery (TAB).

b. Army Personnel Testing. The Army Personnel Testing (APT) Program encompasses standardized tests that determine Cadet eligibility for specialized training and support the Army's personnel selection and classification process, including language proficiency testing. Army Regulation 611-5, Personnel and Classification Testing governs this program and is managed by The Adjutant General Directorate (TAGD) of the U.S. Army Human Resources Command. Programs can go to Army Personnel Testing resources to establish testing procedures for the following tests:

(1) Special Instrument for Flight Training (SIFT). SROTC Cadets that intend to branch Aviation must complete the SIFT test prior to attending Advanced Camp to be eligible for a flight physical during Advanced Camp.

(2) Defense Language Proficiency Test (DLPT). All interested contracted SROTC Cadets may complete the DLPT to prove foreign language fluency and receive OML points.

2-13 SROTC Blackboard (Bb)

The primary purpose of SROTC Bb ROTC Blackboard is to publish Military Science curriculum materials and cadre and staff development courses. The secondary purpose is to develop MS course shells for use at the program level. SROTC Bb is used to create student accounts and provide students with access to curriculum course materials. SROTC Bb also functions as a general information portal for the command. The Blackboard Administrators/Course Managers will post pertinent information on areas such as leader development, Basic Camp, and Advanced Camp.

a. Cadets, cadre and staff are issued an SROTC Bb account and can access SROTC Bb from any computer or device. Qualifications and instructions for obtaining an account are posted on the front page of SROTC Bb. Cadre Bb accounts are generated by the Bb administrators at USACC; cadre generate Cadet Bb accounts at the SROTC programs.

b. Any questions or issues with accessing the SROTC lessons should be directed to the Cadet Command SROTC MS Course Managers. Their contact information is located on the SROTC Blackboard homepage at ROTC Blackboard.

Chapter 3 – Cadre and Staff Development

3-1. Overview

a. The Directorate of Leadership Development and Education (DoLDE), Cadre and Staff Development Division (CSDD) is responsible for the USACC Cadre and Staff Development Program (CSDP). The CSDD manages the CSDP which encompasses resident School of Cadet Command (SOCC) courses, cadre and staff qualification and certification policy, and the Army University Faculty Development and Recognition Program (FDRP).

b. CSDD is responsible for developing, implementing, and revising cadre and staff course content that focuses on adult learning methods and strategies in order to cultivate and sustain an agile, adaptive, educating and innovative cadre and staff.

c. USACC G1, G4, and RMID are responsible for developing, implementing, and revising the HRA, LOG, and ROO (AROO, BRO) courses, respectively.

d. The cadre and staff are all personnel involved with training, educating, developing, and providing administrative support to SROTC Cadets at the program level.

   (1) Cadre is any member of an SROTC program who is responsible for the Analysis, Design, Development, Implementation, and Evaluation (ADDIE) process educating and training Cadets. Cadre includes Professors of Military Science (PMSs), Assistant Professors of Military Science (APMS), Senior Military Science Instructors (SMSIs), Military Science Instructors (MSIs) and contracted instructors. A SROTC cadre member is responsible for delivering the Military Science curriculum to Cadets in the classroom

environment on campus. They perform the role of expert trainer during labs, field training exercises, and CST.

(2) Staff is any member of the SROTC Program who provide support to the cadre and Cadets. USACC program staff includes Human Resource Assistants (HRAs), Recruiting Operations Officers (ROOs), Logistics (LOG) Technicians, and Program Assistants (PAs).

e. CSDD implements training and education to develop professional competencies and standards based on staff job requirements and cadre competencies established by the Army University's Center for Teaching and Learning Excellence in order to support and facilitate recruiting, development, and administrative support of Cadets pursuing commissions as US Army Second Lieutenants.

f. Brigades and programs ensure that cadre and staff attend required training and education to develop the competencies required from them to perform their duties.

g. TRADOC Regulation 350-70, Army Learning Policy and Systems, Chapter 8, Cadre and Staff Development provides the framework for cadre and staff development within USACC.

3-2. Cadre and Staff Development Training and Education

a. Cadre training and education focuses on developing USACC instructor competencies. Staff training and education focuses on preparing them to perform their duties at the program.

(1) Cadre will develop critical skills based on a well-defined set of competencies to teach the SROTC curriculum effectively. These competencies are located in the ROTC Blackboard folder, Cadre Instructor Certification and Recognition which contains Army Instructor Competencies that form the foundation for USACC cadre training and education. These competencies adhere to the Army's Faculty and Staff Development Program (FSDP).

(2) Staff competencies are based on specific position descriptions and may be determined by respective civilian career programs.

b. Cadre and staff SOCC resident courses provide foundational qualification, knowledge, and skills for cadre and support staff.

(1) Cadre resident courses are mandatory for USACC instructors. Cadre members must complete either USACC's Common Faculty Development Instructor Course (CFD-IC) or Master Educator Course (MEC). These courses are designed to teach critical skills and competencies that are required to effectively teach the SROTC curriculum and manage college courses.

(a) Common Faculty Development Instructor Course (CFD-IC) is the USACC primary foundational instructor qualification course required for all PMSs, SMSIs, APMSs and MSIs. CFD-IC meets the TRADOC foundational instructor course requirement for Part I of instructor certification. This course prepares participants who enter the course at different levels of mastery to manage adult learning environments IAW the Army Learning Model (ALM). This course includes USACC specific content not available in other Center of Excellence's (COEs) CFD-ICs. This course is designed to develop newly assigned USACC facilitators/instructors (cadre) in the competencies necessary to manage an adult learning environment on a university/college campus and in USACC's unique operational environment. USACC's SOCC, CFD-IC instructors, will meet the TRADOC Train-the-Trainer (T3) requirements outlined in TRADOC Pamphlet 350-70-3.

(b) Master Educator Course (MEC) is USACC's mastery level course for PMSs, APMSs, SMSIs, and MSIs that focuses on advanced adult teaching/learning strategies and university organizational leadership. CFD-IC learning outcomes and student assessment rubrics are embedded in the MEC, which meets the TRADOC foundational instructor course requirement for Phase I of instructor certification. MEC serves as the premier instructor qualification course for all cadre (PMSs, SMSIs, APMSs and MSIs). The course awards undergraduate and graduate college credits in adult education and organizational leadership. This course is conducted primarily by USACC's civilian university partner faculty with oversight and support conducted by USACC's CSDD.

NOTE: It is recommended that all SROTC programs have at least one MEC graduate to assist with the ongoing professional development of cadre.

(c) University Senior Leader Course (USL) is the USACC functional course required, in addition to CFD-IC or MEC, for all PMSs and SMSIs. USACC Brigade Commanders, Directors of Brigade Operations (DBOs), and Brigade Command Sergeants Major may also attend USL. USL lesson content is conducted by USACC's HQ staff, DBOs, and senior PMSs (mentors). These provide instruction to new PMSs and SMSIs on positive command climate, effective recruiting strategies, scholarship programs, campus resources, enrollment, contracts, retention, disenrollment, accessions, and safety.

(2) Staff resident courses are mandatory for all USACC program staff members. These courses prepare staff to perform their job specific duties at the programs. Staff resident course instructors may attend CFD-IC if recommended by the USACC proponent.

(a) The HRA Course provides instruction on the CCIMM, scholarships, Cadet pay, scholarship payment process, contracting, accessions packets, enrollment/disenrollment, processing waivers, and other critical skills.

(b) The Logistics Course provides instruction on USACC supply processes and procedures, Government Purchase Card (GPC) instruction, Government Services

Administration (GSA) vehicles, Global Combat Support System-Army (GCSS-A), OCIE Direct Order-Installation Support Module (ODO-ISM), Army Records Information Management Systems (ARIMS), Contracting Officer's Representative (COR) Training, Knowledge Management (KO), safety and other critical skills.

(c) The ROO Course provides instruction on USACC operational procedures, market analysis, salesmanship, The Army Interview, formulation of a campus marketing strategy, ROO Zone (recruiting management tool), and methods to achieve the on-campus recruiting mission.

NOTE: Newly hired program assistants will attend both the HRA and Logistics courses in order to attain competency in both areas.

3-3. Cadre and Staff Certification Program

a. All cadre (PMSs, APMSs, SMSIs, and MSIs), who teach SROTC Military Science curriculum, must complete USACC instructor certification prior to serving as the primary instructor for any lessons or labs delivered to SROTC Cadets. This also includes contractor instructor personnel. USACC's Cadre and Staff Development Division (CSDD) has established a cadre and staff qualification and certification program IAW with TRADOC Regulation 350-70.

b. Cadre and Staff Certification Program Definitions:

(1) "Qualified USACC Instructor" is a cadre member who has successfully completed one of the foundational courses Common Faculty Development (CFD-IC) or USACC's Master Educator Course) IAW the Army instructor certification process in TR 350-70.

(2) "Certified USACC Instructor" is a cadre member who has completed Phase 1 (Qualification), Phase 2 (Technical) and Phase 3 (Certification). Only certified USACC instructors will independently deliver SROTC Military Science curriculum to SROTC Cadets. Only USACC certified instructors can be listed as the faculty for a given SROTC Military Science course in the course catalogue at the respective college/university. Only USACC certified instructors can submit official grades for a Military Science course to the registrar at their respective college/university.

(3) "Guest Instructor" is any non-USACC certified instructor who delivers Military Science curriculum to SROTC Cadets. Guest instructors cannot teach SROTC curriculum to Cadets without a certified USACC instructor being present. Guest Instructors cannot be listed as faculty for Military Science courses in the course catalogue of the assigned college/university. Until the newly assigned USACC cadre completes full USACC Instructor Certification, they can only serve in the capacity of a guest instructor. The PMS at a program must approve any guest instructor who teaches any MS curriculum to USACC Cadets.

(4) "Certified Staff" is any program Human Resources Assistant, LOG TECH, Program Assistant, or Recruiting Operations Officer who has completed Cadet Command Civilian Personnel Onboarding (C3PO) and completed their respective (HRA, LOG, or ROO) initial staff course.

c. Cadre Certification Program Phases

(1) Phase I (Foundation) of the USACC instructor certification process requires all USACC cadre to successfully complete one of two foundational courses, CFD-IC or MEC. Phase I (Foundation) addresses adult learning principles articulated in the Army Learning Model (ALM) and incorporates the Army Instructor Competencies (AICs). The "8" Special Qualification Identifier (SQI) for NCO's and "5K" Additional Skill Identifier for officers is awarded upon graduation of USACC's CFD-IC or MEC IAW AR 611-1 and DA Pamphlet 611-21. Phase I (Foundation) is not required by the newly assigned USACC cadre if they have graduated from another Center of Excellence's (CoE) CFD-IC within the last five years and have their 5K or 8 instructor skill identifiers. These cadre still must complete and document USACC's Phase II (Technical) and Phase III (Certification) to certify as USACC instructors. Contractor Instructors will attend USACC's CFD-IC but are not awarded instructor skill identifiers.

(2) Phase II (Technical) requires the completion of USACC's Observer-Controller/Trainer- Academy (OC/T-A). This may be done through completion of either the resident USACC OC/T-A or the Distance Learning (DL) OC/T-A hosted on ROTC Blackboard. PMSs and SMSIs must also complete University Senior Leaders (USL) course as part of Phase II (Technical). It is possible to complete USL and/or OC/T-A before Phase I (CFD-IC or MEC). Contractor instructors are encouraged to complete (DL) OC/T-A, but it is not required unless also called for by the contract.

(3) Phase III (Certification) is completed on campus after at least one successful evaluation by an instructor certified PMS or a PMS-designated certified instructor. The evaluation must be conducted while the cadre member is serving as the primary instructor for a MS curriculum lesson or series of lessons to Cadets, culminating with their certification to teach the assigned MS I, MS II, MS III or MS IV course. Certification qualifies a cadre member to serve as the primary or lead instructor for the specific MS content. If the PMS is completing Phase III (Certification), he or she can be evaluated and certified by any other certified USACC instructor, preferably the program SMSI.

(a) The written Phase III (Certification) evaluation will be complete by a USACC instructor certified PMS or a USACC certified instructor that PMS designates using the Cadet Command Educator Assessment/Certification Form (USACC Form 145-21-5) with associated rubric located on ROTC Blackboard at: Cadre Instructor Certification & Recognition

(b) The cadre must score at least an 80 on the USACC Form 145-21-5 assessment for their certification. The evaluator will provide feedback to the cadre

member. The PMS or SMSI will direct a subsequent evaluation attempt if prospective cadre does not meet the minimum score/assessment.

(4) Phase IV (Continued Professional Development) provides the opportunity for a USACC Certified Instructor to continue to develop professionally. At a minimum all non-contractor USACC Instructors will earn the Basic Army Instructor Badge (BAIB). The PMS is required to ensure all assigned cadre, to include the PMS and contractors, receive semi-annual (each semester) written evaluations of assigned cadre teaching a MS lesson to Cadets. This evaluation must utilize the USACC Form 145-21-5 or TR Form 600-21-1 (used in instructor badge evaluations). All certified USACC cadre members are also encouraged to complete some of the following:

(a) Participate in the USACC Faculty Development and Recognition Program (FDRP) to earn Senior and Master Army Instructor Badges.

(b) Continue higher education college courses in adult education.

(c) Attending local university offered faculty workshops/seminars etc.

(d) Attend USACC or brigade sponsored professional development seminars (virtual or live).

(e) Compete in the USACC Instructor of the Year (IOY) program.

(5) Staff Certification. Staff members at the SROTC Programs are assessed in the civilian hiring process and possess the knowledge, skills, and competencies to perform their assigned duties. Staff certification includes the completion of the required cadre DL and resident courses. Staff members should also continue to develop through ongoing professional development opportunities offered by the USACC headquarters proponents, the Civilian Education System (CES), and other Career Program training and education. New program staff should be complete their respective initial staff course and C3PO within six months of starting the new staff position.

d. Ongoing Evaluation. The PMS must ensure each cadre is evaluated delivering MS curriculum to Cadets each semester (or twice in an academic year) using CC Form 145-21-5 (Educator Assessment-Certification) or TF 600-21-1 with associated rubrics located on ROTC Blackboard at Cadre Instructor Certification & Recognition. These evaluations should be developmental in nature and provide opportunities to identify areas of strength and areas for continued development. PMSs will evaluate staff members according to Cadet Command policy related to civilian employee evaluations.

e. Recertification. PMSs must require cadre to remain knowledgeable of curriculum changes and staff to remain knowledgeable of business process changes.

(1) Cadre members who have served in an instructor position for more than 5 years must be recertified. Recertification may include reattendance of the Phase 1

(Foundational) course if the PMS deems it necessary to improve or update a cadre member's competency level. The PMS will evaluate each cadre member, using the USACC Form 145-21-5 to determine if retraining in the foundational course is necessary. This requirement also applies to long-term contracted cadre members.

(2) USACC ROO recertification must be conducted every three years while in the position. USACC HRA recertification must be completed every five years while in the position. Other staff members (LOG) serving in support positions for five years or more, will be evaluated by the PMS who will recommend refresher training, if needed. Based on policy changes, the USACC proponent for each staff position may also determine if refresher training is required.

f. Cadre Records (Instructor Portfolios). PMSs must maintain an instructor record for each assigned cadre member in accordance with TRADOC Regulation 350-18, Chapter 4, Paragraph 4-6. The record may be in hard copy or in digital format. Instructor records must be current and contain the following minimum documents.

(1) Instructor certification, or recertification, memorandum (must not be more than five years old) signed by the PMS. The SMSI will sign the PMS's certification memo.

(2) Instructor training certificate(s) for foundational instructor training (i.e., CFD-IC or MEC).

(3) Copy of orders or request (DA Form 4187) for orders for ASI 5K officer or SQI 8 NCO (instructor skill identifier) or Service Record Brief (SRB) showing the 5K or 8 skill identifiers.

(4) Valid DA Form 705 (not applicable to contractor instructors).

(5) Signed DD Form 2982 RECUITER/TRAINER PROHIBITED ACTIVITIES ACKNOWLEDGEMENT.

(6) Copies of instructor evaluations from the previous 12 months (CC Form 145-21-5 and/or TF Form 600-21-1).

(7) DA Form 5984-E U.S. Army Motor Vehicle Operator's Identification Card with "ZZ1AR1 Sedan " and "ZZ1JF1 Truck, Van 16 PASSE" noted and certificate of completion of 15 PAX Van Training course: U.S. Army Motor Vehicle Operator's Identification Card Training.

3-4. Cadre Recognition Program

a. The USACC Cadre Recognition Program provides an opportunity to acknowledge superb performance. Brigades and programs are encouraged to implement their own recognition programs to recognize outstanding members within their organizations quarterly and annually.

b. Certified cadre members are encouraged to participate in the annual USACC Instructor of the Year (IOY) Program which recognizes instructor excellence. USACC will publish an operations order detailing the criteria for brigades to nominate candidates to compete for USACC Instructor of the Year. The cadre member selected as the USACC Officer, NCO, Warrant Officer, and Civilian Instructor of the Year will be forwarded to compete in the TRADOC Instructor of the Year Program.

c. Cadre members who are officers, warrants, NCOs, or Department of the Army civilians may participate in the USACC Faculty Development and Recognition Program (FDRP). Cadre who have completed Phase III (Certification) of USACC Instructor Certification are eligible to participate FDRP program IOT earn Army Instructor Badges.

   (1) Procedures for administering the FDRP in USACC are addressed in Cadre Instructor Certification & Recognition area under the Resources tab in ROTC Blackboard at: Cadre Instructor Certification & Recognition.

   (2) TRADOC Regulation 600-21, Faculty Development and Recognition Program provides guidance on how to administer the FDRP. USACC will strictly follow TR 600-21 in execution of its own FDRP.

   (3) The approval authority for Army Instructor Badges is the brigade commander (may be delegated to LTC or GS-14).

3-5. Civilian Workforce Development

a. The development of an adaptive professional civilian workforce is essential to the success of our Army. USACC commanders, managers and supervisors share responsibility for enabling Army Civilian employees to reach their full potential.

b. USACC Army Civilians are responsible for establishing their career goals and engage actively with their supervisors on strategies to achieve these goals. Civilian employees must collaborate with their supervisors in assessing competencies, identifying and closing competency gaps, and developing, maintaining, and enhancing their knowledge, skills and abilities in alignment with organizational plans and goals in support of their personal career objectives and aspirations.

c. Commanders and supervisors/rating officials are responsible for exercising the full range of options to meet their mission-related organizational and employee development needs.

d. USACC Commanders, Deputy Brigade Officers, Directors, managers, and supervisors must make civilian development a top priority by ensuring that each civilian employee meets the following requirements:

(1) New Civilian employees attend the Cadet Command Civilian Personnel Orientation (C3PO) course. This course is scheduled by HQ G1 Civilian Personnel Division (CPD) around the third week of Entrance of Duty (EOD).

(2) Civilian employees (GS 6-15) hired after 30 September 2006 complete the Civilian Education System (CES) Foundation Course (FC) within 180 days of employment. The FC is a distance-learning (DL) course available through the Civilian Human Resources Training Application System (CHRTAS).

(3) Civilian employees who are supervisors (and military who supervise civilian employees) complete the Supervisor Development Course (SDC) within 12 months of taking a supervisory position and take the SDC refresher every 3 years. SDC is a DL course available through CHRTAS.

(4) Civilian employees who are supervisors must complete the CES course targeted for their current grade or have designated equivalent course credit, within one year of date of appointment. Credit for previous professional military education (PME) is recorded in the CHRTAS. IAW FY25 Civilian Education System (CES) Policy Updates, new supervisors will no longer be granted equivalent course credit or constructive credit.

(5) Civilian employees have an approved Individual Development Plan (IDP) using the Army Career Tracker (ACT) development tool. Supervisors must approve and review the IDP with their employees during required midpoint and annual performance reviews. New employees must establish their IDP within the first 30 days of employment.

(6) Civilian employees serving in SROTC staff positions (Human Resource Assistant, Recruiting Operations Officer, Logistics Technician, and Program Assistant) attend the USACC required course for certification no later than 120 days after employment.

e. USACC also executes civilian workforce development through designated Career Field Command Representatives (CFCRs) performing their duties. The execution of CFCR duties enable accomplishment of the USACC Operational Plan 2030, Line of Effort 1 (People), Task 1.1 Annually assess and enhance Cadre and staff certifications and professional development.

f. USACC Career Field Command Representatives (CFCRs) coordinate through their respective CWDP Manager and CHRA/ACCMA Functional Community Manager (FCM) to perform their duties. Each CFCR informs their respective functional community civilians and supervisors of developmental requirements and opportunities and provides them with the information necessary to develop their unique job specific competencies.

g. Policy Compliance. USACC/DoLDE, CSDD in collaboration with brigade leadership teams will monitor compliance through Staff Assistance Visits and data calls reported during command and staff briefings.

h. Civilian Workforce Development SharePoint is at the following link: Civilian Workforce Development

3-6. Exceptions to Policy

a. Requests for exceptions to policy for this chapter must be submitted from the program through the brigade headquarters to the approval authority listed below. Requests must include the time period of the exception, background information, and an explanation of the reason for the exception. The brigade will endorse the exception and forward it to the appropriate approval authority.

b. The approval authority for exceptions to policy.

    (1) CFD-IC and USL is USACC, DoLDE, Director.

    (2) HRA Resident Course is USACC, G1

    (3) The Logistics Resident Course is USACC, G4.

    (4) ROO Resident Course is USACC, RMID Director.

Chapter 4 – Campus Support Requirements

4-1. On-Campus Summer Training

Brigade commanders require the USACC CG's approval to conduct on-campus summer school programs for any level of Military Science. Conducting such programs cause conflicts with other high priority missions for the summer such as Basic Camp, Advanced Camp, and on-campus recruiting. Waiver criteria and the application process are located at Appendix C-1.

4-2. Training Ammunition

a. Training ammunition will be requested, allocated, forecasted, expended, and turned-in in accordance with DA Pam 350-38 and Training Ammunition Management Information System-Redesigned (TAMIS-R) requirements. The USACC G3 is the USACC program manager for all ammunition requirements.

b. Requests for training ammunition must support valid training requirements for conducting BOLC-A and Warrior Tasks and Battle Drills at the team, squad, and platoon level. Requests for training ammunition without a valid training requirement will be denied. Munitions for reward or retention incentives must be requested by

memorandum, endorsed by the brigade commander, and sent to the USACC G3 for approval.

c. A091 (.22 Match) ammunition is not authorized for use as a sub-caliber munition for basic rifle marksmanship. The A091 is to train and prepare ROTC Cadet, cadre, or ROTC marksmanship teams to compete in a bona-fide Army or Civilian Marksmanship Program competition only. The PMS will submit a justification with the request for A091 that outlines which marksmanship competition(s) the rounds will be used to train for, the number of Cadets or cadre who will train, the frequency of training and the number of rounds required per member, per training event.

d. AB57 (Cartridge, 5.56mm, Ball). Additional Surface Danger Zone (SDZ) is required in accordance with DA PAM 385-63 14 APR 2014, Table 4-8. Use of AB77 (Cartridge, 5.56mm, Ball) M8554A1 – AB57 and AB58 (EPR - copper) are authorized, training range dependent.

e. C025 (75mm blank) and C440 (105mm blank) is classified by DA as "Operational Ammunition". USACC is not authorized "Operational Ammunition", however, when available, the TRADOC Ammunition Manager has supported USACC with a limited number of rounds each year. PMS may submit requests and justification for C025 and C440 but must understand supply each year is not guaranteed and will be limited.

f. Training Ammunition Utilization Rates. Brigade commanders and PMSs will strive to achieve and maintain a 90% or better ammunition utilization rate through close management of TAMIS accounts.

g. ROTC units are not authorized to give Army ammunition to non-DoD organizations.

h. Civilian ammunition is not authorized for use in government owned weapons systems. Ammunition must be procured using TAMIS-R IAW DA Pam 350-38.

4-3. Ceremonial Cannon Fire

a. Training and certification will be conducted to ensure cadre and salute battery personnel are current and qualified to fire ceremonial guns safely. Training will consist of identifying Surface Danger Zones (SDZ) for blank ammo used and the conduct of salute battery crew drills and misfire procedures. The PMS will conduct a risk assessment prior to firing and residual risks will be approved at the appropriate level.

b. Pack 75/105mm howitzers on the USACC TDA are maintained in accordance with appropriate Training Manuals (TM). These cannons are fired for ceremonial purposes only. SDZ restrictions as outlined in Range Safety, Department of the Army Pamphlet 385–63, para 10-3h, page 111, will be followed.

c. SDZ restrictions for (DODAC/1305-A010/10 gauge) blank will be determined by clearing 15 Min front of and 35 degrees left and right of bore centerline. 75 mm and 105

mm (M337/M395/DODAC CO25/C440) blank ammo SDZs will be determined as outlined in DA Pam above.

d. The PMS will ensure cannon crews conduct preventive maintenance checks and services (PMCS) inspections to ensure breaches close properly, firing pins operate correctly and to ensure the bores are clear.

e. References:

(1) DA PAM 385-63, Range Safety.

(2) ATP 5-19, Risk Management.

(3) TM 43-0001-27, Army Ammunition Data Sheets, Small Arms.

(4) TM 43-0001-28, Army Ammunition Data Sheets, Howitzers.

4-4. English as a Learned Language (ELL) Program

a. Any Cadet in Puerto Rico for which English is not his/her primary or native language is a prospective participant in the ELL Program. Cadets at other institutions are eligible for testing/training based on the PMS assessment of their ability to read, understand, and speak English.

b. The Puerto Rico Language Training Detachment conducts English language training in Puerto Rico. USACC will not fund any additional programs or language training for Cadets in Puerto Rico. Select Cadets requiring remedial ELL training during Cadet Summer Training may attend training at the Defense Language Institute - English Language Center. The PMS is responsible for identifying all contracted ELL Cadets and ensuring the English Comprehension Level Test (ECLT) and Oral Proficiency Interview (OPI) are conducted in accordance with the ELL Program guidelines listed below. Non-contracted ELL Cadets are encouraged to test as well. The PMS will submit quarterly ELL reports and initiate disenrollment actions for Cadets not meeting ELL program requirements.

c. ELL Cadets identified as such by their PMS will be administered the ECLT. If the score on this initial ECLT is below 90, the Cadet will be enrolled into the ELL Program. If the initial ECLT score is 90 or above, then the OPI will be administered. If this OPI score is below 2+/2, the Cadet will be enrolled into the ELL Program. Senior Contracted Cadets must be administered the OPI at least twice per year, regardless of their ECLT scores. The ELL commissioning requirement is considered met if a Cadet meets or exceeds both the ECLT score of 90 and the OPI score of 2+/2 during any one subsequent ECLT/OPI testing session. The Cadet will not be required to participate further in the ELL program once the preceding is achieved.

d. Basic Course ELL Cadets. Non-contracted Basic Course Cadets are not required to take the ECLT or OPI, however, they should be encouraged to strive to attain the MS II course progression requirements listed below by the conclusion of the Basic Course. Cadets may not enter the Advanced Course unless they meet the minimum score of 70 on their ECLT and score 1+/1 on their OPI.

e. Contracted Basic Course ELL Cadets. The PMS will inform contracted Basic Course ELL Cadets of the MS course progression requirements within the ELL program prior to contracting Basic Course Cadets. The PMS will test contracted Basic Course Cadets in their first semester of ROTC to assess their ECLT level and OPI level. The PMS will dis-enroll contracted Basic Course ELL Cadets who do not meet the following ELL progression scores.

    (1) Progression to the second semester: ECLT 70.

    (2) Progression to the Advance Course: ECLT 70 and OPI 1+/1+.

f. Advanced Course ELL Cadets must meet the progression requirements listed below by the end of the first semester or face disenrollment proceedings.

    (1) MS III course progression requirements: ECLT 75 and OPI 2/1+.

    (2) MS IV course progression requirements: ECLT 80 and OPI 2/2.

    (3) Commissioning requirements: ECLT 90 and OPI 2+/2.

g. Summer Training and Cadet Professional Development Training (CPDT). ELL Cadets must have attained an OPI score and an ECLT score prior to the start date of the training. Students are not authorized to attend summer training or CPDT if the below scores are not met. This requirement is non-waiverable.

    (1) Basic Camp: ECLT 75 and OPI 2/1+.

    (2) Advanced Camp and CPDT: ECLT 80 and OPI 2/2.

    (3) Advanced Camp Commissionee: ECLT 90 and OPI 2+/2.

h. PMSs outside of Puerto Rico who require testing for Cadets in their program must coordinate for ELL testing materials and support at their local Military Entrance Processing Stations (MEPS) or supporting military installations.

Appendix A – References

ARs, DA pamphlets, and DA forms are available at http://www.apd.army.mil.

Section I - Required Publications

AR 25-50, Preparing and Managing Correspondence

AR 25-52, Authorized Abbreviations, Brevity Codes, and Acronyms

AR 145-1, Senior Reserve Officers` Training Corps Program: Organization, Administration, and Training

AR 350-1, Army Training and Leader Development

TRADOC Regulation 10-5, Organization and Functions

TRADOC Regulation 10-5-1, Organization and Functions

TRADOC Regulation 350-70, Army Learning Policy and Systems

TRADOC Regulation 350-13, Military History Education

TRADOC Regulation 350-36, Basic Officer Leader Training Policies and Administration

TRADOC Regulation 600-21, Faculty Development and Recognition Program

Section II - Related Publications

A related publication is a source of additional information. The user does not have to read a related reference to understand this publication.

AR 190-11, Physical Security of Arms, Ammunition, and Explosives

AR 190-13, The Army Physical Security Program

AR 385-10, The Army Safety and Occupational Health Program

AR 385-63, Range Safety

AR 670-1, Wear and Appearance of Army Uniforms and Insignia

ADP 7-0, Training

ATP 3-21.8, Infantry Rifle Platoon and Squad

ATP 3-21.18, Foot Marches

ATP 5-19, Risk Management

ATP 7-22.01, Holistic Health and Fitness Testing

ATP 7-22.02, Holistic Health and Fitness Drills and Exercises

DA Pam 25-30, Consolidated Index of Army Publications and Blank Forms

DA Pam 385-1, Small Unit Safety Officer/NCO Guide

DA PAM 385-63, Range Safety

FM 7-22, Holistic Health and Fitness (w/CH1)

TC 3-21.5, Drill and Ceremonies

TC 3-21.76 Ranger Handbook

TC 3-22.9, Rifle and Carbine

TM 43-0001-27, Army Ammunition Data Sheets, For Small Caliber Ammunition

TM 43-0001-28, Army Ammunition Data Sheets, Artillery Ammunition for Guns, Howitzers, Mortars, Recoilless Rifles and 40mm Grenade Launchers

STP 21-1-SMCT, Soldiers Manual of Common Tasks – Warrior Skills Level 1

TRADOC Reg 350-10, Institutional Leader Training and Education

TRADOC Reg 350-29, Prevention of Head and Cold Casualties

TRADOC Reg 350-70, Training Development Management, Processes, and Products

USACC Regulation 145-3-1, ROTC Cadet Professional Development Training, Off-Campus Training

USACC Regulation 385-10, Cadet Command Safety Program

USACC Pamphlet 145-4, Enrollment, Retention and Disenrollment Criteria, Policy and Procedures

Section II - Related Publications-Other

ADP 6-0, Mission Command: Command and Control of Army Forces, July 19

FM 3-0, Operations, October 22

FM 6-0, Commander and Staff Organization and Operations, May 22

FM 6-22, Developing Leaders, November 22

FM 7-0 Training, June 21

USACC Regulation 10-5, Organizations and Functions, US Army Cadet Command, February 2022

USACC Regulation 145-1, Reserve Officers' Training Corps Incentives Policy

USACC Regulation 145-2, JROTC Organizations, Administration, Operation, and Support, August 22

USACC Regulation 145-3, ROTC Pre-commissioning Training and Leadership Development, June 18

USACC Regulation 145-8, ROTC Organizational Inspection Program, April 2023

USACC Regulation 670-1 Cadet Command Uniform Wear & Appearance

Section III - Referenced Forms

DD Form 4, Enlistment/Reenlistment Document Armed Forces of the United States

DA Form 597, Army Senior ROTC Non-Scholarship Cadet Contract

DA Form 597-3, Army Senior ROTC Scholarship Cadet Contract

DA Form 4856, Developmental Counseling Form

USACC Form 104-R, Planned Academic Worksheet

USACC Form 139-R, Cadet Application and Enrollment Record

Section IV - Referenced Websites

USACC, SharePoint, https://armyeitaas.sharepoint-mil.us/sites/TR-USACC

Army Publishing Directorate, http://www.apd.army.mil

USACC Publications and Forms, https://armyrotc.army.mil/forms-publications

USACC Blackboard, https://rotc.blackboard.com

Section V – Public Email Distribution Mailbox

USACC, DoLDE Outlook Address, usarmy.knox.usacc.mbx.hq-dolde-cdd@army.mil

Appendix B – Accelerated Cadet Commissioning Training (ACCT)

B-1. Purpose and Concept

This appendix identifies training tasks for Accelerated Cadet Commissioning Training (ACCT) Cadets to integrate into the Cadet program. The purpose of this training is to ease the transition of these advanced placement Cadets into the program by teaching knowledge and skills that progression Cadets have mastered. This training program is not intended to teach all tasks taught in the SROTC Basic Course.

B-2. Method of Execution

a. Accomplish this training early in the fall semester, preferably within the first two weeks of class. Cadre members should teach it with the assistance of selected MS IV Cadets.

b. Each program may structure the delivery of this training to suit the schedules and needs of their ACCT Cadets. The estimated total duration of training is 14½ hours. The recommended method of delivery is to conduct 4½ hours of classroom training in one or more classes conducted during a single week with the remaining 10 hours during a weekend block.

c. Instructors should assign an MS IV sponsor/mentor to each ACCT Cadet to facilitate the integration of an ACCT Cadet into the SROTC program. The MS IV sponsor is responsible for facilitating ACCT Cadet integration, reinforce formal training, and provide a source of information and answers for the ACCT Cadet.

B-3. Early Train Up of Critical Tasks

a. Structure and function of the ROTC program (MS101 L01 Course Overview and L02 the US Army). The estimated time for this topic is 1 hour.

b. Introduction to Leadership Development and Assessment (MS100 Introduction to Army Leadership and MS200 Cadet Assessment Process). The estimated time for this topic is 1½ hours. The purpose of this class is to familiarize Cadets with the cycle of performance, assessment, feedback, and evaluation.

c. Ethical Reasoning, Situational Ethics and Apply Army Values (MS100 Seven Army Values and Warrior Ethos and MS200 Apply Army Values to Tactical Problem). The estimated time for this topic is 1 hour. This class reviews the Army values and the Army's expectations for the respectful and fair treatment of others.

d. U.S. Military Customs and Courtesies (MS100). The estimated time for this topic is 1 hour. This class teaches basic customs and courtesies which they must be aware of and execute in SROTC. The class does not address customs related to military balls, dining-ins, and other social events.

e. Wear of the uniform. The estimated time for this topic is 2½ hours. This class teaches the correct wear of the Army Combat Uniform (ACU) and Army Service Uniform (ASU). In addition, this class addresses the assembly and fitting of load bearing equipment.

f. Basic Map Reading (MS100) and Intermediate Map Reading (MS200). The estimated time for this topic is 2½ hours.

g. Drill and ceremonies (Leadership Lab 02). The estimated time for this topic is 3 hours.

h. AFT. The estimated time for this topic is 2 hours.

Appendix C-1 – Training Waiver Criteria and Instructions

C-1-1. Application Process

a. Approval of training waiver application packets are delegated to the brigade commander. No waiver will be submitted for consideration unless the Cadet is contracted or conditionally contracted. If the Cadet is conditionally contracted, part two of DA Form 597 will accompany the waiver request.

b. All training waiver packets will include the following minimum documentation:

    (1) Program Support Memorandum signed by applicable authority (PMS).

    (2) CC Form 131 Cadet Action Request.

    (3) Unofficial Transcript.

    (4) CC Form 104-R Planned Academic Worksheet.

    (5) DA Form 705.

    (6) Cadet Record Brief.

    (7) CC Form 139-R Cadet Application and Enrollment Record.

    (8) SAL Worksheet.

    (9) Other Supporting Documentation.

C-1-2. Waivers Considered

a. Accelerated Cadet Commissioning Training (ACCT).

(1) Eligibility: Academic Discipline Mix 3, 4, or 5. Waiverable by the brigade commander.

(2) Scholar: Minimum cumulative GPA of 3.0. Not waiverable.

(3) Athlete. Active player on a university or comparable club team when contracted. Waiverable by the brigade commander.

(4) Leader. Demonstrated leadership (e.g., President, Vice President, Team Captain, etc.) in university student government, civic, religious, service or social organization while attending college. Not waiverable.

(5) Scholarship. Cadet's SAL status should make them eligible for a scholarship. If a scholarship is not available, the PMS should consider whether the Cadet is a better candidate for AEO rather than ACCT.

b. Retention Waivers. All retention waivers will be completed IAW CC Pam 145-4, Enrollment, Retention, and Disenrollment Criteria, Policy, and Procedures Chapter 4 and 6. Approval authority for retention waivers is the brigade commander.

Appendix C-2 – Military Science Leadership Labs and Endstates.

C-2-1. Cadet Military Science Level Endstates
Understanding the desired MS end state assists cadre in maximizing leader development opportunities for individual Cadets.

a. The MS I Endstate. The MS I Course produces a student who understands the basic structure of the US Army, its' customs and courtesies and accepts the Army as a Values - based organization committed to the ideal that America and its founding documents remain the most powerful force for good in human history. Embraces the scholar-athlete-warrior ethos; who is familiar with individual roles and responsibilities in support of team efforts; who demonstrates oral and written communications skills, understands resilience, and develops a commitment to learning. In addition, demonstrates introductory skills in fieldcraft and team building at squad level.

b. The MS II Endstate. The MS II Course produces a Cadet grounded in foundational leadership doctrine and skills by leading small units in achieving assigned missions. Utilizes critical thinking and problem-solving during Troop Leading Procedures (TLPs). Applies Army values and understands the importance of the officer's role in leading change; is knowledgeable in the Army as a profession and is committed to the ideal that America and its founding documents remain the most powerful force for good in human history.

c. The MS III Endstate. The MS III Course produces a Cadet who possesses enhanced individual and collective skills including leader competencies; effectively leads formations at the squad and platoon level in a variety of military and non-military

mission context scenarios; effective at receiving and giving peer evaluations; who is committed and disciplined ethically, academically, physically, and socially; and committed to the ideal that America and its founding documents remain the most powerful force for good in human history.

d. The MS-IV Endstate. The MS IV Course produces a leader of character possessing a professional identity committed to the Army ethic and profession and is a moral exemplar; is prepared to be an Army leader who thrives in ambiguous environments; a skilled critical thinker, problem solver, team builder; skilled oral and written communicator with knowledge of training management and Army Doctrine; committed to the ideal that America and its founding documents remain the most powerful force for good in human history.

e. Labs will be sequenced as necessary to meet their school's academic schedule and support FTX objectives. The labs and FTXs should develop proficiency at squad operations in the fall and introductory familiarization with platoon operations in the spring while preparing MS III Cadets for Advanced Camp. A secondary objective of FTXs is for cadre to demonstrate the proper and doctrinal methods to plan, prepare, resource, rehearse, and execute an FTX with Cadets. Cadets will perform planning and staffing functions under cadre guidance and assistance.

Glossary

Section I – Abbreviations and Acronyms

AAR	After Action Review
ACC	Active Component Category
ACCMA	Army Civilian Career Management Activity
ACCT	Accelerated Cadet Commissioning Training
AD	Active Duty
ADDIE	Analysis, Design, Development, Implementation and Evaluation
ADP	Army Doctrine Publications
ADRP	Army Doctrine Reference Publications
AEO	Alternate Entry Option
AFAST	Alternate Flight Aptitude Selection Test
AFT	Army Fitness Test
ALA	Army Learning Area
ALC	Army Learning Concept
ALMS	Army Learning Management System
ALRM	Army Leader Requirements Model
AOP	Alignment Option Program
APMS	Assistant Professor of Military Science
APRT	Army Physical Readiness Training

APT	Army Personnel Testing
AR	Army Regulation
ASB	Accessions Support Brigade
ASCC	Army Service Component Commands
ATCO	Assistant Test Control Officer
ATLS	Advanced Trauma Life Support
ATTRS	Army Training Requirements Resource System
Bb	Blackboard
BOLC	Basic Officer Leader's Course
BRM	Basic Rifle Marksmanship
CAIT	Cadet Advanced Individual Training
CCIMM	Cadet Command Information Management Module
CCR	Cadet Command Regulation
CCTL	Common Core Task List
CFCR	Career Field Command Representative
CFD-IC	Common Faculty Development Instructor Course
CHRA	Civilian Human Resource Agency
CSDD	Cadre and Staff Development Division
CSDP	Cadre and Staff Development Program
CG	Commanding General
CJA	Command Judge Advocate
CLIP-B	Culture and Language Incentive Pay-Bonus
CLS	Combat Life Saver
CMP	Civilian Marksmanship Program
CPDT	Cadet Professional Development Training
CTLT	Cadet Troop Leadership Training
CST	Cadet Summer Training
CU&LP	Cultural Understanding and Leadership Program
CCWP	Cadet Coalition Warfighter Program
CWST	Combat Water Survival Test
DA	Department of the Army
DCG	Deputy Commanding General
DCG-IMT	Deputy Commanding General, Initial Military Training
DCO	Deputy Commanding Officer
DCoS	Deputy Chief of Staff
DFMWR	Directorate of Family, Morale, Welfare, and Recreation
DHS	Director of Health Services
DLAB	Defense Language Aptitude Battery
DoLDE	Directorate of Leader Development and Education
DoD	Department of Defense
DTMS	Defense Training Management System
ECLT	English Comprehension Level Test
ECP	Early Commissioning Program

ELL	English as a Learned Language
EST	Engagement Skills Training
FM	Field Manual
FTX	Field Training Exercise
HQ	Headquarters
IAW	In Accordance With
IMT	Initial Military Training
IOB	Industries of the Blind
GCSS-A	Global Combat Support System - Army
GLO	General Learning Outcomes
GPA	Grade Point Average
GSA	Government Services Administration
HRA	Human Resources Assistant
IDRP	Instructor Development and Recognition Program
JROTC	Junior Reserve Officers' Training Corps
KM	Knowledge Management
LDP	Leadership Development Program
LOG	Logistics
MEC	Master Educator Course
MEPS	Military Entrance Processing Station
METL	Mission Essential Task List
MHIC	Military History Instructor Course
MJC	Military Junior College
MOA	Memorandum of Agreement
MS	Military Science
MSI	Military Science Instructor
NLT	No Later Than
NSEP	National Security Education Program
OCS	Officer Candidate School
OCONUS	Outside of the Continental United States
ODO	Organizational Clothing and Individual Direct Order
OES	Officer Education System
OE	Operational Environment
OIC	Officer In Charge
OML	Order of Merit List
OPI	Oral Proficiency Interview
PCC	Pre-Command Course
PME	Professional Military Education
PMS	Professor of Military Science
POI	Program of Instruction
PT	Physical Training
QA	Quality Assurance
QAO	Quality Assurance Office

RLC	Region/Language/Country
RM	Risk Management
RMID	Recruiting, Marketing, and Incentives Directorate
ROO	Recruiting Operations Officer
RSO	Rappel Safety Officer
SOCC	School of Cadet Command
SIFT	Selection Instrument for Flight Training
SMSI	Senior Military Science Instructor
SROTC	Senior Reserve Officers' Training Corps
SY	School Year
TAM	Test Administration Manual
TAMIS	Training Ammunition Management Information System
TAMIS-R	Training Ammunition Management Information System-Redesigned
TC	Training Circular
TCO	Test Control Officer
TDY	Temporary Duty
TM	Training Manual
TRADOC	U.S. Army Training and Doctrine Command
USACC	U.S. Army Cadet Command
USAR	U.S. Army Reserve
USL	University Senior Leadership Course
USMA	U.S. Military Academy

Section II – Special Abbreviations and Terms

Acceleration: Taking more than one Military Science and Leadership course at a time in order to make up for time, i.e., taking both MS 201 and MS 202 in one semester in order to avoid having to go to Basic Camp to qualify for the Advanced Course. Acceleration of the Basic Course requires PMS approval. <u>**Acceleration of the Advanced Course is not authorized.**</u>

Advanced Course: The last two years of the Senior ROTC program (MS III and MS IV) including Advanced Camp. The Cadet normally pursues this during the junior and senior years in college. For Military Junior College (MJC) Cadets, the advanced course is completed during the freshman and sophomore years.

Alien Students: Alien students may voluntarily enroll in the Basic Course or attend Basic Camp and may participate in the advanced course as long as they meet the requirements established in AR 145-1, paragraph 3-6.

Alternate Entry Option (AEO): One form of lateral entry where a student completes the SROTC Advanced Course in the following progression: MS III, Basic Camp, MS IV, and Advanced Camp.

Alignment Option Program (AOP): A form of lateral entry available to four-year Engineer or Nurse students to enable scheduling flexibility in the junior year, which is traditionally the most intensive. AOP I Progression (Nurses and Engineer Cadets) freshman: Accelerate MS I and MS II. Sophomore year: MS III. Attend Advanced Camp between sophomore and junior year. Senior year: MS IV. AOP II Progression (Nurse Cadets only) MS I, MS III, Advanced Camp, MS II, MS IV.

Assistant Professor of Military Science (APMS): The primary instructor for ROTC Cadets enrolled in Military Science. APMS duties include, but are not limited to recruiting, training, administration, coaching, and commissioning the future officer leadership of the Army.

Auditing Students: A student approved by the PMS and school authorities to audit an SROTC course.

Basic Course: The two-year SROTC basic course of study (MS I and MS II), normally pursued by the Cadet during freshman and sophomore years in college. Completion or completion credit is mandatory for entry into the advanced course.

BOLC Common Core Task List (BOLC CCTL): A consolidated list of tasks which the TRADOC, CIMT have designated as mandatory pre-commissioning training requirements and initial entry training for junior officers; the BOLC CCTL includes both BOLC-A and BOLC-B CCTLs. The BOLC-A CCTL pertains to pre-commissioning (SROTC, USMA, and OCS). The BOLC-B CCTL pertains to officer basic branch orientation courses that newly commissioned lieutenants will attend prior to their first unit of assignment. Tasks are also annotated by the type of training required: Programmed (task must be a stand-alone lesson in the curriculum/POI and resourced); Integrated (the task can be integrated into another Programmed task or training event) and Awareness (task can be accomplished with a reading assignment or handout).

Cadet: Cadets are students enrolled in Army ROTC. In order to be classified as enrolled in the Army ROTC, the student must have signed the CC Form 139-R and been accepted for enrollment by the PMS (who has verified the student's eligibility for enrollment). A PMS may not accept a student for enrollment into Army ROTC unless the student has registered for and is taking a military leadership class for academic/ROTC credit or is attending Basic Camp and meets all enrollment requirements.

Cadre: Any member of an SROTC program that is responsible for the ADDIE process, educating and training Cadets. Includes PMSs, APMSs, SMSIs, MSIs, including contracted or Reserve Forces instructors.

Certification: Written verification of proficiency in a given task or tasks.

Certified USACC Instructor: Any current USACC cadre who has completed all three phases of USACC Instructor Certification. Can deliver Military Science curriculum to Cades without supervision. Can be listed in the college university course catalog as the

faculty for a Military Science course at that campus. May submit official Cadet grades for Military Science course to the college/university registrar.

Common Core Training: Direct training requirement for specific courses, grade levels, or organization levels. It consists of critical tasks performed by individuals at specific grade levels regardless of MOS or career field. Common core tasks are common Soldier, common skill level, and organizational level shared tasks.

Common Faculty Development Instructor Course (CFD-IC): Includes, but is not limited to, cadre training and education, certification, continued professional development, evaluations, and cadre recognition.

Completion Cadet Program: Cadets who are contracted, have completed all military leadership and Advanced Camp requirements, but who have not yet met graduation (baccalaureate) requirements are administered under this program.

Constraints: Limiting or restraining conditions or factors such as policy considerations, time limitations, environmental factors, budgetary and other resource limitations.

Contracted Cadet: A contracted Cadet is a student who has been determined eligible for enrollment (signed CC Form 139-R) and signed a DA Form 597/597-3 as applicable and the DD Form 4 series. Contracted Cadets are enrolled in the SROTC program as non-scholarship or scholarship Cadets. Completion Cadets remain contracted Cadets.

Controls: An action taken to eliminate hazards or reduce their risk.

Counseling: A means of assisting and developing students and subordinates. A leader/instructor counsels subordinates: to praise and reward good performance, to develop teamwork, to inform Soldiers on how well or how poorly they are performing, to assist Soldiers to reach required standards, to cause Soldiers to set personal and professional goals, and to help Soldiers resolve personal problems.

Curriculum: A course of study. An Army school curriculum consists of the course design, lesson plans, student evaluation plan, tests, course map, all other associated training material, and the program of instruction.

Early Commissioning Program (ECP): A program that allows Military Junior Colleges ROTC Cadets, who have completed all ROTC requirements, except those of obtaining a baccalaureate degree, to be commissioned.

Evaluation: Measurement of the demonstrated ability of Soldiers or units to perform a task, supporting skill and knowledge, or learning objective against the standard.

Feedback: Information and data provided both within and outside the training system, which indicates the efficiency or effectiveness of the system or product. It is the data

and information provided to the appropriate training proponent concerning the effectiveness and efficiency of the proponents' training products.

Go/No-Go-Pass or Fail: The evaluation criteria whereby students cannot partially pass. They either pass (GO): meet the standard) or fail (NO-GO: did not meet the standard).

Guest Instructor: Any instructor delivering Military Science curriculum to SROTC Cadets who have not completed all three phases of USACC instructor certification. Cannot deliver Military Science curriculum to Cades without supervision. Cannot be listed in the college university course catalog as the faculty for a Military Science course at that campus. May not submit official Cadet grades for Military Science course to the college/university registrar.

Implementation: The actual conduct of training by any method of instruction using the validated training material created during the design and development phases. A major phase in the training development process.

Introductory: Soldier demonstrates the ability to perform the task under supervision.

Institutional Domain: MS curricula, SROTC labs and the University Degree.

Military Junior College (MJC): A two-year institution that has contracted with the Secretary of the Army to provide Military Science instruction. It provides high school and college-level instruction but does not confer a baccalaureate degree.

MS I / II / III / IV / V / VI: Designations for the different levels of Military Science Level. For example, MS I is the first year, while MS IV is the fourth year. MS III and MS IV are the designations for the Advanced Course. MSV, scholarship and non-scholarship, is a Cadet on extended benefits for one semester or up to one additional year. MSVI is a Cadet that has completed Advanced Camp and is presently completing PME requirements before receiving a commission.

Non-Contracted Cadet: Non-contracted Cadets are students who have completed and signed the CC Form 139-R but have not completed/signed the DA FM 597/597-3 or the DD FM 4 Series. The non-contracted Cadet category includes students with a scholarship award pending contracting, advanced designee scholarship awardees, immigrant aliens/refugees, and non-Scholarship conditional Cadets who have completed and signed the CC Form 139-R and DA FM 597.

Off-campus Training: Cadet training or leader development conducted away from campus.

On-campus Training: All Army ROTC-sponsored training and leader development programs or events which are conducted on or near campus by the Professor of Military Science (PMS) and includes the SROTC curriculum and leadership labs, FTXs, and on-campus Culture and Language programs.

Operational Domain: FTXs, Basic Camp and Advanced Camp, by participation in SROTC and/ or university clubs and functions, serving in the Cadet chain of command at the team level during the MS Labs, FTXs, and Ranger Challenge.

Professor of Military Science (PMS): The academic and military position title of the senior commissioned officer assigned to duty with a Senior ROTC program.

Proficiency: Soldier demonstrates the ability to perform the task under combat conditions and upon arrival at first unit of assignment.

Proficiency Level Designations: There are two levels of proficiency for BOLC tasks: proficiency and introductory.

Program of Instruction (POI): A formal course document that prescribes the training content, hours, and types of instruction and all resources required to conduct training in an institutional setting.

Proponent: The proponent is the lead organization (command or staff) responsible for initiating, preparing, and coordinating actions and correspondence.

Risk Management: The process of identifying, assessing, and controlling risks arising from operational factors and making decisions that balance risk cost with mission benefits.

Self-Development Domain: Broadening opportunities beyond the SROTC curricula that meet developmental needs and is built around self-study, participation in internships, work, and other external opportunities.

Skill: The ability to perform a job-related activity, which contributes to the effective performance of a task.

Standard: A statement that establishes how well a task or learning objective must be performed. The standard specifies how well, completely, or accurately a process must be performed, or product produced. The task standard reflects task performance requirements on the job. The learning objective standard reflects the standard that must be achieved in the formal learning environment.

Standardization: The development and implementation of performance standards, which the Army employs in training and in combat. Units and Soldiers performing the same task will be trained to perform a particular task to the same standard. Training products are produced in one format by the training proponent and used by other training activities.

Task: A clearly defined and measurable activity accomplished by individuals and organizations. It is the lowest behavioral level in a job or unit that is performed for its

own sake. It must be specific; usually has a definite beginning and ending; may support or be supported by other tasks; and has only one action.