



**DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY CADET COMMAND
1ST CAVALRY REGIMENT ROAD
FORT KNOX, KENTUCKY 40121-5123**

ATCC-TOL (145-1b)

DEC 12 2022

MEMORANDUM FOR

**Commanders, All Units Reporting Directly to this Headquarters
Directors and Chiefs, Primary and Special Staff Offices, HQ USACC**

**SUBJECT: Policy Memorandum 9-3 – USACC Cadre/Faculty and Staff Development
and Certification Program (On-campus)**

1. References:

- a. Army Regulation 350-1, (Army Training and Leader Development).
- b. Army Regulation 611-1, (Military Occupational Classification, Structure, Development and Implementation).
- c. Department of the Army Pamphlet 611-21, (Military Occupational Classification and Structure).
- d. TRADOC Regulation 350-18, (The Army School System).
- e. TRADOC Regulation 350-70, (Army Learning Policy and Systems).
- f. TRADOC Pamphlet 350-70-3, (Staff and Faculty Development).

2. Background.

a. Army Regulation 350-1 and TRADOC Regulation 350-70 direct commanders and commandants at TRADOC institutions to establish faculty and staff development programs with supporting policies and procedures to develop and certify instructors. Commanders and commandants are also required to establish instructor evaluation processes to provide ongoing feedback and development, and recognition programs to incentivize and recognize outstanding contributions.

b. USACC aligns with TRADOC policy requirements in executing its cadre/faculty and staff development program by implementing courses that provide foundational training and education. We must meet the regulatory requirements to develop world-class cadre and faculty in order to produce high quality 2LTs and meet Army and TRADOC faculty development and instructor certification requirements.

ATCC-TOL

SUBJECT: Policy Memo 9-3 – USACC Cadre/Faculty and Staff Development and Certification Program (On-campus)

3. Purpose.

a. To codify USACC policy regarding cadre/faculty and staff certification. This policy applies to all on-campus cadre/faculty (instructors) who train and educate Cadets and all staff members who support cadre/faculty and Cadets at the Programs.

b. Cadre/Faculty are Professors of Military Science (PMSs), Assistant Professors of Military Science (APMSs), Senior Military Science Instructors (SMSIs), and Military Science Instructors (MSIs), including contractor and Reserve Component personnel. Staff are Recruiting Operations Officers (ROOs), Human Resource Assistants (HRAs), Logistics Specialists (LOGs) and Program Assistants (PAs).

c. This policy supersedes that in Cadet Command Regulation 145-3, Chapter 4, faculty certification requirements.

d. Commanders, Managers, Supervisors, and civilian employees serving in staff positions at USACC should also see Policy Letter #27, USACC Civilian Workforce Development Program for additional guidance and requirements related to professional development.

4. Policy.

a. USACC implements the enclosed Cadre/Faculty and Staff Development Program. Brigade Commanders, Deputy Brigade Operations Officers, Brigade Executive Officers and their staffs, along with PMSs, will collaborate with USACC Headquarters, Directorate of Leader Development and Education (DoLDE), Cadre/Faculty and Staff Development Division (CFSDD) to adhere to the enclosed policy.

b. DoLDE/USACC serves as the proponent of this policy by continuing to manage and implement Phase 1, foundational instructor training courses and by allocating training seats to Brigades. DoLDE/CFSDD will coordinate with and support the Brigades to identify foundational training seat requirements, track allocations, course completion rates, and instructor certification completions. Brigades will make every effort to ensure cadre/faculty (instructors) attend foundational training either enroute to assignments, immediately after arrival at SROTC Programs, or at the latest within 120 days after arrival.

c. DoLDE, in collaboration with USACC Headquarters Directorates (G1, G4, and RMID) will continue to implement staff foundational courses to support the certification of HRAs, LOGs, ROOs, and PAs. Brigades will schedule staff members for these courses as soon as possible after reporting to their respective staff assignments.

ATCC-TOL

SUBJECT: Policy Memo 9-3 – USACC Cadre/Faculty and Staff Development and Certification Program (On-campus)

d. Brigade Commanders and SROTC Program PMSs will ensure that all cadre/faculty (instructors) and staff follow the certification phases/processes in the enclosed program. Phases 0, 1, 2 and 3 of the on-campus cadre/faculty certification process and the staff certification process are outlined in the enclosed Cadre/Faculty and Staff Development Program and associated annexes and job aids.

5. Exceptions to Policy. USACC Brigade Commanders and PMSs will certify all instructors and staff members to perform the duties of their respective positions. No exceptions.

6. Policy Compliance. DoLDE/CFSDD and Brigade leaders will identify cadre, faculty, and staff training needs and submit status of foundational training and certification completions through Command and Staff briefings.

7. The proponent for this policy is Deputy Chief of Staff, DoLDE/CFSDD.

8. DoLDE/CFSDD point of contact for this policy is Mr. John D. Lilygren, U.S. Army Cadet Command, at (502) 624-0149, or john.d.lilygren.civ@army.mil.

Encl

1. Cadre Staff Model



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Commanding