



**United States Army
Cadet Command Headquarters**

To commission the future officer
leadership of the US Army and motivate
young people to be better citizens.

CADET INTERNSHIP APPLICATION 2011

PRIVACY ACT STATEMENT				
AUTHORITY: 10 U.S. Code 103 (Sec 2103, 2104).				
PRINCIPAL PURPOSE: To obtain personal data to determine eligibility for participation in Cadet Troop Leadership Training.				
ROUTINE USES. (1) To secure information on addresses and telephone numbers for use in the event of illness, injury, or death while participating in ROTC activities and (2) To make a matter of record the information provided by the cadet.				
MANDATORY OR VOLUNTARY DISCLOSURE AND EFFECT ON INDIVIDUAL NOT PROVIDING INFORMATION: Disclosure of information is voluntary; however, failure to furnish any or all of the requested information may delay processing of pay and making final travel arrangements.				
Complete application by typing all information. All information is mandatory for consideration for the Cadet Internship Program. Items left blank may result in an application receiving Not Favorably Considered (NFC) status				
CADET DATA				
1. Last Name, First MI	2. Gender	3. MS Level	4. Leave Blank	5. Date of Application
6. Cadet Primary Email Address :			7. Degree major:	
8. Cadet Phone Number:			9. Cumulative GPA toward Bachelors Degree:	
10. MSL course GPA:			11. Projected graduation date/commissioning date:	
12. Meet Height/Weight Standards: Yes _____ No _____			13. Body Fat Test: Pass _____ Fail _____	
14. APFT Score: Date _____ Push Ups _____ Sit Ups _____ Run _____ Total _____				
UNIVERSITY AND ROTC DEPARTMENT DATA				
15. Leave Blank	16. Brigade:		17. PMS Name:	
18. School Name:			19. PMS Email:	
20. School FICE Code:			21. PMS Number:	
22. School POC:			23. School POC Email:	
24. School POC Phone Number:			25. University Spring Start Date:	
SECURITY INFORMATION				
26. Approved Security Clearance: Yes _____ No _____			27. Date Requested:	
28. Clearance Type:		29. Date of Approval:		30. Status:
31. Level One Force Protection Completed: Yes _____ No _____			32. Date Completed:	
INTERNSHIP REQUEST DATA				
33. Select internship type by placing a number (in priority of preference, no more than 3) next to each internship you are applying for: AMEDDIP _____ ASBIP _____ CHIP _____ EIP _____ FIP _____ REFIP _____ NNSAIP _____ JAGIP _____ JTCOICSIMSIP _____ PAOIP _____ RIP _____ INSCOMIP _____ Other (identify) _____				
Academic Credit Requests. Provide the contact information for your university's off-campus education POC				
34. Title and Name:			35. Email Address:	
36. Telephone and Fax Number:			37. Type of Credit Requested:	



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38. Why do you think you should be chosen over other cadets applying for this internship? Please include any academic information or experiences related to the internship.

39. If you are selected for this internship, what locations would you be interested in? Please provide three locations.



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FACULTY RECOMMENDATIONS

MSL Instructor or ROTC Advisor:

40. The MSL Instructor recommendation should focus on the cadet's scholar, athlete, and leader characteristics and growth while participating in the ROTC program. Place specific emphasis on the cadet's leadership abilities to collaborate or work as a team and ability to motivate peers. A separate sheet may be used if the recommendation exceeds the space provided. Emailed recommendations/attachments are also acceptable.

PMS Recommendation:

41. PMS should recommend the cadet for participation in the program and attest to the cadet's leader skills and abilities, maturity level and commitment to the ROTC program. A separate sheet may be used if the recommendation exceeds the space provided. Emailed recommendations/attachments are also acceptable.



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CTLT STATEMENT OF UNDERSTANDING

1. Cadet Data

Full Name: _____ School _____

This block for administrative use only

Type: _____ Seq #: _____ Training Location: _____

Training Dates: _____ to _____ LDAC Regiment: _____

Academic School Starting Date _____

2. Training Description: The below annotated training CTLT platoon leader, internships or DCLT is collectively referred to as CTLT.

3. CTLT CHECKLIST OVERVIEW (Cadet initial each statement)

___ CTLT is 3-4 week long training opportunity.

___ Uniform. CTLT Cadets will wear Cadet Second Lieutenant rank appropriate for the uniform of the day. Class B uniforms are required for CTLT in Korea and Europe. Class A uniform is required for Korea. Uniforms are provided by your university and must be carried to LDAC.

___ Cadets may be placed in a leadership position, or shadow a current Platoon Leader. All cadets will receive an OER regardless of the position in which they serve.

___ CTLT experiences vary greatly depending on unit and timing. **It may entail 3-4 weeks of complete field time**, or you may have free time after duty and weekends.

___ When traveling to and from your CTLT assignment, Cadets are in an on-duty status, therefore they **will not consume any alcohol during travel**.

___ Approved TOP SECRET or interim clearance is required in order to attend CTLT with Military Intelligence units. An extension must be requested for all interim clearances to the effect that the clearance will not expire while attending training.

___ **Cadets are paid at a rate of approximately \$33.35/day if no break in service between LDAC and internship (72hrs). Pay will post to the cadet's direct deposit account on either the 1st or 15th of the month, whichever is closest to the departure date.**

___ The packing list needed for LDAC is sufficient for CTLT duty. TA-50 and any additional equipment will be issued by your CTLT unit. A green or white ID card and ID tags are required. Red Reserve IDs are not valid.

___ Lodging, meals and transportation will be provided by the government. Cadets must stay at the coordinated billets/lodging. Residing with local family or friends is NOT authorized.

___ Meals. Cadets must carry a copy of their orders and a photo ID card in order to eat in some mess facilities. **Commercial meals are not authorized, unless specifically stated on the cadet orders, and will not be reimbursed.**

___ POVs and rental vehicles are not authorized unless specifically stated on the cadet orders. **Cadets electing to purchase, rent, or drive a POV in connection with CTLT and while not authorized via orders before hand, WILL NOT be reimbursed.**

___ Cadets are authorized a travel advance to cover lodging, meals and incidentals.

4. STATEMENT OF UNDERSTANDING (Cadet initial each statement)

___ **I understand that if I report to the CTLT assignment and I choose not to participate or complete the assignment; my return travel will be at my own personal expense. I will only be released from this duty by an emergency situation. (validated by Red Cross, etc). The end date for my assignment is the end date indicated on my orders.**

___ I have reviewed the 8th Brigade ROTC and HQ Cadet Command website concerning CTLT.

___ I understand that the Commander, 8th Brigade (ROTC), retains the authority to release me from this CTLT assignment based upon failure to complete camp, medical reasons, or other extenuating reasons.

___ **I understand voluntary failure to participate or complete the CTLT assignment may be viewed as my inability to follow through on a commitment (dependability) and this view may have an impact on my standing on my Battalion's Branching Order of Merit List (OML) and the automated OML.**

___ I understand that I must file my DD Form 1351-2 within five days of completing this CTLT. If approved for a travel advance, it is my responsibility to submit the advance request. When filing my final travel claim, I must claim any travel advances that I receive.

Cadet Name (Print/Sign):

PMS or Representative (Print/Sign)

Date:

Date:



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PMS Application Checklist		
Cadet's Name:	Date:	
Instructions: Select "Yes" or "No" for each question by placing an "X" in the appropriate column. Responses should be as of the time of application. Place remarks in the "No" column for each "No" response.		
Checklist Items	Responses	
	Yes	No (provide remarks)
Is the cadet an MSL III or MSL IV with a projected December 2011 graduation or later?		
Does the Cadet meet the prerequisites for all internships as identified in CC 145-3-1.		
Is the Cadet a SMP Cadet? (If yes, include a copy of the waiver request for CTLT participation).		
Does the Cadet possess a Secret/Top Secret or interim secret security clearance? (If yes, include copy with packet).		
Has the Cadet completed Level One Force Protection Training with in the last year? (If yes, include copy).		
Is the Cadet's cumulative GPA 2.5 or better (on a 4.0 scale)? Include Transcripts		
Is the Letter of Recommendation (LOR) from the MSL Instructor focusing on the Cadet's scholar, athlete, and leader characteristics and growth while participating in the ROTC program included?		
Is the PMS LOR recommending the Cadet for participation in the program and attest to the Cadet's leader skills and abilities, maturity level and commitment to the ROTC program included?		
Is a LOR from a professor in the Cadet's academic discipline nominating him/her for participation in the program and attesting to the Cadet's leader skills and abilities, maturity level included in the application packet?		
Does the Cadet understand every statement initialed on the Statement of Understanding?		
Is the Cadet's student transcript (official or unofficial) submitted along with this application?		
If traveling OCONUS does the Cadet have a passport? (If not, Cadet will need a tourist passport.)		
Is the complete application submitted prior to the 1 December 2010 deadline?		
PMS Name:		
PMS Signature:		



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Instructions for Completing the Internship Application

- Block 1- Enter Last Name, First MI
- Block 2- Enter M for male or F for female
- Block 3- Enter the level in the Military Science and Leadership program of ROTC (MSL IV, MSL V, or completion)
- Block 4- Leave Blank
- Block 5- Enter the date the application is completed
- Block 6 – Enter the Cadet’s primary email address. May also include a university email address or AKO in addition to the primary email.
- Block 7 – Enter the academic major (indicate the type of degree currently pursuing).
- Block 8 – Enter the contact telephone number of the Cadet during the regular school year.
- Block 9 – Enter your cumulative (overall) GPA.
- Block 10 – Enter your MSL (ROTC) GPA.
- Block 11 – Enter your projected graduation and commissioning date.
- Block 12 – Enter current height/weight information. Place an “X” in the appropriate blank indicating if standards are being met or not.
- Block 13 – If does not meet current height/weight standards. Place an “X” in the appropriate blank indicating if passed or failed the body fat test.
- Block 14 – Enter the date and scores for the APFT.
- Block 15 – Leave Blank
- Block 16 – Enter the Brigade (1-8)
- Block 17 – Enter the name of the PMS.
- Block 18 – Enter the name of the University (partnership schools should enter the host institutions name).
- Block 19 – Enter the email address for the PMS’.
- Block 20 – Enter the ROTC program FICE Code.
- Block 21 – Enter the phone number for the PMS.
- Block 22 – Enter the name of the ROTC Department POC.
- Block 23 - Enter the email address of the ROTC Department POC.
- Block 24 - Enter the phone number for the ROTC Department POC.
- Block 25 – Enter the start date of Spring semester.
- Block 26 – Place an “X” in appropriate blank indicating if security clearance has or has not been granted.
- Block 27 – Enter the date security clearance was requested.
- Block 28 – If clearance has been granted, enter the type (i.e. SECRET, TOP SECRET).
- Block 29 – Enter the date the clearance was granted.
- Block 30 – If clearance has not been granted, enter the current status.
- Block 31 – Place an “X” in the appropriate blank indicating if Level One Force Protection has or has not been completed.
- Block 32 – Enter the date Level One Force Protection was completed.
- Block 33 - Place an “X” in the blank next to the internship which you are applying.
- Block 34 – If requesting academic credit for internship, enter the name of off-campus POC, who will be supervising.
- Block 35 – Enter the address of the off-campus POC
- Block 36 – Enter the telephone and fax numbers for the off-campus POC.
- Block 37 – Enter the type of credit being requested.
- Block 38 – State why you think you should be chosen over other Cadets for this internship. List any special qualifications or experiences you have that may contribute to your participation in this internship. Identify if you are in an Academic Delay program.
- Block 39 – List three locations that are interested in.
- Block 40 – MSL Instructor/ROTC Advisor recommendation- This block should be completed by your Instructor or ROTC advisor.
- Block 41 – PMS Recommendation – This block should be completed by your PMS.