



DEPARTMENT OF THE ARMY
UNITED STATES ARMY ROTC CADET SUMMER TRAINING DETACHMENT
1ST CAVALRY REGIMENT ROAD
FORT KNOX, KENTUCKY 40121-5123

ATCC-ST

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Cadet Summer Training (CST24) Policy Memorandum 25 – Training Data Collection

1. References.

- a. U.S. Army Cadet Command (USACC) Circular 145-5, *Cadet Summer Training*, 1 February 2022
- b. CST 2023 Policy Memorandum 20 – Cadet Evaluations and Appeals
- c. Field Manual 6-22, *Developing Leaders*, 1 November 2022
- d. USACC Form 1059, Advanced Camp Evaluation Report (ACER), dated May 2020.
- e. USACC Form 1059-BC, Basic Camp Evaluation Report (BACER), dated May 2020.

2. Purpose.

a. This policy outlines duties and responsibilities for collecting, managing, and storing CST Training Event and Cadet Leadership Evaluation data in the Cadet Command Information Management Module (CCIMM). CCIMM is the central system of record for Cadet performance at CST. The reliable collection and management of accurate data forms the basis of Cadet performance reporting for CST.

3. Training Event Data.

a. CST S6 ensures activation of event scorer role in CCIMM and access to the CST SharePoint site for all event scorer and data collection personnel.

b. CST Training Analyst will manage Data Collection for Training Event scoring through the following lines of effort:

(1) Provide training to CST Cadre designated by Task Force and Committee leadership as event scorers and data collectors.

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(2) Publish, update, and maintain instructional materials used in event scoring and upload of event data into CCIMM.

(3) Produce, update, and maintain event scoresheet templates. These Excel-based files form the foundation of training event collection.

(4) Manage the CST SharePoint site, which serves as the central repository for event scoresheet templates and completed scoresheets ready for validation by CST S3

(5) Coordinate with event scorers, CST S3, and CCIMM Tiger Team to troubleshoot file upload issues.

(6) Consolidate ACFT score data in a non-attributional method in accordance with HQDA guidance for anticipated research studies.

c. Upon event completion, event scorers record scores and post the completed scoresheets to the CST SharePoint site.

d. CST S3 reviews and validates the completed scoresheets and oversees upload into CCIMM ensuring all scoring data is entered CCIMM no later than 48 hours after event completion.

4. Cadet Leadership Evaluation Data.

a. TF Training will serve as Operational Control and support for the Observer, Coach, Trainer (OCT) Academy and Cadet Leadership Evaluation Processing Team through the Leader Development Program (LDP) with administrative and logistical support to ensure mission success in Cadet Leadership Evaluation Data Management for Advanced Camp (AC) and Basic Camp (BC).

b. CST S6 will support the LDP with required Information Technology (IT) equipment, connectivity, and access to USACC information portals such as SharePoint Online, and CCIMM to ensure mission success in Cadet Leadership Evaluation Data Management.

c. LDP will manage data collection for Cadet leadership evaluations through the following lines of effort:

(1) Creation, maintenance, aggregation, and import to CCIMM of Platoon Tactical Officer (PTO) input files. These Excel-based files form the foundation of Cadet Leadership Evaluation data collection and include Cadet Leadership Position performance (AC Only) and peer evaluation results as well as summary comments on FM 6-22 leadership competencies and attributes.

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(2) Creation, maintenance, aggregation, and import to CCIMM of Platoon Ranking Tool (PRT) Files. These Excel-based files track Cadet performance across the duration of AC, support mid-point counseling for AC Cadets, and provide an objective and accountable means to create an AC platoon order of merit List at AC Completion for the ACER.

(3) Support quality assurance and control of data management files through review and assistance visits to TF Leader and TF Warrior.

(4) Training and orientation in the OCT Academy for TF Leader Cadre on Cadet Leadership Evaluation Data Management.

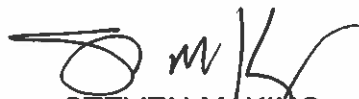
d. TF Leader

(1) Through subordinate Regiments, complete the required cadet leader evaluation data collection files to standard PTO input files and PRT (AC). Ensure that Company Tactical Officers conduct quality assurance and control to allow for timely and accurate completion of data collection files by the timelines established by LDP. CST Policy 20 contains more detailed information for Regimental Cadre.

(2) Investigate and adjudicate discrepancies, complaints, and appeals in data collected and resolve conflicts in data outcomes for Cadet leadership evaluations.

(3) Provide feedback to the LDP on issues encountered and suggested process improvements.

5. Point of contact for this memorandum is Mr. James Apple, G37, at 502-624-4276; and james.e.apple4.civ@mail.mil.



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