



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 29 – Training Waiver Review

1. References.

- a. Army Regulation (AR) 145-1, *Senior Reserve Officers' Training Corps Program: Organization, Administration, and Training*, 28 July 2023.
- b. Field Manual (FM) 6-22, *Developing Leaders*, 1 November 2022
- c. USACC Circular 145-5, *Cadet Summer Training*, 1 February 2022
- d. CST 24 Policy Memorandum 9, *Advanced Camp (AC) Performance and Completion Credit*
- e. CST 24 Policy Memorandum 10, *Basic Camp (BC) Performance and Assessment Criteria*.
- f. CST 24 Policy Memorandum 20, *Cadet Evaluations and Appeals*
- g. USACC Form 1059, *Advanced Camp Evaluation Report (ACER)*
- h. USACC Form 1059-BC, *Basic Camp Evaluation Report (BACER)*
- i. CST 24 Policy Memorandum 28 *Leadership Development Review Board (TWR)*

2. Purpose. The Training Waiver Review (TWR) is the deliberate and documented process used by the CST Commandant (CMDT) (thru the Task Force Leader Commander) to exercise review of and due process in addressing Contracted Cadet (Advanced and Basic Camp) training at CST that was missed due to:

- a. Medical treatment or hospitalization.
- b. Administrative tasking directed by Task Force Leader or Task Force Merrill Cadre.
- c. Cancellation of training due to weather.

ATCC-ST

SUBJECT: Cadet Summer Training (CST24) Policy Memorandum 29 – Training Waiver Review

d. Any other reason that was at no fault of the Cadet.

3. Outcomes. A TWR **will** result in one of the following outcomes for the Cadet:

a. Receiving no credit (“FAIL”) for successfully completing the missed “PASS/FAIL” training event.

b. Receiving full credit (“PASS”) for successfully completing the missed “PASS/FAIL” training event.

c. Receiving partial credit (minimum passing score) for successfully completing the missed “scored” training event.

d. Recycling the Cadet to a subsequent Regiment to attempt to complete CST.

e. Dismissal from CST without credit and returned to the Cadet’s ROTC Program with a recommendation, to be implemented at the discretion of the PMS or BDE CDR, for continued development and training to return to CST next year.

f. Dismissal from CST without credit and returned to the Cadet’s ROTC Program with a recommendation, to be implemented at the discretion of the PMS or BDE CDR, for disenrollment.

4. TWR Composition, Roles, and Responsibilities.

a. TWR Composition. The TWR is convened at the discretion and authority of the TF Leader CDR after a referral is made by the Regimental Tactical Officer (RTO). From there the TF Leader CDR will weigh all facts surrounding the situation and make a determination of the training outcomes for the Cadet(s) in question.

b. TWR Roles & Responsibilities. The roles and responsibilities pertaining to all individuals involved with the TWR process are summarized below.

(1) The CST Commandant will:

(a) Review and act upon all appeal matters submitted by Cadets after the TF Leader CDR has made a determination regarding their TWR.

(2) The TF Leader CDR will:

(a) After an TWR is complete, oversee the legal review of results and take action as deemed appropriate. Return the completed TWR to the TF S1 for further action.

ATCC-ST

SUBJECT: Cadet Summer Training (CST24) Policy Memorandum 29 – Training Waiver Review

(b) Provide recommendations to the CST Commandant on appeal matters as requested by the CST Commandant.

(3) All Regimental Cadre will:

(a) Monitor and evaluate Cadets under their care as appropriate.

(b) Complete Leadership Performance Evaluation and event scoring properly and ensuring such records are maintained.

(c) Counsel Cadets on their performance and demonstrated potential, and properly and document such counselings.

(d) Recommend a TWR to the TF CDR as appropriate. Submit the request with all relevant documentation and work with the TF S1 as required.

(e) Make every effort to ensure timely notice of a TWR. Ensure all TWR requests are submitted NLT 120-hours prior to the end of the training cycle. Special circumstances where a Cadet's actions may warrant a TWR after the 120-hour request deadline will be addressed on a case-by-case basis. Cadets and Regimental Cadre involved in the TWR process will not be released from CST until the TWR, including appeals, is final. Release authority is the TF Leader CDR, after consultation with the CST Commandant.

(f) As appropriate, provide MFRs or other documentation by the Regimental Cadre who witnessed or can attest to the reasons for a TWR.

(g) Provide any additional documents that support the request for a TWR.

(h) Be available to serve as a witness for a TWR as required by the TF Leader CDR. Regimental Cadre should not discuss any aspects of the TWR or underlying situation with others once the TF Leader CDR has approved convening a TWR.

(i) Coordinate and schedule missed training for the Cadet as applicable.

(j) Ensure proper transfer to Holding Company for Cadets dismissed from CST.

(k) Ensure proper transfer to follow-on Regiment for Cadets selected to recycle.

(4) The TF S1 will:

ATCC-ST

SUBJECT: Cadet Summer Training (CST24) Policy Memorandum 29 – Training Waiver Review

(a) Prepare for the TF CDR the TWR memorandum.

(b) Notify the Cadet's PMS, BDE CDR, and MIR as applicable concerning TWR and its results. Ensure TWR proceedings are preserved in the CST Cadet Historical files and retained for filing in the Cadet Personnel Division.

(c) Track for the CST Commandant, CST CoS, and the TF CDR the number of TWRs conducted during CST, their results, and other relevant information.

(d) Ensure the completed TWR packet (including any Appeals) is forwarded and received by the CST S1 for filing in the CST Record.

(5) The Cadet will:

(a) Review/acknowledge reasons for convening an TWR during in-processing.

(6) Templates of the following documentation pertaining to the proper administration of the TWRs can be found below.

(a) Results of TWR for TF CDR. (Enclosure 1)

5. Point of contact for this memorandum is Mr. Shawn M. Bowers, Deputy G37, at 502-624-6258 and email: shawn.m.bowers.civ@army.mil

1 Encl as


STEVEN M. KING
Brigadier General, USA
CST Commandant

DISTRIBUTION:

CA

ATCC-ST

SUBJECT: Cadet Summer Training (CST24) Policy Memorandum 29 – Training Waiver Review

Enclosure 1. Results of TWR for CST CMDT. The TWR President will send a written memorandum to the CST CMDT detailing the recommendation of the TWR. Cadets will be given a copy of the board's recommendation when they are notified of the CST DCOM's decision.

(CST CMD TM Letterhead)

(Office Symbol)

(date)

MEMORANDUM FOR CST CMDT

SUBJECT: Recommendations from TWR for Cadet _____

1. I determined on *(insert date)* the training outcome for CDT _____ .

2. I recommend:

_____ the Cadet receive no credit ("FAIL") for successfully completing the missed "PASS/FAIL" training event

_____ the Cadet receive full credit ("PASS") for successfully completing the missed "PASS/FAIL" training event.

_____ the Cadet receive partial credit (minimum passing score) for successfully completing the missed "scored" training event.

_____ the Cadet be recycled into another Regiment to complete CST.

_____ the Cadet be dismissed from CST without credit and returned to their university with a recommendation for continued development and training to return to CST next year.

_____ the Cadet be dismissed from CST without credit and returned to their university with a recommendation for disenrollment from the Army ROTC program.

3. POC is the undersigned at

Cadet Acknowledges Determination Above
(Cadet sig block)

(TF Leader CDR sig block)

Encls

1. TWR Packet Materials, if applicable
2. Materials submitted by the CDT to the TWR, if applicable.

CF:

- 1 – CST S1
- 1 – Brigade LNO
- 1 – File