



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

ATCC-ST

18 April 2025

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Cadet Summer Training (CST25) Policy Memorandum 29 – Training Waiver Review

1. References.

- a. Army Regulation (AR) 145-1 (Senior Reserve Officers' Training Corps Program: Organization, Administration, and Training).
- b. Field Manual (FM) 6-22 (Developing Leaders).
- c. USACC Circular 145-5 (Cadet Summer Training).
- d. CST 25 Policy Memorandum 9 (Advanced Camp (AC) Performance and Completion Credit).
- e. CST 25 Policy Memorandum 10 (Basic Camp (BC) Performance and Assessment Criteria).
- f. CST 25 Policy Memorandum 20 (Cadet Evaluations and Appeals).
- g. CST 25 Policy Memorandum 28 (Leadership Development Review Board (LDRB)).
- h. USACC Form 1059 (Advanced Camp Evaluation Report (ACER)).
- i. USACC Form 1059-BC (Basic Camp Evaluation Report (BACER)).

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 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.
- 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, as 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, as implemented at the discretion of the PMS or BDE CDR, for disenrollment.

4. TWR Composition, Roles, and Responsibilities.

a. TWR Composition. The TWR convenes at the discretion and authority of the TF Leader CDR after a referral 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 in summarization below.

(1) The CST Commandant will review and act upon all Cadets' submissions of appeal matters after the TF Leader CDR has made a determination regarding their TWR.

(2) The TF Leader CDR will:

(a) After a TWR is complete, review results and take appropriate action based on results. Return the completed TWR to the TF S1 for further action.

(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) Maintain records of Complete Leadership Performance Evaluations and event scoring.

(c) Counsel Cadets on their performance and potential 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.

(e) Make every effort to ensure prompt notice of a TWR. Ensure receipt of all TWR submissions 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 is on a case-by-case basis. Release of Cadets and Regimental Cadre involved in the TWR process will happen until the TWR, including appeals, is final. Release authority is the TF Leader CDR, after consultation with the CST Commandant.

(f) Provide MFRs or other documentation by the Regimental Cadre who is of witness 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:

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

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(b) Notify the Cadet's PMS, BDE CDR, and MIR as applicable concerning TWR and its results. Ensure the preservation and retention of the TWR proceedings are in the CST Cadet Historical files 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 forwarding and receipt of the completed TWR packet (including any Appeals) by the CST S1 for filing in the CST Record.

(5) The Cadet will review/acknowledge reasons for convening an TWR during in-processing.

(6) Templates of the following documentation pertaining to the proper administration of the TWRs found in the 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.

Encls

STEVEN M. KING
Brigadier General, USA
Commandant

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Enclosure 1. Results of TWR for CST CMTD. The TWR President will send a written memorandum to the CST CMTD 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 CMTD	
SUBJECT: Recommendations from TWR for Cadet _____	
1. I determined on <i>(insert date)</i> 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	