



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 (CST) Policy Memorandum 35 – Advanced Camp
Cadet Organizational Clothing and Individual Equipment Accountability (OCIE)**

1. References:

- a. USACC Circular 145-5 (Cadet Summer Training).
- b. USACC Cadet Summer Training Contracted Cadet Packing List.
- c. AR 700-84 (Issue and Sale of Personal Clothing).
- d. Logistics Readiness Center (LRC) (Supply Division), External Standard Operating Procedures (SOP).
- e. HQDA EXORD 159-23 (Conversion of Army Central Issue Facilities).

2. Purpose: Provide standards and enforceable administrative actions regarding contracted Cadet OCIE requirements and accountability upon arrival to Cadet Summer Training Advanced Camp.

3. Issue.

a. In accordance with HQDA EXORD 159-23, the Fort Knox Central Issue Facility (CIF) officially converted to a Storefront and has reduced all stock of OCIE and personal clothing. All USACC programs and schools have officially adapted the OCIE Direct Ordering (ODO) program to support their contracted Cadet populations. Fort Knox CIF is required to support Cadet Summer Training POI at limited levels with primary support focused on Basic Camp attendees.

b. These changes require increased emphasis on property issue and accountability from point of issue through arrival to Cadet Summer Training. To address these pending challenges, the following actions are directed for all Cadets attending Cadet Summer Training Advanced Camp.

4. SROTC Program Actions Prior to Cadet Departure for CST Attendance.

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a. Program cadre will inspect/validate all issued OICE IAW with individual Cadet Installation Support Module (ISM) record, Industries of the Blind (IOB) Clothing Record and Contracted Cadet Packing List.

b. Upon completion of Cadet inventory, PMS/SMSI will sign the Cadet packing list and ISM and IOB records, verifying equipment on-hand. Signed packing list, ISM and IOB records will be inserted into the Cadet arrival packet for CST attendance. A signed Cadet packing list and ISM record is also required if the Cadet was not issued some or all required OCIE or if the OCIE did not arrive prior to school going out of session. These signed documents will serve as the official record to account for OCIE issued to the participating Cadet or the circumstances surrounding missing packing list items.

5. TF Merrill Action Upon Arrival to CST Advanced Camp.

a. TF Merrill Cadet reception team will execute Cadet layout/inspection upon arrival to CST at Fort Knox. Layout will occur at Building 6003, Cadet Summer Training reception overhang.

b. TF Merrill cadre will complete full packing list accountability utilizing the approved Cadet packing list and Cadet ISM record.

c. Clothing bag items will be inventoried IAW the published Cadet packing list and Cadet IOB record. Missing clothing bag items will result in initial negative counseling for the Cadet, addressing the failure to prepare self. A negative counseling will only be provided where it is validated that the Cadet received the missing item(s) and failed to bring the item(s) to Cadet Summer Training.

d. Any identified OCIE shortages will be validated against the Cadet packing list and Cadet ISM record. Subsequent actions based on the disposition of the shortage are as follows:

(1) If it is determined that a Cadet signed for OCIE items and is annotated as “on-hand” per the Cadet ISM record and Cadet packing list but not present during the regimental layout, the Cadet will incur loss of camp completion points based on the level of infraction. In this circumstance, the Cadet will be authorized to draw the identified shortages from the FKKY CIF and continue training. Point loss for missing items is as follows:

(a) Cadets missing 1-9 total OICE items: Minus 5 camp points

(b) Cadets missing 10 or greater items: Minus 7 camp points

(2) Cadets who have been issued and signed for complete or partial OCIE, as validated on the Cadet packing list and Cadet ISM record but arrive to Cadet Summer

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Training with zero items of issued equipment will be dismissed from their camp assignment due to gross negligence. The CST Commandant will serve as the appeal authority in cases where dismissal is being considered.

(3) Items annotated as “authorized” but not “on-hand” on the Cadet ISM record and Cadet packing list will be authorized for draw from the FKKY CIF. Missing items in this category will require no administrative action and the Cadet will remain in training.

(4) FKKY CIF will issue all OCIE items not available through ODO but required for CST execution. All items issued by FKKY CIF will be turned in prior to departure from CST IAW FKKY LRC published guidance.

6. The directives contained within this policy apply to all contracted Cadets attending Cadet Summer Training Advanced Camp, including Green to Gold and Simultaneous Membership Program Cadets.

7. Point of contact for this memorandum is COL Brandon Ungetheim, DCOS G4, at brandon.h.ungetheim.mil@army.mil or 502-624-1737.

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