



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

ATCC-ST

17 June 2025

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Cadet Summer Training (CST25) Policy Memorandum 18 – Second Lieutenant (2LT) Development

1. References.

- a. Field Manual (FM) 6-22, Developing Leaders, Change 2, 20 February 2025.
- b. FM 7-0, Training, 14 June 2021.
- c. CC Army July 2012 – Company Command Building Combat-Ready Teams – Advice for New Lieutenants.

2. Purpose. Provide CST25 Cadre with a framework to plan and execute 2LT development to prepare newly commissioned officers for effective service within the Army profession.

3. Intent. CST provides an opportunity for mentorship, counseling, and training opportunities for newly commissioned 2LTs prior to BOLC and first unit of assignment to continue their development. Each 2LT will receive initial counseling, training and development and on-the-job opportunities, mid-cycle follow-up counseling, and exit counseling prior to departure from CST.

4. Timeline.

- a. CST TF Cadre will receive 2LTs assigned to them.
- b. Within a week of reception, TF leadership with 2LTs assigned to them will provide each 2LT individual counseling on a DA 4856 outlining expectations, PT and conduct expectations, as well as success criteria. This counseling sets the standards for the 2LT's support of CST and will be used to teach and mentor the 2LTs on the Army counseling process and methodology.
- c. CST TFs and Senior Cadre supervisors with 2LTs assigned to their function will provide a 2LT plan back-brief to the Commandant within two weeks of 2LT reception.
- d. CST TFs and Senior Cadre supervisors with 2LTs assigned to their function will provide 2LTs with mid-cycle counseling.

- e. CST TFs and Senior Cadre supervisors with 2LTs assigned to their function will provide a 2LT execution brief to the commandant during the week of the midpoint AAR.
- f. CST TFs and Senior Cadre supervisors with 2LTs assigned to their function will provide 2LTs with mid-cycle counseling.
- g. CST TFs and Senior Cadre leaders with 2LTs assigned to their function will provide a 2LT final roll-up brief to the Commandant during the week of the final AAR.

5. Responsibilities.

a. Tier 1 – Individual Level.

(1) Each 2LT receives encouragement to create an account on [juniorofficer.army.mil](http://juniorofficer.army.mil) and respond to or start a forum thread to connect with fellow Army professionals. The intent is to inspire 2LTs to actively take part in strengthening themselves and the Army profession.

(2) Each 2LT will continue to embrace physical fitness by adhering to a rigorous personalized fitness plan, reviewed with their first-line supervisor, that nests with the supported CST25 operational calendar. Each 2LT will be subject to Army Substance Abuse Program and required to maintain compliance in fitness and readiness standards.

(3) Each 2LT will work with the Copple Center to receive a new 2LT CAC, establish a pay record, and submit initial DD93, SGLV, BAH. 2LT Management will provide information on how to submit vouchers and claims as needed.

(4) Each 2LT will need to follow up directly with 2LT MGMT Finance regarding pay. The 2LT can let the first line supervisor know if they have been paid or not, but the tracking will be completed by the finance team as well as any pay inquiries. LT Management is to assist with MyPay questions as the accounts can take some transition time.

(5) Each 2LT will follow up with their assigned TF Leadership to ensure ISM/CIF clothing records have been verified and appropriate equipment has been issued and signed for based on CST mission and position by the 2LT. 2LTs issued items from G-4 warehouse must clear their hand receipt prior to out-processing CST.

(6) Each 2LT will coordinate their PCS actions through LT Management. G1 is the approval authority for PCS leave and/or absences. 2LTs are NOT authorized to take

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a pass. If there are extenuating circumstances, it will be handled on a case-by-case basis through the G1 channels, with the G1 OIC as the approval authority.

b. Tier 2 – Regimental Level.

(1) 2LTs will receive an initial, mid-cycle, and end-of-cycle counseling from their respective platoon observer controller trainer (OCT) and/or company tactical officer (CTO). This counseling is essential for each 2LT assignment to capture positive observations and opportunities for self-improvement.

(2) CST Cadre will partner 2LTs with a like-branch company-grade officer for career development and mentorship while at CST. Cadre will ensure there is a by-name assigned mentor with designated touchpoints between the company-grade officer and the 2LT.

(3) CST Cadre (CTO and above) are encouraged to conduct up to three luncheons or dinners with assigned 2LTs.

(4) CST Cadre will ensure particular attention is provided to the appropriate Officer and NCO relationships. Other areas of emphasis, (when possible):

- a) Hand/sub-hand receipts, inventories and FLIPLs.
  - b) Unit level maintenance procedures and preventative maintenance checks and services (PMCS), TMs, dispatching vehicles, licensing, and required paperwork.
  - c) Understanding the importance and role of a master driver for a unit.
  - d) Instruction on unit level training management: reserving land, requesting ammo, running a range, and planning a training event such as land navigation, AFT, ruck march, or rappel tower.
  - e) Instruction on risk management, DRAWs and the role of the Commander in the risk management process.
- (5) 2LTs will attend a minimum of one CST Regiment Branch Orientation Day to learn more about their assigned branch and interact on a one-on-one level with their respective branch representatives.
- (6) First line supervisors will review each 2LTs personalized physical fitness plan to ensure they are prepared for BOLC and first unit of assignment while not impacting CST mission requirements.

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(7) First line supervisors will ensure that 2LTs attend the Commandant's Standards Brief and Welcome Brief.

(8) First line supervisors are encouraged to have 2LTs visit range control and receive a brief on range operations and safety.

c. Tier 3 – CST Cadre with 2LTs assigned to their function.

(1) 2LTs will attend a minimum of three Professional Development opportunities relevant to junior officer leader development.

(2) Cadre leaders will conduct a back-brief, execution brief, and a final roll-up brief to the Commandant during CST. These briefs will incorporate the counseling, training, and development execution as well as UA, CAC, and pay record status for each 2LT at a minimum.

6. The point of contact for this policy memorandum is MAJ George Fruth, G37, at [george.a.fruth.mil@army.mil](mailto:george.a.fruth.mil@army.mil) or (502) 799-3191.

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