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

ATCC-ST 28 May 2026

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Cadet Summer Training (CST) Policy Memorandum 20 – Cadet Evaluations and Appeals

1. References.

a. Cadet Summer Training (CST) Policy Memorandum 9 – Advanced Camp (AC) Performance and Completion Credit.

b. Cadet Summer Training (CST) Policy Memorandum 10 – Basic Camp (BC) Performance and Completion Credit.

c. DA Form 4856 (Developmental Counseling Form).

d. USACC Circular 145-5, Cadet Summer Training.

e. Cadet Command Form 156-4, Cadet Leadership Assessment. Also referred to as the SOAR Card (Situation, Observation, Associate and Assess, and Reinforce and Recommend).

f. Cadet Command Form 156-17-R, Advanced Camp Peer Evaluation Report.

g. USACC Form 1059, Advanced Camp Evaluation Report (ACER).

h. USACC Form 1059-BC, Basic Camp Evaluation Report (BACER).

i. FM 6-22, Leader Development (and supporting ADP).

j. CST26 Execution Matrix (EXMAT).

2. Purpose. To provide guidance, process and responsibilities regarding Cadet evaluations and the evaluation appeals.

3. Basic Camp (BC) Cadet Evaluations.

a. In accordance with USACC Circular 145-5 and CST Policy Memorandum 10, BC Cadets are evaluated and counseled on their performance using DA Form 4856 for the initial and mid-cycle counseling. The final counseling (summary evaluation) will be

completed using the USACC Form 1059-BC (BACER). Other evaluations are conducted and feedback given as situations and circumstances warrant and recorded on Cadet Command Form 156-4 (SOAR Card). Cadet performance and behavior are always subject to evaluation. Cadets may appeal their evaluations. Appeals will have a reasonable basis and are initiated directly with the evaluator at the time of counseling or through the Cadet's CST chain of command within 24 hours following counseling. Cadets may request a review of the final counseling up to departure from CST. Platoon Tactical Officers (PTO) will collect evaluation data using the PTO Input File (Excel-based) found on the CST Teams Channel (Orientation during the Observer Coach/Trainer (OC/T) Academy). The PTO will develop the following comments on the Cadet:

(1) Key Points of Discussion: Army Leadership Requirements Model (ALRM) Performance Feedback (IAW FM 6-22)

(2) Plan of Action: Recommendations for Improvement.

(3) Statement of Potential: Provide summarized feedback on performance and make recommendation for Contracting.

This file will enable the aggregation, review and upload of evaluation data into Cadet Command Information Management Module (CCIMM) for production of the BACER. **CTOs are required to review and approve the file input NLT Day 27.** All instruction for Cadet Evaluations and data collection will be provided in the CST Leader Development Program, OC/T Academy prior to the Regiments' start.

b. Counseling: BC Cadets will receive three written counseling sessions during CST. Squad Leader/Trainers (Squad Leaders) will conduct and document one initial and one intermediate counseling on DA Form 4856. The PTO will provide oversight during each counseling session as part of the Squad Leader/Trainers continued professional development. The PTO will conduct and document the final counseling for each BC Cadet on USACC Form 1059-BC (Basic Camp Evaluation Report).

(1) Squad Leader/Trainers initial counseling for BC Cadets will include an explanation of graduation requirements, company standards and an initial review of Army values and expectations for performance. The initial counseling will occur NLT Day 3 of BC (Refer to the CST EXMAT).

(2) Squad Leader/Trainers intermediate counseling for BC Cadets will include an assessment of the Cadet's performance to date and document strengths, areas of improvement, and overall performance. The intermediate counseling will occur NLT Day 17 of BC (Refer to the CST EXMAT).

(3) OC/Ts (Primary is Platoon Tactical Officer) will conduct the final counseling prior to graduation and will include a final assessment, strengths, areas of improvement, and overall performance and potential. The OC/T counseling will serve as feedback for the Cadet as well as provide pertinent information to the PMS back on campus. The final face-to-face BACER counseling will occur NLT Day 28 of BC (Refer to the CST EXMAT). The signed BACER will be turned into the Leader Development Program (LDP) Evaluation Section NLT the day prior to Graduation. LDP will maintain a copy of the BACER in the USACC G37 file and provide a copy to the CST S1 for the Cadet's BC record. All other Cadet records will be turned into the CST S1 for the Cadet's BC record. These completed records will be delivered to Program PMSs for review.

(4) In the absence of Squad Leader/Trainers, Platoon OC/Ts will conduct Cadet counseling. In the event of not having MSIII Trainers or 2LTs assigned to the Platoon, the senior member of the Platoon Cadre will conduct all Cadet counseling.

(5) All "Needs Improvement" comments will include mandatory remarks on the USACC Form 1059-BC and address deficient area(s), including recommendations for further development on campus. The counseling will accurately reflect the Cadet's strengths and areas needing improvement so the PMS can develop a plan for continued development during the Cadet's MS III year.

4. Advanced Camp (AC) Cadet Evaluations.

a. In accordance with USACC Circular 145-5 and CST Policy Memorandum 9, AC Cadets receive several evaluation and feedback sessions throughout AC. These sessions include but are not limited to; Initial Counseling (DA4856), Mid-cycle Counseling (DA4856), and final counseling using the Advanced Camp Evaluation Report (ACER); event scoring; three peer assessments and a minimum of two leadership position evaluations. Evaluations and counseling are captured on various documents to include the ACER, SOAR cards and DA Form 4856. PTOs will collect evaluation data using the PTO Input File found on their assigned CST Teams Channel. This file will enable the aggregation and upload of evaluation data into CCIMM for production of the ACER. Evaluations are conducted as situations and circumstances warrant, to include documenting Cadet behavior, which is always subject to evaluation. Cadets are observed, assessed, and evaluated based on performance in three critical areas: Physical Fitness, Military Skills Competency and Leadership. All instruction for Cadet Evaluations will be provided to Cadre in the CST Leader Development Program, Observer Coach/Trainer (OC/T) Academy prior to the Regiments' start.

Evaluators will observe, assess, and counsel Cadets based on FM 6-22 competencies and attributes (to include sub-competencies and attributes) regarding potential and ability to lead as a Second Lieutenant. Figure 1 below outlines the Army Leadership Requirements Model with attributes and competencies.

b. Counseling. Platoon Observer Coach/Trainers (OC/T) are required to formally counsel (face-to-face) all AC Cadets three times during the camp cycle.

(1) Cadets will receive Initial Counseling from their respective OC/T using the DA 4856. During the initial counseling session, the OC/T will discuss the Developmental Action Plan (DAP) and how he/she will be able to assist the Cadet in developing their leadership potential.

(2) Cadets will receive Mid-cycle counseling from their respective OC/T utilizing the DA Form 4856. During Mid-cycle counseling session, the OC/T will discuss performance results from the Developmental phase of AC; the Outcomes from the Training Committee Events and the results of Peer Eval I (Peer Eval II and III will occur during the FTX). OC/Ts will ensure the Cadet has a clear understanding of their performance and assessment of the Cadet's individual strengths and weaknesses. This

counseling will include current AC points standing and requirements to garner camp credit. Cadets will be removed from training if unable to meet the minimum CRT points as assessed during the mid-cycle counseling. Cadets may not be removed based on assumed SOAR assessment. Cadets removed at any point during CST for performance-related issues will be dismissed and counted as camp failures. Performance based dismissals are not authorized recycling. The only authorized recycles are those Cadets that are removed from training due to medical concerns and must be cleared by a medical professional before being reinserted into training.

(3) Cadets will receive final counseling from their respective OC/T using the Advanced Camp Evaluation Report (ACER) (to include their final Platoon Peer Eval Ranking). All counseling documents will be signed by the counseled Cadet and the PTO. The ACER will be reviewed and signed by Company Tactical Officers (CTO) upon completion and submitted to the LDP Evaluation Section NLT the day prior to Graduation (Do not file the ACER in the Platoon Cadet Training Record as LDP will need to make copies of signed ACERs). LDP will file a copy of the ACER in the USACC G37 repository and submit a copy to the CST G1 for distribution to the host program. Regiments will turn in Cadet Platoon Training files to the CST LDP Section (The Seay Center, Building 6007) prior to Graduation Day. These completed training files will be delivered to the CST S1 for distribution to Program PMSs.

c. Leadership Evaluations.

(1) Cadets will receive a minimum of twoleadership evaluations during Advanced Camp, all during the assessment phase (FTX Tactical Mission-based scenario). These evaluations will be conducted using the USACC Form 156-4 (SOAR – “Blue Card”). All Cadet’s will receive leadership evaluations as squad leaders only. All other evaluations will be for continued performance feedback purposes only. Developmental evaluations will be included in the cadet training file but will not count towards the Cadets’ ACER performance.

(2) Leadership assignments during patrol base operations may be used for evaluation purposes only in extreme circumstances such as reduction in training time due to extreme weather or catastrophic incidents. A qualifying patrol base evaluation must have a deliberate occupation and a degree of OPFOR engagement commensurate with a tactical mission (e.g. Panther or Grizzly). Regimental CTOs will coordinate with TF Tactics for appropriate evaluator and OPFOR support if patrol base assessments are required. TF Leader regimental cadre will not execute patrol base evaluations on their own accord unless for developmental purposes.

(3) 2LTs will not evaluate Cadets at any time during the assessment phase.

(4) The CTO will oversee the Leadership Rotation Matrix (LRM) for their assigned platoons to ensure Cadets are assigned leadership positions. The CTO will

ensure that the PTOs are following the 24-hour rotation schedules in garrison and PTOs will notify the CTO of any necessary changes when changes are required due to sick call, emergency leave, dismissal, etc. The PTO will populate the LRM for every Cadet to serve in the three minimum required assessed leadership positions during the assessment phase. Leadership evaluations will be for an entire Platoon mission; PTOs will not split missions into multiple leadership evaluated positions. PTOs are responsible for ensuring squad assignments are rotated at daily, ensuring every squad serves in multiple roles, i.e. Weapons Squad, security, etc.,

(5) TF Tactics evaluators will provide timely feedback to each Cadet in a leadership position. At the end of the training day, TF Tactics evaluators will hand off all SOAR card evaluations to TF Leader regimental cadre, who are responsible for transcribing the information into PTO Input File. Assessment SOAR card evaluations will be completed and signed by the evaluator and the evaluated Cadet and turned into the company NLT 48 hours after the rotation is complete. The CTO will enforce timely completion and submission of the SOAR card evaluations based on the assignments on the LRM for each Platoon.

(6) PTOs are responsible for input of ACER Summary outcomes on Leadership Competencies and Attributes in the PTO Input File and will coordinate with the company for access to SOAR card evaluations when necessary.

(7) Based on the Leadership Rotation Matrix and the varying number of Cadets in each platoon, there may be opportunities for Cadets to receive additional leadership evaluations. Priority for extra leadership positions will go to Cadets who received an "Unsatisfactory (U)" outcome in an assessment leadership position. If a Cadet earns a "U" on an ACER required SOAR card evaluation, the PTO is required to immediately notify the CTO. The CTO will ensure that adequate coaching and mentoring is conducted, and a follow-on leadership rotation is assigned to that Cadet during the next evaluated lane. The "U" will count towards the Cadet's record score and will NOT be replaced. The Cadet will be given an additional evaluation opportunity to determine if they can apply the lessons learned and successfully demonstrate leadership attributes and competencies. In the event the Cadet earns a second unsatisfactory evaluation, the Cadet will be immediately dismissed from camp without credit.

d. Peer Evaluations. PTOs will ensure that a total of three Peer Evaluations are conducted by Cadets during Advanced Camp (see CST 26 EXMAT). These Peer Evaluations will be conducted at the squad-level and will utilize the USACC Form 156-17-R. Cadet Peer Evaluation data will be annotated in the PTO Input File.

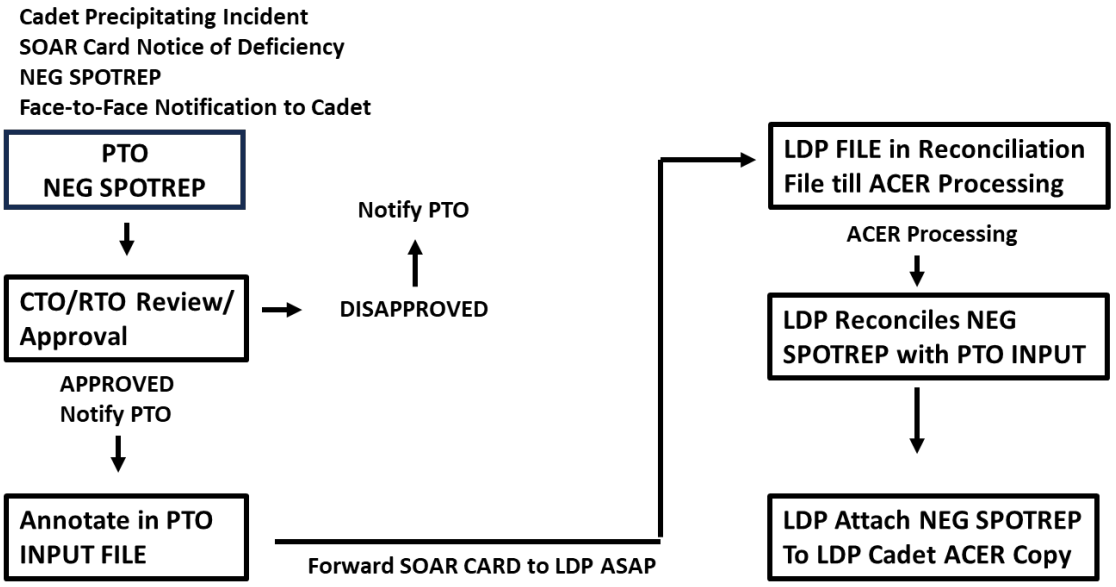
e. PTOs will collect evaluation data using the PTO Input File found on the CST Teams Channel. This file will enable the aggregation and upload of evaluation data into CCIMM for production of the ACER.

f. Advanced Camp Cadet Evaluation Scoring

(1) Cadet physical fitness, military skills competencies, and leadership performance will be calculated against a weighted point rubric to tabulate total points to determine an objective ranking for each AC Cadet. These calculations extract training and performance data from the Cadet Command Information Management Module (CCIMM) and provides total accumulated points for each Cadet.

(2) Negative Spot Reports (NEG SPOTREP). The NEG SPOTREP is provided to enable the PTO a means to document Cadet negative behavior/performance/conduct that transcends an on-the-spot correction but falls short of LDRB Criteria. A Cadet can receive a SPOTREP that addresses corrective behavior but is not a Punitive NEG SPOTREP. Additionally, the process forces an audit trail of sub-par performance to support Cadet disciplinary action. This is not to say that positive SPOTREPs cannot be conducted. NEG SPOTREPs will be captured using SOAR cards. PTOs indicate the number of NEG SPOTREPs in the upper right-hand box of the NEG SPOTREP SOAR Card and in the PTO Input File. The first NEG SPOTREP puts the Cadet on notice that continued negative behavior will have escalating consequences (additionally excludes Cadet from RECONDO if otherwise eligible). A second NEG SPOTREP will result in a **loss of 5 points** in the Cadet Evaluation Scoring. A third NEG SPOTREP will result in a Leadership Development Review Board (LDRB).

Advanced Camp Negative SPOT Report NEG SPOTREP Processing



(3) CST S3 is responsible for the collection, review and management of Cadet training data for upload into CCIMM. The CST Leader Development Program (LDP),

Evaluation Section is responsible for the collection, review and management of Cadet Leadership evaluation data for upload into CCIMM. The following chart depicts the weighted performance evaluation criteria for Advanced Camp Cadet Evaluation Scoring:

SUMMARY ADVANCED CAMP CADET EVALUATION SCORING RUBRIC

CST 26 AC CADET PERFORMANCE RUBRIC				
CATEGORY	**EVENT**		**WEIGHT (MAX)**	**TOTAL**
PHYSICAL	**AFT**		**15**	**35%**
	Confidence		**6**	
	6 Mile March		**7**	
	12 Mile March		**7**	
MILITARY SKILLS COMPETENCE	**Land Navigation**	**Written**	**6**	**27%**
		Practical Exercise	**10**	
	Warrior Skills		**2**	
	Grenades		**2**	
	Basic Rifle Marksmanship		**7**	
LEADERSHIP		**1st Assessment Eval**	**18**	**38%**
		2nd Assessment Eval	**18**	
	Peer Evaluation		**2**	
	Second Negative SPOT Report		**-5**	
	RECONDO Bonus Points		**5**	
Platoon Ranking	**PLATOON RANKING: Cadet points are summed across all categories and ranked from highest to lowest number and Platoon Ranking will be assigned 1- n.**			

(4) Cadets will remain in their assigned platoon (unless recycled to a different regiment). Once Peer Evals I and Mid-Point counseling is completed, the PTOs can submit a request through the CTO/Regimental Tactical Officer (RTO) to TF Leader to realign Cadets within their assigned platoon if re-balancing of the squads is required prior to beginning the FTX phase. These requests will be submitted to TF Leader NLT COB on Day 16 (Refer to the CST EXMAT). PTOs will not move the Cadets to other squads until the requests have been approved by the TF Leader Commander. Squad reassignments, once the first day of the FTX begins, are not authorized unless directed by the TF Leader Commander due to a known misconduct issue or other sensitive matter.

Detailed AC Cadet Evaluation Scoring Rubric Calculations

CATEGORY	EVENT	CALCULATION	WEIGHT (MAX)	TOTAL
PHYSICAL	AFT	1. Total AFT Points (above 360+PASS) are calculated in a range: 2. 300 points = 1 points (Min). 3. 500 points = 15 (Max). 4. 0.070 points added for every point above 360. 5. Event Failure = ZERO Points.	15	35%
	Confidence	1. The 7th Passed Obstacle Earns 1.5 Points. 2. Each additional Passed Obstacle adds 1.5 Points. 3. Max is 6 Points. 4. Event Failure = ZERO Points.	6	
	6 Mile March	1. Cadets that complete the March in 120 minutes or less (PASS) will receive 1 point multiplied by the weight. 2. Cadets that complete over 120 minutes (FAIL) will receive Zero Points.	7	
	12 Mile March	1. Cadets earn one point for a PASS. 2. Point is then multiplied by the weight.	7	
CATEGORY	EVENT	CALCULATION	WEIGHT (MAX)	TOTAL
MILITARY SKILLS COMPETENCE	Land Navigation Exam	1. Exam PASS score of 70% will receive 1 Point (Min). 2. Exam PASS score of 100% will receive 6 Points (Max) 3. Exam PASS score above 70% will receive 0.167 Points for each additional percent achieved. 4. Exam Failure will result in Zero Points.	6	27%
	Land Navigation PE	1. Total Targets 1ST Rd = 5, awarded 3.33 Points (Min). 2. Total Targets 1ST Rd = 6, awarded 6.66 Points. 3. Total Targets 1ST Rd = 7, awarded 10 Points (Max). 4. Total Targets 2nd Rd = PASS, awarded 3.33 Points. 5. PE Failure will result in Zero Points.	10	
	Warrior Skills	1. Cadets earn one point for a PASS. 2. Point is then multiplied by the weight. 3. Failure of event results in Zero Points.	2	
	Grenades	1. Cadets earn one point for a 2ND CLASS or higher. 2. Point is then multiplied by the weight. 3. Failure of event results in Zero Points.	2	

	Basic Rifle Marksmanship	**1. Cadets earn the following points based on Initial qualification attempt:** **Expert=1** | **Sharpshooter=0.8** | **Marksman=0.6** **2. Result is then multiplied by the weight.** **3. Cadets who qualify on Subsequent Attempt will receive 2 points. Failure to qualify results in no points.**	**7**	
LEADERSHIP	**Evaluated Leadership Positions**	**1. Each evaluated position earns:** **Excellent = 1** **Proficient = .67** **Capable = .33** **Unsatisfactory = 0** **2. Result is multiplied by the weight.**	**1ST FTX** **18** **2ND FTX** **18**	**38%**
	Final Peer Eval Average	**1. The average of all Peer Evals will be calculated, then normalized based on number of Cadets within the squad.** **2. Result is multiplied by the weight.**	**2**	
	Second Negative SPOT Report	**Second Negative SPOT Report results in a decrement of 5 Points in scoring.**	**-5**	
	RECONDO BONUS Points	**Cadets Earning RECONDO results in a 5 Point BONUS in scoring.**	**5**	

g. Advanced Camp Evaluation Report (ACER). The CST LDP Evaluation Section will provide printed ACERs to PTOs for Cadet counseling NLT than 0700 of training Day 29. CTOs must review, sign and ensure return of all ACERs to the CST LDP Evaluation Section NLT COB training Day 30.

(1) Regimental Cadre and the CST LDP Evaluation Section will review each ACER for correctness and content. Following the review, PTO's will ensure counseling is conducted for each Cadet on their overall performance and demonstrated potential. Counseling is a two-way discussion that encourages self-assessment and provides Cadets with specific feedback which enables continued personal development.

(2) During the summary counseling, Cadets may point out any errors or omissions noted and provide substantiating information if necessary. PTOs will ensure errors noted during counseling are corrected prior to final signature of the ACER by the PTO and CTO.

(3) ACERs are finalized upon signature by the CTO. Cadets may appeal their ACER in writing through their chain of command to the CST Commandant until such time as they depart CST. Appeals must have a reasonable basis. Signed copies of the ACER are maintained on file in the USACC G37 for a minimum of four years.

(4) Cadet behavior is always subject to evaluation. ACERs may be revised based on behavior noted, and summary ratings adjusted accordingly. When ratings are adjusted, Cadets will be re-counseled on the adjusted ratings.

(5) If Leadership Evaluation errors are identified on the ACER once printed, the PTO must submit an ACER Change Request through the RTO to TF Leader. The RTO will submit the request with all supporting documentation (score cards, SOAR cards, sworn statements if applicable, etc.). TF Leader will review the requests and documentation and validate the requested changes as approved. TF Leader will sign the request memo and forward to CST LDP Evaluation section for the changes to be executed.

5. Training Event and Evaluation Requests for Review / Appeals. Requests for review or reconsideration should have a reasonable basis and may be initiated directly with the OC/T or evaluator at the time of counseling or through the Cadet's chain of command within 24 hours following counseling.

(1) Event Score Evaluations Appeals. Cadets wishing to appeal an event score outcome administered at a training committee or Regiment will inform their Platoon Cadre of the desire to appeal. The TF Tactics evaluator will seek to resolve the issue in question or provide the Cadet with a thorough explanation. If resolution is not made and the Cadet desires to appeal further, the Cadet must notify the PTO of their desire to appeal within 24 hours. The appeal must be accompanied by a written statement detailing the appeal. The PTO is responsible for notifying the Committee Chief or Regiment of the appeal. The Committee Chief or RTO will conduct appropriate inquiries, make a final determination and ensure the Cadet is notified of the results. The decision of the Committee Chief or RTO is final; no further appeal is allowed.

(2) Leadership Position Evaluation Appeals. Cadets who desire to appeal a leadership evaluation outcome will inform the TF Tactics evaluator during the counseling session. The evaluator will seek to resolve the issue and provide the Cadet with a thorough explanation. If resolution is not made and the Cadet desires to appeal the evaluation further, the Cadet must inform the PTO within 24 hours of the counseling. The appeal must be accompanied by a written statement detailing the appeal and routed from the PTO to the CTO. The CTO is responsible for notifying the RTO of the appeal. The RTO will conduct, as necessary, appropriate inquiries, make a final determination, and notify the Cadet of the results. The decision of the RTO is final; no further appeal is allowed.

(3) Details of the Appeal process will be included in initial Cadet Counseling.

(4) This policy establishes procedures intended to resolve scoring or evaluations issues in a timely manner and does not replace a Cadet's right to seek further Command or Inspector General assistance.

6. Point of contact for this memorandum is Mr. Shawn M. Bowers, G37 Deputy, 520-718-3383 or email at shawn.m.bowers.civ@army.mil.

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SHERMAN C. WATSON
COL, FA
Commandant

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