CC PAM 145-9
Reserve Officers' Training Corps Cadet Professional Development Training

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Summary:

This pamphlet provides guidance on the administration and conduct of CPDT.

POC/Impact:

Applicability. This pamphlet applies to all participating Host Installations, Major Subordinate Commands and selected organizations within Headquarters, Department of the Army.

Supplementation. Do not supplement this pamphlet without approval from Commander, U.S. Army Cadet Command, (ATCC-TT), Fort Monroe, Virginia 23651-5000.

Forms. All blank forms in this regulation may be reproduced locally.

Suggested Improvements. Send comments and suggested improvements on **DA Form 2028** (Recommended Changes to Publications and Blank Forms) through channels to Commander, U.S. Army Cadet Command, (ATCC-TT), Fort Monroe, Virginia 23651-5000. Suggested improvements may also be submitted using **DA Form 1045** (Army Ideas for Excellence Program (AIEP) Proposal).

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Appendices

Chaper 1, Introduction TOC

1-1. Purpose TOC

To provide guidance for the conduct of the ROTC Cadet Professional Development Training (CPDT) Program.

1-2. References TOC

References listed in **Appendix A**.

1-3. Explanation of Abbreviations and Terms TOC

Abbreviations also referenced in the Right Site **Glossary**.

1-4. Program Objectives TOC

a. Increase each cadet's leadership development by assigning them to a platoon leader or like position with specific responsibilities and opportunities to lead soldiers.

b. Familiarize Cadets with the command, training, administration, and logistical functions of assigned units.

c. Expose Cadets to the on-duty and off-duty environment of the junior officer.

d. Familiarize Cadets with the Junior Officer Development System and Officer Professional Management System (OPMS).

e. Provide Cadets an opportunity to attend active duty skill enhancement schools with active Army personnel.

1-5. General TOC

a. All ROTC Cadets participating in the CPDT program are volunteers. The program is highly competitive and Cadets are selected to participate by their Professor of Military Science (PMS).

b. Cadets volunteering for CPDT Cadet Troop Leadership Training/Cadet Practical Field Training (CTLT/CPFT) allocation must fulfill their training commitment. Prior to reporting to National Advanced Leadership Camp (NALC), if a cadet requests release or early departure, only documented extenuating or emergency situations will be considered for approval. Submit withdrawal request through the cadet's chain of command to their respective Brigade Commander. Cadets may request and receive an extension of the assignment if the unit's commander and the cadet's PMS support the request.

Chapter 2, Cadet Professional Development Training Program TOC

2-1. General. TOC CPDT consists of two sub-programs: Cadet Troop Leadership Training and the Cadet Practical Field Training Programs.

Section I
Cadet Troop Leadership Training Program

2-2. CTLT Program `TOC`

a. CTLT is a two-track program consisting of a platoon leader track and an internship track. Successful completion of NALC is a non-waiverable prerequisite. In this program, the cadet's future military goals (branching) or desired unit (location) are considered in finalizing the cadet's CTLT assignment. The typical CTLT program period is **18 − 21 days** in the Continental United States (CONUS) and **27 − 30** days Outside Continental United States (OCONUS).

b. The platoon leader track consists of platoon leader positions identified by active Army line units. Cadets are assigned to these positions following attendance and successful completion of NALC. Cadets receive an Officer Evaluation Report (OER) upon completion of the platoon leader assignment.

c. The internship track consists of 13 internship programs. The assignment period is the same as the platoon leader track with the exception of selected internship programs in which Cadets are assigned for a four-week period. Cadets receive an OER upon completing the internship assignment. The internship positions are as follows:

  (1) Army Medical Department Internship Program (AMEDDIP).
  (2) Army Science Board Internship Program (ASBIP).
  (3) Central Identification Laboratory Intern-ship Program (CILIP).
  (4) Cadet Installation and Environment Internship Program (CIEIP).
  (5) Cadet Internship Program (CIP).
  (6) Defense Information Systems Agency Internship Program (DISAIP).
  (7) Engineering Internship Program (EIP).
  (8) Health Facilities Planning Agency Intern-ship Program (HFPAIP).
  (9) John F. Kennedy Special Warfare Intern-ship Program (JFKSWIP).
  (10) Lawrence Livermore Laboratory Intern-ship Program (LLLIP).
  (11) National Ground Intelligence Center Internship Program (NGICIP).
  (12) Nurse Summer Training Program (NSTP).
  (13) Olmsted Foundation Cadet Overseas Travel and Cultural Immersion Program (OFCOT).

2-3. CTLT Program Prerequisites `TOC`

a. The priority of fill for participation in CTLT training opportunities is Military Science (MS) III Cadets. MS IV Cadets who did not attend or failed to successfully complete NALC the previous year are eligible to participate after successful completion of NALC if graduation will occur in **December** or later.

b. MS V and VI Cadets may participate in CTLT but only after all MS IIIs have been considered.

2-4. CTLT Program Responsibilities TOC

a. United States Army Cadet Command (USACC) Director of Leader Development (DOLD) will designate a CPDT Program Manager to execute and oversee the CTLT and CPFT programs from within the DOLD staff. Subordinate program managers for CTLT and CPFT will report to the CPDT Program Manager.

b. CTLT Program Manager will:

(1) Provide guidance, assistance, and coordination to regions and CTLT hosting elements.

(2) Conduct initial staff coordination and planning from **August through June** each year and manage the program for the remainder of the year.

(3) Conduct direct coordination with USACC Resource Management, Chief Nurse, Information Management Office, and elements hosting the CTLT program within DOD, DA, 8th Army, 7th Army, TRADOC, and FORSCOM.

(4) Request CTLT slots from hosting CTLT elements via a memorandum NLT the **second week of August**. The memorandum will announce CTLT time frames based on USACC's Training Guidance for NALC graduation dates.

(5) Instruct CTLT hosting elements to identify CTLT positions within sub-elements and submit position information to USACC, (ATCC-TT) (CTLT Program Manager) NLT **30 November**.

(6) Prepare a separate memorandum for CTLT positions within DA staff agencies addressed to the Director of the Army Staff. Route the memorandum through CG, USAAC to the Director of the Army Staff. TOC

(7) Upon receipt of all CTLT positions, compile positions into allocations by branch, gender and location. Compilation of allocations is based on the total percentage of contracted MS III Cadets coded E, G, J, and L, and non-contracted Cadets coded B, H, I, R, S, U, and V within each region. Non-contracted Cadets must be contracted before arriving at NALC.

(8) Provide each region with an Excel spread-sheet consisting of each regiments' CTLT allocations, by assigned region NLT **28 February**. For an example of a CTLT allocation Excel spreadsheet, refer to the Cadet Command web site at:

http://www.rotc.monroe.army.mil/

(9) Import CTLT positions to Cadet Command Information Management System (CCIMS) and allocate to regions NLT **3 March**.

(10) Perform deletions, edits, and additions in CCIMS on CTLT allocations as required.

(11) Provide an updated listing of Hosting Element/Installation Project Officers NLT **30 May**.

(12) Compile a weekly CTLT Fill Report by region during the months of **April through June**.

(13) Provide hosting elements' CTLT Project Officer (CTLT PO) a Cadet Assignment List, which reflects location of assignment, cadet names, university or college, region, branch assignment, CTLT report/depart dates, and e-mail addresses NLT **30 May**.

(14) Obtain memorandum on Dining Facility Support from USACC Resource Management and provide to Army installations hosting CTLT training NLT **15 May**.

(15) Provide assistance to Regions as required, and brigades and battalions when referred by regions. **TOC**

(16) Prepare a consolidated CTLT After Action Report (AAR) NLT **30 October**.

(17) Plan and coordinate annual CPDT Conference.

c. Region Commanders. Designate a region-level CTLT Project Officer (CTLTPO) to coordinate all actions pertaining to the CTLT with the Cadet Command CTLT Program Manager.

d. Region CTLTPO.

(1) Designate the Battalion(s) to provide CTLT Liaison Officers for OCONUS (Germany and Korea), JFKSWG (FT Bragg, NC) and CIP (Washington, DC).

(2) Compare allocations listed on the Excel spreadsheet to CTLT allocations reflected in CCIMS. Forward an itemized discrepancy list via e-mail to USACC, DOLD (CTLT Program Manager) within 48 hours of receiving the CTLT Excel spreadsheet.

(3) Allocate CTLT positions to brigades within five working days of CCIMS opening to region. Base allocations on the total number of contracted MS III Cadets coded E, G, J, or L, and non-contracted Cadets coded B, H, I, R, S, U, or V within each brigade. Non-contracted Cadets assigned in CCIMS for a CTLT allocation must be contracted before arriving at NALC.

(4) Use CCIMS to monitor brigades' and battalions' fill activities. Ensure battalions assign Cadets equally among the available regiments. CTLT allocations returned by brigades may be redistributed within the region or returned to DOLD.

(5) Ensure brigades and battalions adhere to USACC policy of CTLT having priority over CPFT for MS III Cadets. **TOC**

(6) Provide CCIMS assistance to brigades and battalions.

(7) Coordinate lodging contracts and IMPAC credit card payments for lodging NLT **45-60 days** prior to Cadets' arrival.

e. Brigade Commanders. Designate a brigade-level CTLTPO to coordinate all actions pertaining to CTLT with the Region CTLTPO.

f. Brigade CTLTPO.

(1)   Allocate CTLT positions to battalions within five working days of receiving allocations from the Region. Allocations will be based on the total number of contracted MS III Cadets coded E, G, J or L, and non-contracted Cadets coded B, H, I, R, S, U, or V within each battalion. Non-contracted Cadets assigned in CCIMS for a CTLT allocation must be contracted before arriving at NALC. **TOC**

(2)   Use CCIMS to monitor battalions' fills activities. Battalions will assign Cadets equally among available regiments for NALC. For example, battalions sending up to 14 Cadets will assign no more than one cadet per regiment. Battalions sending 14-28 Cadets will assign two Cadets per regiment, etc. This distribution does not pertain to Cadets with CTLT follow-on training. Once a regiment reaches its maximum size, the CCIMS Training Module will not allow any more Cadets into that regiment.

(3)   Monitor CCIMS to ensure battalions do not perform cadet reservations prior to the date established by USACC DOLD. CTLT allocations returned by battalions may be redistributed within the brigade or returned to the region for redistribution.

(4)   Provide CCIMS assistance to battalions.

(5)   Contact Region CCIMS POC for assistance or obtain authorization via e-mail to contact USACC's CTLT Program Manager for assistance.

g.   Battalion Commanders.

(1)   Ensure each cadet scheduled to attend NALC reviews the Cadet Command branching web site and makes four branch selections of interest. The cadet's branch selections of interest must be entered into CCIMS at the time of the NALC or CTLT assignment.

(2)   Recruit Cadets for all cadet internship programs and submit application packets on qualified Cadets IAW guidance listed on the Cadet Command web site NLT **30 January**.

(3)   Assign Cadets' training allocation NLT **five days** after receiving CTLT (platoon leader) positions in CCIMS.

(4)   Ensure only airborne (ABN) qualified Cadets are assigned to CTLT positions designated as an ABN CTLT position. Ensure copies of ABN qualified Cadets' orders awarding the Parachutist Badge are faxed to the HQ USACC CTLT Program Manager (757) 788-5454/DSN 680 NLT **15 March**. **TOC**

(5)   Allocations for approved internships will be imported to CCIMS. Internship approval will be provided via e-mail. Copies of orders approved by USACC RM must be faxed to the USACC CTLT Program Manager for inclusion in the request packet for advance per diem.

(6)   Educate Cadets on the CTLT program and realistic expectations about the program. Inform Cadets that failure to attend or complete NALC will result in the cancellation of the CTLT assignment.

(7)   Educate Cadets that duration of CTLT is **21 days** CONUS and **30 days** OCONUS and that early release approval is on a case-by-case basis for extenuating or emergency reasons only.

(8) In cases of extenuating circumstances when early release and/or extension is being submitted, contact the hosting element's CTLT Project Officer and USACC CTLT Program Manager. **TOC**

(9) Assign Cadets to CTLT positions within five working days after receiving allocations from the Brigade. Only assign MS III Cadets coded E, G, J, or L, or non-contracted Cadets coded B, H, I, R, S, U, or V. CTLT slots not filled at the distributed battalion will be returned to brigade for redistribution and fill NLT the **end of March**.

(10) Assign Cadets equally among available regiments for NALC. For example, battalions sending 1 to 14 Cadets will assign no more than 1 cadet per regiment. Battalions sending 14-28 Cadets will assign 2 Cadets per regiment, etc. This distribution does not pertain to Cadets with CTLT follow-on training. Once a regiment reaches its maximum size, the CCIMS Training Module will not allow any more Cadets into that regiment.

(11) Do not schedule/perform cadet reservations in CCIMS prior to the date established by USACC DOLD.

h. Hosting Element/Installation CTLTPO

(1) Upon receipt of USACC's memorandum requesting CTLT positions, survey all eligible units to obtain platoon leader or internship positions and provide the position information to USACC CTLT Program Manager (ATCC-T) NLT **30 November**. **TOC**

(2) Provide cadet position information in an Excel spreadsheet format including the following data: branch category of CTLT position, battalion and company name, unit location, reporting and departing dates IAW NALC graduation dates, gender, physical required, jump qualified cadet requirement, National Agency Check (NAC) requirement for the position and CTLTPO's e-mail address and telephone number. For format and format key, please refer to: **http://www.rotc.monroe.army.mil/**.

(3) Identify available Dining Facility (DFAC) for Cadets, ensuring availability to the CTLT unit of assignment, and ensure the commander of the CTLT unit issues a meal card to each assigned cadet. Cadets participating in the CTLT program do not receive subsistence allowance and are not reimbursed for funds spent on meals. Cadets require reasonable access to a DFAC. If not within reasonable distance, the CTLTPO must ensure that the assigned unit provides roundtrip transportation to the DFAC.

(4) Obtain copy of USACC's Resource Management (RM) current year memorandum for dining support from USACC's CTLT Program Manger NLT **30 days** prior to Cadets' arrival and distribute to DFACs supporting CTLT units.

(5) Ensure that hosting unit commanders are knowledgeable of CTLT program requirements. Provide a copy of this pamphlet to all commanders providing CTLT positions to USACC. Ensure units provide Welcome Packets to Cadets prior to arrival. Collect and ship all welcome packets together NLT **1 May**. Write on the shipping container: "Cadet Welcome Packets" Fort _____. Ship container to: Commander, NALC, U.S. Army ROTC 4th Region, (ATOD-T), Box 339500 MS83, Fort Lewis, WA 98433-9500.

(6) When requested by USACC CTLT Program Manager, the Installation CTLTPO will provide an updated Location Information Sheet. See sample at: **http://www.rotc.monroe.army.mil/**.

(7) Coordinate transportation for Cadets to and from airport. Upon arrival, collect orders and coordinate return flights through Carlson Wagonlit Travel/Almeda Travel. Cadets are only authorized return travel to Home of Record (HOR) or School of Record (SOR). Cadets desiring a different return location must pay the difference in cost. **TOC**

 (8) Coordinate requests for extension or early release from CTLT assignments with the CTLT Program Manager only. Coordination must be via e-mail and/or telephone. USACC DOLD is the approval authority for request for extensions or early CTLT release.

(9) Collect all CTLT AARs and compile a consolidated hosting element/ installation AAR and provide to USACC DOLD NLT **23 September**. See: **http://www.rotc.monroe.army.mil/**for format.

i. Commanders, Hosting CTLT.

(1) Designate a unit CTLT Liaison Officer (CTLT LNO). The Unit LNO will be responsible to coordinate CTLT issues or cadet issues with the Host Element/Installation CTLTPO.

(2) Ensure unit CTLT LNOs coordinate with the Host Element/Installation CTLTPO prior to Cadets arrival to update program or assignment changes.

(3) Assign a sponsor (normally a 2LT) for each position identified for fill by a cadet. Provide sponsor's name, e-mail, address and telephone number(s) to the hosting element/installation CTLTPO.

(4) Identify platoon leader positions for participation in the CTLT program and provide the information to the Host Element/Installation CTLTPO. Position information includes the following data: branch category of CTLT position (i.e. CS/IN), battalion and company name and location, reporting and departing dates provided by PO, gender, physical required, airborne requirement, and National Agency Check (NAC) requirement for the position.

(5) Brief all unit personnel on the status and position of Cadets.

(6) Assimilate the cadet into the unit quickly and provide the best possible training experience. Assign Cadets to positions of responsibility and interaction with junior soldiers and senior noncommissioned officers. Do not assign Cadets to positions that include office or purely administrative functions. Positions such as assistant operations, training, or supply, which carry specific responsibilities and provide opportunities to lead soldiers are acceptable. Positions that require observation of another junior officer or performance of tasks not normally performed by commissioned officers are not desired. **TOC**

(7) Obtain from each cadet, the name of his or her PMS, school name, and school mailing address. Use this information to mail the original copy of OER to PMS NLT **five days** following cadet's departure from the unit. Raters will provide each cadet a copy of their OER and support form to hand carry back to their school.

(8) Compile a unit AAR and provide it to the Host Element/Installation CTLTPO NLT **1 September**. See format: **http://www.rotc.monroe.army.mil/**.

j. USACC CIP Liaison Officer, HQ, DCSPER.

(1) Coordinate with Director, Army Staff for staff agencies tasked to provide internship positions as a part of the CIP program. **TOC**

(2) Obtain, consolidate, and submit internship position information from tasked agencies to USACC's CTLT Program Manager NLT **30 November**. Position information includes type position, reporting and departing dates, name and address of agencies (including floor and suite/room number), gender requirement, physical required, branch category of the position, National Agency Check (NAC) required for the position, description of intern project, prerequisites such as computer skills and specific area of study and agency POCs' name, telephone number, e-mail address and USACC's CTLT LNO's e-mail address and telephone number.

(3) Educate POCs on the CIP program.

(4) Ensure that directors/chiefs of hosting staff agencies are knowledgeable about the requirement to provide welcome packets for Cadets prior to arrival. All welcome packets will be collected and shipped together NLT **1 May**. Write on the shipping container "Cadet Welcome Packets - Cadet Internship Program (CIP)." Ship container to: Commander, NALC, U.S. Army ROTC 4th Region, (ATOD-T), Box 339500 MS83, Fort Lewis, WA 98433-9500.

(5) When requested by USACC, CTLT Program Manager, CIP LNO will provide updated Location Information Sheet. **TOC**

(6) Coordinate transportation for Cadets to and from airport. Upon arrival collect orders and coordinate return flights through Carlson Wagonlit Travel/Almeda Travel. Cadets are only authorized return travel to Home of Record (HOR) or School of Record (SOR). Cadets desiring a different return location than what is reflected on their orders must pay the cost difference.

(7) Collect CIP After Action Reports (AARs) from all staff agencies and compile a consolidated DA Staff AAR. Provide to USACC DOLD NLT **23 September**.

k. Tasked HQDA Agency Points of Contact (POC).

(1) Designate an agency sponsor for each CIP position identified. Sponsor will be responsible to coordinate CIP or cadet issues with the USACC LNO assigned to HQDA ODCSPER.

(2) Identify intern positions within the agency and provide position information to the USACC LNO assigned in the ODCSPER NLT **30 November**.

(3) Position information includes type position, reporting and departing dates, name and address of agencies (include floor and suite/room number), gender requirement, physical required, branch category of the position, NAC required for the position, description of intern project, prerequisites such as computer skills and specific area of study and agency POCs' name, telephone number and e-mail address. **TOC**

(4) Assimilate cadet into the unit quickly and provide the best possible training experience.

(5) Brief all organization personnel on the status and position of Cadets.

(6) Ensure coordination with USACC CIP LNO prior to Cadets' arrival for update on any program or assignment changes.

(7) Obtain from each cadet, the name of his or her PMS, school name, and school mailing address. Use this information to mail the original OER and support form to the PMS NLT **five days** following cadet's departure from the unit. Raters should provide each cadet a copy of their OER to hand carry back to their school.

(8) Compile a unit AAR and provide to the USACC CIP LNO NLT **1 September**. For format see**http://www.rotc.monroe.army.mil/**.

l. Cadet Responsibilities. `TOC`

(1) Complete NALC.

(2) Possess **DD Form 2** (Reserve) or the Common Access Card (CAC) U. S. Armed Forces Identification Card, when reporting to CTLT assignment.

(3   Pay all personal debts i.e., telephone bill, laundry services, room service charges, bad checks or fees. In the event a cadet fails to pay all debts, initiate a **DD Form 139**, Pay Authorization Adjustment to cover any and all personal debts not settled prior to departure from the CTLT duty assignment.

(4) Maintain professional appearance and bearing at all times (on and off duty).

Section II
Cadet Practical Field Training (CPFT) Program

2-5. CPFT Program `TOC`

a. This program provides Cadets an opportunity to attend active duty skill enhancement schools and specialized training courses with active Army personnel.

b. The CPFT program consists of the following:

(1) Airborne School (ABN), Fort Benning, GA.

(2) Air Assault School (AAS), Fort Campbell, KY, U. S. Military Academy (USMA), West Point, NY, Fort Drum, NY, Fort Polk, LA and Schofield Barracks, HI.

(3) Combat Survival Training (CST), U. S. Air Force Academy (USAFA), Colorado Springs, CO.

(4) Combat Divers Qualification Course (CDQC), NAS, Trumbo Point Annex, Fleming Key, Key West, FL.

(5) Cadet Field Training (CFT), USMA, West Point, NY.

(6) Mountain Warfare Training (MWT), Camp Ethan Allen, VT.

(7) Northern Warfare Training (NWT), Fort Wainwright, Fairbanks, AK.

(8) United Kingdom Officer Training Course (UKOTC), University of Cambridge and University of London, England.

(9) Sandhurst Competition, USMA, West Point, NY.

2-6. CPFT Program Prerequisites `TOC`

a. Contracted Cadets have first priority to attend CPFT.

b. Non-contracted Cadets have last priority.

2-7. CPFT Program Responsibilities `TOC`

a. CPFT Program Manager.

(1) Provide guidance, assistance, and coordination to Regions and CPFT-hosting elements. Conduct staff coordination as required.

(2) Designate regions to provide LNOs for ABN and AAS training, and UKOTC training in the United Kingdom.

(3) Coordinate access to the Army Training Requirements and Resource System (ATRRS). Request training seats/quotas from the following elements by the dates indicated:

(a) ABN: Although coordination is year round, request quotas from Training Operations Management Activity (TOMA) through ATRRS annually by **15 March.**

(b) AAS: Coordination is year-round. However, quotas are obtained directly from the following school/course locations by the dates indicated:

(1) USMA (West Point), Department of Military Science (DMI): Request quotas annually by **15 October**.

(2) Fort Campbell, KY, 101st Division G-3:

Request quotas annually by **15 September**.

(3) Fort Drum, NY: Request quotas annually by **15 October**.

(4) Schofield Barracks, HI: Request quotas annually by **15 October**.

(5) Fort Polk, LA: G-3 Training: Request quotas annually by **15 October.**

(c) Northern Warfare Training (NWT). Request quotas annually from the U. S. Army Alaska Schools, Fort Richardson, AK by **15 September.**

(d) Mountain Warfare Training (MWT), Camp Ethan Allen, VT: Request quotas annually from the National Guard Bureau Individual Training Branch, by **15 March**. Quotas are allocated through ATRRS. `TOC`

(e) Combat Survival Training (CST) USAFA, Colorado Springs, CO: Request quotas annually directly from 34th Training Squadron by **15 September**.

(f) Cadet Field Training (CFT), USMA, Fort, Buckner: Request quotas annually from USMA, Department of Military Science (DMI) by **15 October**.

(g) Combat Divers Qualification Course (CDQC), Key West, FL: Request CDQC quotas and Pre-Scuba class dates annually from U. S. Army Special Operations Command by **15 March**. Quotas are allocated through ATRRS.

(h) United Kingdom Officer Training Corps (UKOTC), England. Request quotas annually from the UKOTC POC by **15 August.** TOC

(i) Sandhurst Competition, USMA, West Point, NY. Request quotas annually from USMA's British LNO by **25 January**.

(4) Obtain CPFT requirements from Regions by **30 November**.

(5) Complete the following actions by the dates indicated.

(a) Write Winter ABN MOI by **15 October**.

(b) Add Winter ABN quotas to CCIMS by **20 October**.

(c) Add Summer ABN, Winter AAS, NWT, MWT, CST, UKOTC & CFT quotas to CCIMS by 1**5 November**.

(d) Write CPFT MOI and publish to web site by **30 January**.

(6) Complete the following actions for UKOTC:

(a) Write MOI and publish on the web site by **30 January**.

(b) Request theater clearances for participating Cadets and cadre.

(c) Submit request to TRADOC for NATO orders for cadre by **15 April**.

(d) Obtain narrative from East Region for CG, USACC Certificates of Appreciation by **15 August**. TOC

(7) In FY 2003, Cadet Command will send five teams to compete in the Sandhurst Competition (1st Region – three teams; 2nd Region – one team and 4th Region – one team) for a one-day competition in April. Effective FY 2004, Eastern Region will provide three teams and Western Region will provide two teams for the Sandhurst Competition. Complete the following actions for the Sandhurst Competition by the dates indicated:

(a) Coordinate with Regions for information on which teams will compete in the Sandhurst Competition by **30 January**.

(b) Attend In-Progress Reviews at USMA, West Point, NY.

(c) Plan and perform reconnaissance for competing teams cadre by **15 March**.

(8) Import summer CPFT slots to CCIMS and allocate to Regions NLT **23 March**. Import additional CPFT slots to CCIMS as they become available and allocate to regions.

(9) Perform deletions, additions and edits in CCIMS on CPFT allocations as required.
(10) Compile a weekly CPFT Status Report on number of allocations by school, course and region during the months of **January to May**.

(11) Provide hosting elements CPFT Liaison Officer (CPFT LNO) with Cadet Assignment List. List will reflect CPFT location, cadet names, gender, university/college, region, and date of assignment NLT **7 - 30 days** prior to training. `TOC`

(12) Provide assistance to Regions as required and to brigades and battalions when referred by regions.

(13) Prepare a consolidated AAR for USACC NLT **23 September**. For an example of the AAR format, refer to: **http://www.rotc.monroe.army.mil/**.

b. Element CPFT Liaison Officer (LNO).

(1) Coordinate transportation for cadet to and from airport.

(2) Provide USACC CPFT Program Manager a Cadet Training Status Report via e-mail NLT **1 day** following school start date. Include the following information in the report: name of the CPFT school, location, number of Cadets scheduled for training, gender, number reporting, number qualified to begin training, number and reason for not beginning training, name of USACC LNO (if assigned) and the name and contact information (postal and e-mail address, telephone and fax number of the CPFT LNO).

(3) NLT **one day** following graduation provide USACC CPFT Program Manager (ATCC-TT) via e-mail or fax a list of cadet drops with reason(s) and gender of cadet.

Chapter 3, ROTC CPD Spaces and Assignments `TOC`

3-1. General `TOC`

a. Cadet Command distributes all CPDT allocations on an equitable basis, based on the number of Cadets in each region.

b. Selected CPFT slots are provided to Regions via ATRRS and are also imported to CCIMS. Remaining CPFT slots are provided to Regions via CCIMS.

c. CTLT (platoon leader) positions are provided to Regions via CCIMS.

d. CTLT (internship program) positions are imported to CCIMS only after a cadet's application is approved at HQ USACC. These slots are then allocated to the cadet's battalion.

e. Cadre and Cadets may read a current CPDT Program listing of all training slots on **http://www.rotc.monroe.army.mil/**.

The web site is updated as new information is received and identifies academic major requirements, security background, application deadline requirements and packing lists. All established deadlines must be met in order for Cadets to be considered.

3-2. CTLT Assignments `TOC`

a. The CTLT program affords Cadets the opportunity to assume the role and responsibility of a junior officer in an Army unit.

b. Cadet training may occur in a garrison or field environment for the entire CTLT period. Cadets may deploy with the CTLT hosting unit as long as the deployment is not to a combat or hazardous duty area.

c. Cadets may not attend on-post schools or other training activities unless it is the predominate activity of their assigned unit.

3-3. CTLT Internship Programs `TOC`

a. The Army Medical Department sponsors the Army Medical Department Internship Program (AMEDDIP). Cadets must have a desire to be commissioned to the AMEDD and be pursing a degree within the medical field or a degree that will culminate with a medical field career. For example, a cadet may be pursuing a degree in biology for a career in a hospital laboratory. Cadets are assigned to Army Medical Centers/Medical Activities (MEDDAC) as interns in the field of study. If a cadet is pursuing a degree to be a physical therapist or a pharmacist, an assignment as an intern to the Physical Therapy Department or to the Pharmacy Division within an AMEDD activity is one possibility. Cadets are assigned duties from within the department. See the USACC web site for program prerequisites, application procedures and deadlines.

b. The Department of the Army Science Advisory panel that advises and makes recommendations to the Secretary of the Army for Science and Technology sponsors the Army Science Board Internship Program (ASBIP). The ASBIP is comprised of three phases: Plenary Phase in Northern Virginia; Report Writing Phase in Irvine, CA in mid-summer, and Panel Reports Phase in late summer in Washington, D.C. Cadets attend the Plenary Phase session and following NALC, are assigned for two weeks to the Report Writing Phase followed by two weeks in Washington D.C., to assist in finalizing and presenting the reports to the Secretary of the Army. See the USACC web site for program prerequisites, application procedures and deadlines.

c. The Army Corps of Engineers sponsors the Engineering Internship Program (EIP); formerly known as AIAD. It involves research or practical experimental work worldwide. Positions are technically oriented and provide an overview of the Corps of Engineers' mission. Cadets desiring to attend EIP must be pursuing an engineering degree and meet the established selection criteria. See the USACC web site for program prerequisites, application procedures and deadlines.

d. The Cadet Installation and Environment Pro-gram (CIEP) is sponsored by the Office of the Assistant Secretary of the Army for Installations and Environment. This internship program offers environmental research, practical experimental work and leadership experience. Cadets are paired with military or civilian installation project managers for a period of three weeks to gain insight on how Army installations are managed, with emphasis on the environmental concerns of the installation. Cadets must meet established

selection criteria. See the USACC web site for program prerequisites, application procedures and deadlines.

e. The Department of the Army and select Army installations hosts the Cadet Intern Program (CIP). This program offers Cadets the opportunity to work on special projects at the Pentagon and selected Army units worldwide. Cadets who want to participate in the CIP must meet the established selection criteria and submit an application through the PMS. See the USACC web site for program prerequisites, application procedures and deadlines.

f. Central Identification Laboratory Internship Program (CILIP). This internship places the cadet with a team of active duty forensic specialists involved in identifying and determining the cause of death on human remains. To qualify, the cadet must have an academic major in any of the following areas: anthropology, forensic science, chemistry, biology or archeology. See the USACC web site for program prerequisites, application procedures and deadlines. TOC

g. Defense Information Systems Agency Intern-ship Program (DISAIP). This internship requires Cadets to complete projects in computer science (database), engineering-security, and systems engineering. See the USACC web site for program prerequisites, application procedures and deadlines.

h. Health Facilities Planning Agency Internship Program (HFPAIP). This internship provides the cadet experience in intensive project management of the medical/research aspects of various medical and research projects throughout the world. See the USACC web site for program prerequisites, application procedures and deadlines.

i. J. F. Kennedy Special Warfare Internship Program (JFKSWIP). To qualify for this internship, the cadet must express an interest in Infantry and/or Special Forces. See the USACC web site for program prerequisites, application procedures and deadlines.

j. Lawrence Livermore Laboratory Internship Program (LLLIP). Lawrence Livermore National Laboratory (LLNL) is a U.S. Department of Energy laboratory operated by the University of California. This internship is an individually supervised research and study program conducted at the Lawrence Livermore National Laboratory (LLNL). It provides students hands-on experience with advanced technologies and techniques to increase awareness of LLNL's stockpile stewardship mission while supporting DOD and a multitude of military projects. See the USACC web site for program prerequisites, application procedures and deadlines.

k. National Ground Intelligence Center Intern-ship Program (NGICIP). Internships are available in automation and linguistics. See the USACC web site for program prerequisites, application procedures and deadlines. TOC

l. Nurses Summer Training Program (NSTP) is a three-week clinical elective, offered at Army Medical Centers/hospitals throughout CONUS and selected OCONUS sites. NSTP provides qualified nurse Cadets opportunities to develop and practice leadership skills in a clinical environment. Nurse Cadets work side-by-side with an Army Nurse Corps officer preceptor. Preceptors ensure Cadets are provided learning experiences that integrate military skills, leadership, clinical nursing, administrative, and interpersonal skills. They evaluate Cadets in accordance with the current memorandum of instruction. NSTP is scheduled after NALC and after the junior year. Nurse Cadets must submit an application

through their PMS and to the Brigade Nurse Counselor. Authorization to attend NSTP must be approved by the USACC Chief Nurse. See the USACC web site for program prerequisites, application procedures and deadlines.

m. Olmsted Foundation Cadet Overseas Travel and Cultural Immersion Program (OFCOT). The George and Carol Olmsted Foundation program is designed to educate future career military officers who exhibit extraordinary potential in becoming the country's future military leaders. See the USACC web site for program prerequisites, application procedures and deadlines.

3-4. CPFT Assignments TOC

a. ABN. The Basic Airborne Course (BAC) is a **three-week program** conducted by the Airborne Department, U. S. Army Infantry Center, Fort Benning, Georgia. Successful completion of the BAC qualifies Cadets to wear the Basic Parachutist Badge and be eligible for a jump CTLT position. See the USACC web site for program prerequisites, application procedures, packing lists and deadlines.

b. AAS. The U. S. Army Air Assault School is a **10-day course** of instruction conducted at Fort Campbell, KY, USMA, NY, Fort Drum, NY, Fort Polk, LA and Schofield Barracks, HI. The school focuses on Combat Assault Operations involving associated equipment and Army rotary-wing aircraft. Students range from private to general officer and each must adhere to the same high standards of performance to earn the Air Assault Badge. All personnel must attend classes and pass oral, written, and physical exams. Allocations vary throughout the year. See the USACC web site for program prerequisites, application procedures, packing lists and deadlines.

c. CST. The Combat Survival Training school is a **20-day** program conducted at USAFA, Colorado Springs, CO. This course affords Cadets the opportunity to practice employing the principles, procedures, techniques, and equipment to enhance survival and evasion prospects, regardless of hostile or adverse climate conditions. The course objective is to facilitate the return of friendly forces without organized rescue and recovery assistance. See the USACC web site for program prerequisites, application procedures, packing lists and deadlines.

d. CDQC. This course trains Cadets as combat divers, to include open-circuit and closed circuit combat divers. The CDQC course is **four weeks and four day**s in length and is conducted at Key West, FL. Cadets who want to participate in the CDQC must successfully complete an on-campus pre-scuba training course prior to being selected for the Pre-Scuba Course that is an additional three-weeks in length. Completion of the on-campus and Pre-Scuba Course does not guarantee a slot for the CDQC at Key West, FL, as only 10 allocations per year are available. See **Appendix D** and the USACC web site for program prerequisites, application procedures, packing lists and deadlines. TOC

e. The USMA hosts the Cadet Field Training (CFT), which is designed to develop leadership skills of sophomore Cadets. Only MS II Cadets attend. The training is conducted at Camp Buckner, New York, which is a part of the USMA Installation at West Point, NY. See the USACC web site for program prerequisites, application procedures, packing lists and deadlines.

f. MWT. This is a **two-week** program conducted at Camp Ethan Allen in Jericho, VT. Training requires Cadets to perform mountaineering tasks in a realistic tactical mountain

environment and introduces Cadets to the techniques and tactics required to operate in a mountainous environment under hostile conditions. Emphasis is on strenuous field exercises where the cadet learns mountain-related skills. This is a challenging course where physical stamina and condition are a key to success. See the USACC web site for program prerequisites, application procedures, packing lists and deadlines.

g. NWT. This **two-week** program is conducted at Fort Richardson, Anchorage, AK. The course is designed to train Cadets in the skills required to conduct military operations in typical mountainous terrain found throughout the world. Emphasis is placed on basic military mountaineering skills. Physical fitness and stamina are key to success. See the USACC web site for program prerequisites, application procedures, packing lists and deadlines.

h. UKOTC. This **two-week** program is hosted by the British Army on two different occasions at Strensall in Yorkshire, England. Cadets are integrated with British Cadets and train together as squads and platoons. Training includes weapons firing on weapons ranges, adventure training, and field training exercises. See the USACC web site for program prerequisites, application procedures, packing lists and deadlines. TOC

i. Sandhurst Competition. This training event is normally held annually in **April** at West Point, NY. Other international and U. S. military academies are invited to participate. The aim of the Sandhurst Competition is to provide Cadets challenging and rewarding inter-company military skills competition to enhance leadership qualities, professional development and military excellence in selected soldier skills. Teams consist of nine-member squads. In FY 2003, Cadet Command will send five teams (1st Region –three; 2d Region & 4th Region – one each). Effective FY 2004, Eastern Region will provide three teams and Western Region will provide two teams for the Sandhurst Competition. Teams are required to perform a series of military tasks while moving non-tactically, as rapidly as possible, over a partly prescribed route of about 9 KMs, in less than three hours. Competition scores are determined by the squad's performance on each military task and on the total time required to negotiate the course and any other expected events. Examples of tasks are equipment inspection, Nuclear Biological & Chemical, boat movement, marksmanship, river crossing, and rappelling.

3-5. Spaces TOC

a. Hosting elements/installations determine the number of spaces available within the following categories:

(1) **Category A** -- male Cadets only, combat arms.
(2) **Category B** -- male or female Cadets, combat arms.
(3) **Category C** -- male or female Cadets, combat support or combat service support.

b. More than one cadet may be assigned to a company-sized unit to fill available leadership positions.

c. Cadets in CTLT will work with both officer and enlisted personnel.

d. USAREUR and Korea CTLT spaces are available for all Cadets. Cadets must receive anti-terrorism force protection (AT/FP) level I, individual awareness training, as well as additional vaccinations prior to deployment. Level I training is structured for negligible risk

and a medium or higher risk, depending on the location of CTLT. This training is conducted IAW preparations for overseas replacement (POR) prior to travel overseas.

e. Cadets in the Simultaneous Membership Program (SMP) are not normally eligible to participate in CTLT. They must submit a request for an exception to policy IAW **AR 601-210**, Regular Army and Army Reserve Enlistment Program, to receive a CTLT slot and should know that non-SMP Cadets have priority of the allocations. SMP Cadets have last priority for CTLT assignments. The rationale is that SMP Cadets already receive leadership training and experience within units they are currently assigned.

f. CPFT spaces are allocated to ensure regions have equal opportunity for training slots.

3-6. Training Dates `TOC`

a. CTLT is conducted in cycles following NALC graduation. NALC dates are established within USACC's training guidance. CTLT cycles normally begin on or about **5 July** and terminate on or about **30 August**.

b. CPFT training is conducted year-round.

Chapter 4, Service with Units `TOC`

Section I
Cadet Limitations, Duties, & Military Courtesies

4-1. Limitations `TOC`

a. ROTC Cadets are not subject to the Uniform Code of Military Justice (UCMJ) and are not eligible for command.

b. Cadets will not be placed in any position requiring them to act directly for the commander such as duty officer, handling of any public funds, or records pertaining to same; nor in any position requiring an officer's certificate.

c. Cadets will not be issued weapons where the use of deadly force may be authorized. Subject to these limitations, Cadets may perform any duty normally assigned to lieutenants, including Officer-of-the-Guard or Officer-of-the-Day, if such duties are performed under the supervision of the staff duty officer.

d. Cadets are not authorized to operate military vehicles nor can they be licensed to operate military vehicles while participating in CTLT/CPFT training.

e. While serving in leadership positions, Cadets are not authorized to issue orders to individual enlisted members; however, commanders are encouraged to ensure that Cadets are given courtesies and respect normally reserved for officers of the U. S. Army. Their military rank is above that of enlisted personnel, but below that of commissioned or warrants officers.

f. Socially, Cadets will be treated as junior officers sharing fully in the normal social and recreational opportunities available to officers of the command.

g. Cadets should be billeted in Bachelor Officer Quarters (BOQs) when possible (JFTR, Paragraph U4400) and should be extended guest privileges at the Officers' Open Mess. Existing regulations do not preclude Cadets from drinking alcoholic beverages; however, Cadets must conform to post regulations and state laws. Cadets are granted off-duty privileges as officers within the combat readiness limitations of the unit to which assigned.

h. Initial orientation for Cadets will be that normally given a newly assigned officer. See **Appendix C** for duties and responsibilities of cadet supervisors.

4-2. Duties

a. Cadets will serve as platoon leaders, in an intern or in an equivalent officer position, and will perform duties normally given a newly assigned second lieutenant.

b. Cadets have a background in military courtesy, dismounted drill, small arms marksmanship, instruction techniques, squad and platoon tactics, and other basic subjects. The cadet's familiarity with larger units, crew-served weapons, tactics, and administration beyond the platoon level is limited. With adequate guidance and preparation time, Cadets can be expected to contribute to the accomplishment of unit training missions. Emphasis should be placed on the cadet becoming a part of the unit as rapidly as possible so that he/she can make a substantive contribution to mission accomplishment.

4-3. Military Courtesy. Cadets will serve in officer positions. Enlisted personnel will be encouraged to salute Cadets and address them as "Sir" or Ma'am" or by their title and surname (e.g., "Mister Jones" or "Miss Jones"). Official correspondence will refer to them as Cadets (e.g., "Cadet Jones"). Cadets will not be referred to as "third lieutenants." Commanders will ensure personnel within his/her command understand these instructions.

Section II
Permissive Parachute Jumping

4-4. Authorization. Approval authority for airborne qualified Cadets to perform parachute jumping with units outside of the Basic Airborne Course (BAC) is the Commanding General, USACC.

4-5. Participation

a. Elements/Installations hosting CTLT spaces may designate selected CTLT (platoon leader) spaces requiring assignment of a cadet who is a graduate of the U.S. Army Airborne School and has been awarded the Parachutist Badge. Cadets must attend refresher training IAW HQDA guidance.

b. Cadets assigned to non-airborne CTLT slots on installations with airborne units may participate in jump operations, only if a copy of their orders awarding the parachutist badge have been received at USACC, DOLD NLT **15 March** in order to obtain CG USACC approval.

c. Cadet Command Information Management System (CCIMS) will reflect the requirement for the assignment of an airborne-qualified cadet to an airborne CTLT slot with a "Y" for YES and a "N" for No in the column labeled "Perm Jump Auth".

4-6. Responsibilities TOC

a. Cadet Command's CTLT Program Manager.

  (1) Develop a report using the CCIMS training filter to identify, by name, sequence number, and CTLT location, Cadets assigned to CTLT airborne spaces.

  (2) Upon receipt of cadet's parachutist badge orders, the CTLT Program Manager will indicate the location and sequence number on the orders and highlight the cadet's name and sequence number on the CCIMS report.

  (3) Orders received on Cadets assigned to non-airborne slots on installations with airborne units must be annotated with the location, sequence number, and indicate the CTLT space as non-airborne.

  (4) Submit to CG USACC, a memorandum requesting authorization and approval for airborne-qualified Cadets to participate in jump operations.

  (5) The request packet will consist of **ATCC Form 100-R**, and a memorandum listing cadet names alphabetically and by location. Packet tabs will contain the cadet's parachutist award orders in alphabetical order by location.

  (6) Submit packet to SGS to obtain USACC, Commanding General's approval NLT **1 May**.

b. Battalions allocated CTLT slots identified as requiring the assignment of an airborne-qualified cadet must select Cadets within five workings days of receiving the allocation and fax a copy of the cadet's orders awarding the Parachutist Badge to USACC DOLD at (757) 788-5454/DSN 680, NLT **15 March**.

Section III
Security Clearance

4-7. Participation TOC

a. Elements/Installations hosting CTLT spaces may designate selected CTLT (platoon leader & internship) spaces as requiring the assignment of a cadet who has a security clearance.

b. If a security clearance has not been initiated, and is required, Cadets will initiate security clearance documentation IAW **AR 380-67** for the position applied. If an interim clearance is needed, submit written request within 90 days to USACC (ATCC-PA-C) Security Office prior to submitting application for CTLT.

c. If the cadet has a security or interim clearance, contact the USACC Security Manager, requesting a clearance verification statement.

d. For CTLT platoon leader positions, fax clearance verification to the assignment location CTLT PO upon receipt. For CTLT internship positions, fax a copy with the internship application packet to the CTLT Program Manager.

Section IV
Uniform and Insignia

4-8. On-Duty and Off-Duty Uniform `TOC`

a. Cadets assigned to CTLT and CPFT will wear the Battle Dress Uniform (BDU) IAW **Cadet Command Regulation 670-1**.

b. Cadets assigned to CTLT (internships) will have the Army green Class A uniform and an extra set of Class B uniform for daily wear

c. Cadets will wear the ROTC second lieutenant rank (pip) and distinctive ROTC insignia. They will wear appropriate civilian clothing while off-duty. Cadets will wear appropriate uniforms IAW **Cadet Command Regulation 670-1**, Uniform Wear and Appearance.

d. As far as practical, cadet uniforms will conform to the uniform worn by officers of the unit to which they are assigned. Cadets will not wear shoulder patches or unit citations of their assigned units.

Section V
CPDT Counseling and Evaluations

4-9. Performance `TOC`

a. The CTLT evaluation is designed specifically to assist in the cadet's development process. Its primary purpose is to enhance the cadet's development, not to rate his/her performance.

b. Unit commanders/element supervisors should counsel individual Cadets concerning their performance prior to completion of CTLT. The cadet can gain a great deal from his/her CTLT experience if counseling is accomplished while the CTLT experience is fresh.

c. All Cadets participating in CTLT assignments, except the Olmsted Foundation, will receive an OER. Cadets participating in an OFCOT Internship will not receive any rating. For Cadets participating in the CPFT program, only CFT Cadets will receive an evaluation report.

4-10. Procedures `TOC`

a. CTLT Evaluations

    (1) Cadets assigned to CTLT (platoon leader and internship positions) will be exposed to the OES used by the U.S. Army as they prepare **DA Form 67-9-1a** (Officer Developmental Support Form) and receive counseling and a final **DA Form 67-9**, OER. These forms may be found at: **http://www.usapa.army.mil**.

    (2) Company, troop, or battery commanders will evaluate Cadets assigned to CTLT (platoon leader position). For CTLT internship positions, the supervising preceptor will evaluate Cadets assigned to CTLT internship positions.

(3) The same criteria used to evaluate newly commissioned second lieutenants will be used to evaluate Cadets since they will be serving as junior officers. An accurate description of the cadet's strengths and weaknesses is desired.

(4) OERs for Cadets who do not complete CTLT will reflect a statement of non-completion and reason(s) for non-completion.

(5) OERs for Cadets involved in activities normally administered under UCMJ, will reflect the incident and resulting actions in the evaluation.

(6) Mail original counseling and evaluation form directly to the cadet's PMS. A copy of any counseling and evaluation forms should be given to each CTLT cadet prior to their departure.

b. CPFT Evaluations

(1) Cadets assigned to CPFT do not receive an Academic Evaluation Report (AER). Exceptions are CFT Cadets, who are provided a formal and informal evaluation by USMA cadre.

(2) Mail original AER and any counseling forms to the cadet's PMS. A copy of the AER or counseling forms should be given to each CFT cadet prior to their departure.

Section VI
Operation of Motor Vehicles/GSA

4-11. Operation of Military/GSA Vehicles. Cadets are not authorized to operate military tactical or GSA vehicles or be licensed to operate military/GSA owned vehicles while participating in CTLT.

4-12. Privately Owned Vehicles (POV). Internship Cadets may be authorized to drive their POV from their SOR or HOR to the CTLT location, provided prior DOLD approval is obtained and is contained in their orders (JFTR Vol. I, Para U7001). Payment for in-and-around travel at training sites is not authorized. Unit supervisors are responsible for transporting CTLT Cadets from the unit site to the work site. Personnel are discouraged from lending privately owned vehicles to Cadets. The PMS must submit requests for cadet POV authorization in writing to USACC DOLD once the internship program approval list is released.

Section VII
Program Evaluation

4-13. Evaluation of ROTC CTLT Program

a. Hosting elements/installations, CTLTPO, and CPFT LNOs will provide an AAR of the program to Commander, U.S. Army Cadet Command, (ATCC-TT), Fort Monroe, VA 23651.

b. AAR will be submitted NLT **23 September**. Using a memorandum, address each issue in an Issue, Discussion, Recommendation format.

Chapter 5, Administrative Details `TOC`

5-1. CTLT/CPFT Orders `TOC`

a. Each battalion will initiate orders only after Cadets are assigned in CCIMS. Orders will assign Cadets to duty with active component element/ installations or to the CPFT school/course.

b. Human Resource Assistants (HRA) will use the orders template for the appropriate assignment located in the CCIMS orders module.

c. Manual orders will be developed for CTLT assignments not co-located on military installations. These are assignments to ASB, CIP, CILIP, DISAIP, EIP, HFPAIP, and NGICIP.

5-2. Reporting Procedures `TOC`

a. Cadets may report for CTLT/CPFT to assigned unit either in a group or individually. The NALC CPDT Cell will provide the hosting command/installation PO detailed information concerning the method and time of arrival of Cadets. Ideally, the NALC PO calls the hosting element/installation CTLTPO the day prior to the cadet's arrival with flight arrival information, the name of group leader, if group travel, and the expected number of Cadets.

b. Upon arrival at the element/ installation, the CTLTPO will electronically and/or telephonically notify the NALC CPDT Cell within **24 hours** of Cadets' arrival. Notification should include Cadets' name and schools.

c. The CPFT Program Manager will provide the LNO with a roster of course attendees NLT **7-14 days** prior to course start date.

d. CPFT LNO will electronically and/or telephonically notify CPFT Program Manager within **24 hours** of cadet's arrival. Notification must include: Name of the cadet & CPFT school, school location, number Cadets scheduled for training, gender of Cadets, number reporting, number qualified to begin training, number and reason for not beginning training, name of USACC LNO (if one is assigned) and the name and contact information (postal and e-mail address, telephone and fax number for the CPFT LNO).

5-3. Departure Procedures `TOC`

a. Hosting element/installation CTLTPO or CPFT LNO must collect cadet orders upon arrival and coordinate departing flights with Carlson Wagonlit Travel/Almeda Travel.

b. Hosting element/installation CTLT PO or CPFT LNO are not authorized to extend training tour length without prior approval of the USACC CPDT Program Manager. USACC CPDT Program Manager must be notified via electronic and/or telephonic means as soon as possible when/if a cadet is released due to an emergency message through the Red Cross.

c. The CTLT/CPFT training period is complete upon the cadet's return to HOR or SOR.

5-4. Morning Report. `TOC`Cadets are not accountable under Standard Installation/Division Personnel System (SIDPERS). Cadets will use CTLT/CPFT orders and the sign-in/out roster of units assigned for accountability purposes.

5-5. Cadet Identification Card. `TOC`Cadets will have a **DD Form 2** (Reserve) or the Common Access Card (CAC) prior to reporting to CTLT. The ID card by itself does not authorize any privileges. However, with a valid set of orders, this card is sufficient for all identification purposes at the cadet's CTLT installation. Cadets are authorized access to all installation facilities, i.e., commissary, military clothing sales, Post Exchange, and Morale Welfare and Recreation sites.

5-6. ROTC Liaison Visits. `TOC`The CPDT Program Manager may conduct liaison visits to monitor program successes. Visits may be made at critical times in the program, such as arrival and departure periods. Installations new to the program and those with large numbers of Cadets (over 20) will be given priority. The CPDT Program Manager will determine time and length of visits in coordination with the hosting element/installation CTLTPO or Commandant of the CPFT school/course.

5-7. Hospitalization & Cadet Health Benefits `TOC`

a. CTLT. **Cadet Command Pam 145-4**, SOP Enrollment, Retention and Disenrollment Criteria Policy and Procedures, **Appendix B**, contains policies and procedures for ROTC Cadets attending CTLT. The hosting command/installation CTLTPO is responsible to immediately report all cadet hospitalizations to the USACC, CTLT Program Manager. Refer to **AR 40-3**, Medical, Dental, and Veterinary Care.

b. CPFT. The CPFTPO is responsible to immediately report all cadet hospitalizations to the USACC CPFT Program Manager. Refer to **AR 40-3**.

c. Urgent/Emergency Care. Outpatient urgent or emergency care can be rendered by any military treatment facility – clinic or hospital (MTF) despite the lack of any DEERS indication of eligibility. The MTF will make a determination whether they will treat the cadet. If the MTF refers the cadet for civilian treatment or hospitalization, the contractor (TRICARE/Humana) can issue authorization for care on the MTF's referral. When a cadet is unable to seek urgent/emergency care at a MTF and seeks care in a civilian urgent care center or hospital emergency room, he/she is eligible for and should use Workman's Comp. For all injuries requiring medical care, a **CA-1** and Line of Duty (LOD) must be completed and forwarded to the cadet's school by the hosting/element/installation. A medical treatment record from the MTF or a OWCP-1500a/HFCA 1500 (if non-MTF) must be obtained from the attending physician to process any claims through OWCP.

d. Routine Care. Cadet uses his/her private insurer or pays out of pocket for all routine care. Cadet Health Benefits (ROTC) is in the MCSC Operations Manual (March 2001), which is available at: **www.tricare.osd.mil**.

5-8. Discipline. `TOC`Disciplinary problems with Cadets are not anticipated; however, inform the Cadet Command CPDT Program Manager of any serious breaches of discipline that occur. Correct minor infractions on the spot as appropriate. Civil authorities will prosecute violations of civil law as required.

5-9. Lodging `TOC`

a. CONUS. Lodging charges for Cadets are coordinated by ROTC regions. Coordination for billeting at each installation falls under the control of one of the ROTC regions.

b. Regions coordinate and contract lodging for installations in the same area of the country as their schools. Since region boundaries change, contact the region POC to confirm billing as required. Complete billing address for Cadet Command is: HQ USACC, (ATTC-RP), 55 Patch Road, Fort Monroe, VA 23651.

c. OCONUS (USAREUR/Korea). Seventh and Eighth Army CTLTPO's must coordinate with housing/lodging managers prior to offering CTLT positions to ensure lodging is available.

d. Installations hosting Cadets should provide government-controlled, permanent party, unaccompanied housing. Consider the use of transient housing when permanent quarters are not available. HQ USAREUR, Eighth Army lodging office and contracting command will provide annual guidance for billeting procedures.

e. Cadets will not be billed for lodging costs.

f. As a general rule, Cadets should/will be billeted two per room.

5-10. CTLT/CPFT Messing **TOC**

a. Cadets participating in CTLT/CPFT training will use the field ration dining facilities without charge to the individual. Policy procedures to charge subsistence costs to the DA open allotment are provided by HQDA. There will be no exception to this policy. **AR 30-22**, The Army Food Program, governs procedures for subsisting Cadets. Financial Management Regulation **7000.14-R,** Vol 7A, Chapter 59, Para 590104c applies to the government meals furnished with charges.

b. CTLT hosting unit commanders will issue each cadet a **DD Form 714** (Meal Card) overstamped with the words "ROTC." Meal procedures cited in **AR 30-22** apply.

c. IAW **AR 30-22**, the dining facility will maintain **DA Form 2970** (Subsistence Report and Field Ration Request). Enter information concerning ROTC Cadets on Section E of **DA Form 2970**. Additionally, installations are required to maintain **DA Form 2969-1-R** (Food Cost and Feeding Strength Summary, U.S. Army Reserves) in accordance with **AR 30-5**, Food Cost and Feeding Strength Summary (RCS CSGLD-1596 (R-5)).

d. Cadets assigned to CTLT assignments not co-located on a military installation will be authorized per diem to cover meals costs.

5-11. Emergency Leave. **TOC** Cadet emergency leave requests will be processed through the PO or LNO. Approval criteria are the same as for active duty personnel. Immediately notify the CPDT Program Manager. This allows the appropriate change to be made to the cadet's pay status.

5-12. Clothing and Equipment. **TOC** Cadets will be issued organizational clothing and equipment (**CTA 50-900**), as needed by the host element/installation unit. Property that is damaged or lost by a cadet will be accounted for **IAW AR 735-5.** If a cadet is involved in any property accountability problems, the appropriate region of origin must be notified, (Logistics Officer), to process possible collection action.

5-13. Awards. **TOC** Cadets will not be awarded active Army awards, medals or certificates. Cadets may accompany their units through Expert Infantryman Badge (EIB) training and testing, but they may not be awarded the badge.

5-14. Information Activities. TOC Hosting elements are encouraged to generate news and press releases pertaining to the program. CTLT hosting installations/agencies participating in this pro-gram should make available a **DD Form 2266**, Information for Hometown News Release, to each assigned cadet. The installation/agency information officer will process completed forms. In addition to releasing through normal outlets, information officers are encouraged to provide photographs and stories for Cadets participating in newsworthy activities directly to Commander, U.S. Army ROTC Cadet Command, (ATCC-MP), Fort Monroe, VA 23651-5000.

5-15. Pay and Allowances TOC

a. Cadet Pay. Pay entitlements are authorized IAW DOD Financial Management Regulation **7000.14-R,** Vol 7A for the established base rate. The pay rate is provided to regions, brigades and battalions as soon as the active duty pay rates are published. Pay entitlements are authorized from the day of arrival at NALC to the last day of the regiment or the last day of CTLT, and will vary according to location. t is imperative that all Cadets review their applicable finance data (mailing address, financial institution information, dependents for tax purposes, SGLI deduction, federal and state tax information, etc.) **30-45 days** prior to departure for NALC/CTLT training.

b. HQ, Cadet Command Resource Management RM & LD, Pay Operations Division will utilize CCIMS to start, stop, and make changes to base pay entitlements while attending NALC and follow-on CTLT. The Camp G1 must work directly with Pay Operations Division for all adjustments to camp status and pay.

c. Procedures for payment.

(1) JFTR, Volume 1, Paragraph U7150-F2, governs the travel and transportation allowances of ROTC Cadets.

(2) DOD Financial Management Regulation **7000.14-R,** Vol 7A prescribes the rate of pay for Cadets undergoing NALC and CTLT.

d. CTLT Cadets are paid twice a month as a continuation of NALC through the ending date of the CTLT period. Leave and earnings statements (LES) are sent to the HOR once departed from NALC. CTLT Cadets are not authorized interim payments from Defense Military Pay Offices (DMPO's). All CTLT Cadets must establish a checking or savings account for payments by direct deposit/electronic fund transfer (EFT) to an established financial institution prior to the end of the school year. It is a mandatory requirement that every contracted cadet have an established bank account (either checking or savings).

e. Base pay benefits are paid by EFT approximately every **15 days** (normal mid-month, end-of-month cycles) after inprocessing at NALC. During NALC, LESs are provided at the camp location. After NALC, LESs are sent to the cadet's HOR. TOC

f. Address all pay-related questions to USACC RM Pay/Operations Division for prompt resolution (DSN 680-4633/3679, COMM (757) 788-4633/3679 or Toll Free 1-888-297-6971).

g. The ROTC battalion commander must ensure Cadets submit travel vouchers within five days after completion of travel. All cadet travel payments are made by DFAS-RO/FPT, 124 Chappie James Blvd., Rome, NY 13441-4511. **TOC**

h. CTLT is prescribed by the Secretary of the Army in accordance with the provisions of Title 10, U. S. Code, Section 2109A. The provisions of DODFMR, Paragraph 80408, apply.

OFFICIAL:

//original signed//
RODNEY A. PHILLIPS
Colonel, GS
Chief of Staff

DISTRIBUTION:
A, B, C

Abbreviations TOC

ACRONYM	DESCRIPTION
ABN	Airborne
AAR	After Action Report
AAS	Air Assault School
AER	Academic Evaluation Report
AMEDDIP	Army Medical Department Internship Program
ASBIP	Army Science Board Internship Program
AT	Annual Training
ATRRS	Army Training Requirements & Resource System
BAC	Basic Airborne Course
BDU	Battle Dress Uniform
BOQ	Bachelor Officers' Quarters
CAC	Common Access Card
CCIMS	Cadet Command Information Management System
CDQC	Combat Divers Qualification Course
CFT	Cadet Field Training
CILIP	Central Identification Laboratory Internship Program
CIEIP	Cadet Installation and Environment Internship Program
CIP	Cadet Internship Program
CONUS	Continental United States
CPDT	Cadet Professional Development Training
CPFT	Cadet Practical Field Training
CDQC	Combat Divers Qualification Course
CST	Combat Survival Training
CTLT	Cadet Troop Leader Training
DAO	Defense Accounting Office
DFAC	Dining Facility
DFAS-IN	Defense Finance & Accounting Service Indianapolis
DISAIP	Defense Information Systems Agency Internship Program
DJMS-RC	Defense Joint Military Pay System Reserve Component
DJMS-RC/ROTC	Defense Joint Military Pay System-Reserve Component/ROTC
DMPO	Defense Military Pay Office
DOLD	Directorate of Leader Development
EIB	Expert Infantryman Badge
EIP	Engineering Internship Program
FORSCOM	Forces Command
GTR	Government Transportation Request
HFPAIP	Health Facilities Planning Agency Internship Program

Abbreviations TOC
(continued)

ACRONYM	DESCRIPTION
HOR	Home of Record
HQDA	Headquarters, Department of the Army
JFTR	Joint Federal Travel Regulation
JFKSWIP	John F. Kennedy Special Warfare Internship Program
LLLIP	Lawrence Livermore Laboratory Internship Program
LES	Leave and Earnings Statement
LTC	Leaders' Training Course
MPV	Military Pay Voucher
MS II	2nd Year Military Science ROTC Student
MS III	3rd Year Military Science ROTC Student
MTF	Military Treatment Facility
MWT	Mountain Warfare Training
NAC	National Agency Check
NALC	National Advanced Leadership Camp
NGICIP	National Ground Intelligence Center Internship Program
NLT	Not Later Than
NSTP	Nurse Summer Training Program
NWT	Northern Warfare Training
OCONUS	Outside Continental United States
OER	Officer Evaluation Report
OFCOT	Olmsted Foundation Cadet Overseas Travel
PMS	Professor of Military Science
POV	Privately Owned Vehicle
ROTC	Reserve Officers' Training Corps
SIDPERS	Standard Installation/Division Personnel System
SMP	Simultaneous Membership Program
SOR	School of Record
TRADOC	Training & Doctrine Command
TOMA	Training Operations Management Activity
TR	Travel Request
UKOTC	United Kingdom Officer Training Course
USAAC	U. S. Army Accessions Command
USACC	U. S. Army Cadet Command
UCMJ	Uniform Code of Military Justice
USAREUR	U. S. Army, Europe
USMA	United States Military Academy

Appendix A TOC

References

DODFMR 7000.14-R, Volume 7
Part A Department of Defense Financial Management Regulation

AR 5-9
Intra-service Support Installation Area Coordination with FORSCOM/TRADOC Supplement 1

AR 30-5
Food Cost and Feeding Strength Summary (RCS CSGLD-1596 (R5))

AR 30-22
The Army Food Program

AR 37-104-4
Military Pay and Allowances Policy and Procedures - Active Component.

AR 40-3
Medical, Dental, and Veterinary Care

AR 40-501
Standards of Medical Fitness

AR 145-1
Senior ROTC Program: Organization, Administration, and Training

AR 210-130
Laundry and Dry Cleaning Operations

AR 335-15
Management Information Control System

AR 601-210
Regular Army and Army Reserve Enlistment Program

AR 611-75
Management of Army Divers

TRADOC Reg 145-7
CTLT

CC Reg 145-3
ROTC Precommissioning Training and Leadership Development

CC Reg 670-1
Uniform Wear and Appearance

Appendix A   TOC

References (continued)

CC Pam 145-4
SOP Enrollment, Retention and Disenrollment Criteria Policy and Procedures

CTA 50-900
Clothing and Individual Equipment

Appendix B `TOC`

Duties and Responsibilities of Cadet Supervisors

B-1. This information is intended as a guideline to accomplish the objectives and goals of the CTLT Program.

B-2. Entrance Interview/Orientation with Battalion Level Commander/Supervisor. Specifics of the unit to include--

a. Unit mission(s).

b. Unit history.

c. Unit personnel status.

d. Concept of training.

e. Organization of unit; e.g., personnel staff, subunits, capabilities.

f. Commander's philosophy of command.

g. Unit maintenance status.

h. General readiness condition.

i. Social, geographic, and technical orientation of unit.

j. Cadet's assignment, duties, tasks, and responsibilities.

B-3. Principal Duties of Installation or Reserve Component Project Officer

a. Ensure Cadets receive a welcome letter and/or installation welcome/information packet prior to their arrival.

b. Brief unit sponsors.

c. Become familiar with **Cadet Command Pam 145-9**.

d. Provide Cadet Command project officer with installation or unit reporting instructions NLT **1 January**.

e. Provide any special duty requirements to Cadet Command project officer NLT **1 January**.

f. Ensure that installation facilities are aware of cadet's authorization to utilize facilities; e.g., Post Exchange, laundry, and officers' club.

g. Notify Cadet Command project officer in the event of:

(1) Serious incident involving ROTC cadet.

Appendix B TOC

Duties and Responsibilities of Cadet Supervisors (continued)

(2) Cadet's early departure due to emergency leave.

(3) Criminal action involving ROTC cadet.

(4) Disciplinary action involving ROTC cadet.

h. Incorporate unit comments into installation CTLT evaluation report and forward to Cadet Command project officer.

i. Forward cadet OERs to ROTC regions.

j. Coordinate for BOQ space.

B-4. Principal Duties of Unit Sponsor Officer

a. Ensure issue of **DD Form 714** (Meal Card).

b. Coordinate issue of necessary clothing and equipment from installation central issue facility or unit supply.

B-5. Objectives While Cadet is Serving Tour of Duty in Company Level Unit. The intent is to expose Cadets to a wide variety of experiences in order to be well informed about the Army branches before returning to campus and submitting their choices for branch accession. Following are examples of performance objectives that may be used to challenge and expose Cadets to on-duty and off-duty experiences:

a. Maximum participation in field training.

b. Discuss unit training and readiness status with company-level commander.

c. Discuss PAC concept of SIDPERS, unit's garrison operations, and additional duty assignments with First Sergeant.

d. Discuss specific duties of OIC or NCOIC primary and additional duties (i.e., NBC, physical security, supply, communications, motor pool, training, fire and safety, and mess) with key officers and non-commissioned officers.

e. Independently lead unit in routine daily activities.

f. Train soldiers and conduct inspections.

g. Complete an OER Support Form and Junior Officer Developmental Support Form (JODSF) within three days.

h. Lead PT for at least a platoon-sized organization.

i. Visit the Post Museum.

Appendix B `TOC`

Duties and Responsibilities of Cadet Supervisors (continued)

j. Consume a meal in all dining facilities on post.

k. Conduct at least one counseling session with a subordinate.

l. Visit a soldier who has been in the hospital more than 24 hours.

m. Visit a Warrant Officer in a motor pool to learn purpose and the importance of maintenance operations.

n. Fly in the Aviation flight simulator.

o. Ride in an Army helicopter.

p. Go to the post communications center.

q. Visit the post Emergency Operation Center (EOC).

r. Live-fire a weapon system.

s. Conduct a ride-along with unit MPs.

t. Inventory an arms room.

u. Visit EIB, EFMB, Airborne, or Air Assault Training.

v. Play golf, bowl, swim, fish, etc. Do things that allow Cadets to experience the Army quality of life and MWR opportunities.

w. Allow the cadet to manage the amount of time spent on each challenge so as not to distract from the primary mission to perform duties as platoon leader. Hold the cadet accountable as the officer in charge, not as assistant, deputy, or acting platoon leader.

B-6. Exit interview with all supervisors to include professional counseling of Cadets' tour of duty, DA Form 67-9.

Appendix C `TOC`

CTLT Counseling and Evaluations

C-1. Purpose. To expose Cadets to the officer and noncommissioned officer evaluation system used by the U.S. Army. Cadets are treated as new 2LTs and receive counseling and a final **DA Form 67-9** under the current Officer Development System (ODS). Cadets attending CTLT will prepare **DA Form 67-9-1** with supervisor. Cadets attending CFT (USMA) will receive an evaluation consistent with all other CFT Cadets and respective headquarters.

C-2. Evaluation Activities at the Conclusion of the CTLT Period

The rater or unit commander will counsel Cadets on their duty performance. They complete **DA Form 67-9** , providing a copy to the evaluated cadet, ensuring the original report reaches the cadet's PMS not later than five days after completion of each CTLT period.

C-3. Evaluations

a. The first officer in the chain-of-command should evaluate Cadets. Due to the limited time of CTLT, there is no requirement to complete the senior rater portion.

b. Base evaluation on goals and objectives developed by the cadet and his/her junior officer evaluator on the **DA Form 67-9-1**. The junior officer evaluator, cadet, and company commander should discuss the form in the first days of the assignment.

c. All written evaluations should be objective specific comments should focus on strengths and weaknesses observed. Narratives should be constructive to assist Cadets and cadre in developing programs to improve leader skills. Cadets should be counseled on their CTLT performance and receive a copy of the completed report before departing the unit.

Appendix D `TOC`

Qualification Criteria for the Combat Divers Qualification Course

D-1. Selection Criteria

a. In order for an individual to attend the CDQC, he must successfully complete the qualification criteria in **AR 611-75**, Management of Army Divers, Paragraph 2-18, and must be one of the following:

(1) A male commissioned officer with a SC in one of the following series: 11, 18, 60, 61, or 65.

(2) A warrant officer with MOS 180A (Special Forces warrant officer).

(3) An enlisted member in CMF 11 or 18.

(4) A male military service academy or Reserve Officer Training Corp cadet.

b. All applicants should refer to **AR 611-75**, Paragraph 2-17, for documentation and application procedures.

D-2. Qualification Criteria. An individual applying for combat diver training must hold an MOS or SC listed in **AR 611-75**, Paragraph 2-16, and successfully complete the following:

a. Swim 500 meters using a side or breaststroke.

b. Swim 25 meters underwater without breaking the surface.

c. Tread water for two minutes with hands and ears above the water.

d. Dive to a three-meter depth and bring a 20-pound weight to the surface.

e. Meet medical fitness standards according to **AR 40-501**, Standards of Medical Fitness, within 12 months prior to the scheduled CDQC start date and ensure that **DD Forms 2808** and **2807-1** are sent to CDR, USASOC, Command Surgeon, (AOMD-MT), Ft Bragg, NC 28310-5200.

f. Pass a pre-CDQC as outlined by USAJFKSWCS. Successful completion of pre-CDQC will be certified in writing by the first lieutenant colonel or higher in the chain of command. This memorandum must be dated within six months of the scheduled CDQC start date. (This course is three-weeks long and is coordinated for ROTC Cadets through USACC, DOLD (ATCC-TT) Fort Monroe, VA 23651-5000).

g. Pass an APFT IAW **FM 21-20**, Physical Fitness Training, consisting of 52 pushups and 62 sit-ups within a 2-minute period, and complete a 2-mile run in 14:54 or less (all age groups).

Appendix D   TOC

Qualification Criteria for the Combat Divers Qualification Course (continued)

h. Execute seven pull-ups and a 20-foot rope climb.

i. Assess the pressure equalization test in accordance with **FM 20-11**.

D-3. Qualification Requirements. This course is 4-weeks, 4-days and takes place at Naval Air Station, Trumbo Point Annex, Fleming Key, Key West, Fl. Refer to **AR 611-75**, Paragraph 2-19, for the complete listing of requirements for the various combat diving ratings.