



**DEPARTMENT OF THE ARMY**  
HEADQUARTERS, UNITED STATES ARMY CADET COMMAND AND FORT KNOX  
1ST CAVALRY REGIMENT ROAD  
FORT KNOX, KENTUCKY 40121-5123

REPLY TO  
ATTENTION OF:

**SEP 21 2018**

ATCC-SI

**MEMORANDUM FOR**

**Commanders, All Units Reporting Directly to This Headquarters  
Deputy Chiefs of General Staff and Chiefs of Special Staff Offices, HQ USACC**

**SUBJECT: Policy Memorandum 28 – Constraints on University Employees in Support of SROTC**

**1. References.**

a. Department of Defense Instruction (DoDI) 1215.08 (Senior Reserve Officers' Training Corps (ROTC) Programs), 19 January 2017, as amended.

b. Army Regulation 145-1 (Senior Reserve Officers' Training Corps Program: Organization, Administration, and Training), 22 July 1996, Rapid Action Revision issued 6 September 2011.

c. Cadet Command Regulation 10-5 (Organizations and Functions), 15 February 2016.

d. Cadet Command Regulation 145-3 (Army Senior Reserve Officers' Training Corps (SROTC) Basic Officer Leader Course-A (BOLC-A) – On-Campus Training and Leadership Development), 20 September 2011.

e. Memorandum, HQ USACC and Fort Knox, Office of the Staff Judge Advocate, ATCC-JA, 12 January 2018, subject: Legal Review – University Employees Providing Instructional Services for Army ROTC Programs.

**2. Purpose.** To provide guidance concerning constraints prohibiting university employees from performing ROTC instructional services within Senior ROTC units.

**3. Background.**

a. Military science instruction is a core activity of the Senior ROTC program. USACC trains and certifies instructors to conduct on-campus military science instruction in accordance with approved curriculum to ensure standardized, high-quality leader development, training, and education for the Army's future Second Lieutenants.

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b. Educational institution support to the ROTC program is authorized and encouraged within applicable legal and regulatory guidelines. However, there are limitations to the support USACC may accept from our educational institution partners.

#### 4. Policy.

a. University support, to include university employees serving in administrative liaison roles between the Department of Military Science and the educational institution, may not supersede or replace military resources required to conduct ROTC.

b. Brigade Commanders and Professors of Military Science (PMS) are not authorized to permit university employees to provide ROTC instructional services that are the responsibility of USACC instructors.

c. University employees are not authorized to lead or actively participate in military physical training, field training or drill due to potential injury risk and liability considerations.

d. Only ROTC Units (Host or Extension Units) are permitted a university employee within the Department of Military Science as indicated on the DA Form 918A. No authority exists for university employees at cross-town institutions.

#### 5. Implementation guidance.

a. These constraints are applicable to all SROTC units (host and extension units) and program relationships (cross-towns and consortiums).

b. Brigades will ensure all university employee support is documented on the DA Form 918A or DA Form 918B agreement with the institution.

c. Brigade Commanders and PMS who have university employees performing ROTC instructional services will develop plans to transition military science instruction back to authorized USACC instructors NLT 90 days from the implementation of this policy.

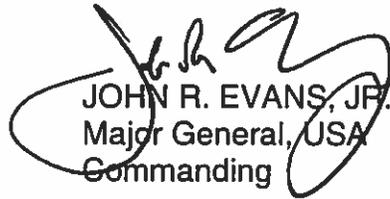
6. This policy does not affect educational institution faculty instructing institutional courses, which satisfy requirements of ROTC curriculum (e.g., Military History Instruction). Qualified guest lecturers may continue to provide specific hours of instruction in areas where they are academically qualified, provided the institution approves this practice and it does not reduce required minimum military contact hours.

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7. Due to the unique staffing structure and student population at these institutions, the designated Senior Military Colleges and Military Junior Colleges are exempt from this policy.

8. Point of contact is Mr. Daryl W. Blohm, Deputy Director G-5, U.S. Army Cadet Command, at (502) 624-4918.



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