CCR 145-5
Reserve Officers' Training Corps U.S. Army ROTC Leader's Training Course

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Summary:

This is a revised publication. It provides command policy and administrative, operational, training, and logistical guidance for the U.S. Army Reserve Officers' Training Corps (ROTC) Leader's Training Course.

POC/Impact:

Applicability. This regulation applies to Headquarters, U.S. Army Cadet Command (USACC) and the region headquarters. It also applies to the Department of Military Science personnel assigned and authorized to conduct the Senior ROTC Program, as well as all units, installations, and activities where cadets may be assigned for ROTC Leader's Training Course.

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

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, ATTN: ATCC-TT, Fort Monroe, VA 23651-5238. Suggested improvements may also be submitted using **DA Form 1045** (Army Ideas for Excellence Program (AIEP) Proposal).

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<u>Details</u>:

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Chapter 1, Introduction TOC

1-1. Purpose. TOC This regulation establishes policies, objectives, responsibilities, and guidance for U.S. Army ROTC Leader's Training Course. Title 10, U.S. Code, Chapter 103, Section 2104, contains authority to conduct Leader's Training Course.

1-2. References. TOC Required and related publications and forms are listed in **Appendix A**.

1-3. Explanation of Abbreviations and Terms. TOC Please refer to **Section I** and **Section II** (also referenced in the Table of Contents **Glossary**).

1-4. Responsibilities TOC

a. Commander, Cadet Command, will:

   (1) Establish Leader's Training Course allocations for each ROTC region.

   (2) Cross-level Leader's Training Course allocations to ensure all available allocations are used. Establish cut-off dates for recruiting applicants and receiving camp records based on projected cycle fill.

   (3) Task Commander, Second Region (ROTC) to conduct the Leader's Training Course at Fort Knox, KY.

 b. Commanders, ROTC regions, will--

   (1) Develop and implement a recruiting and advertising program to inform students of the opportunities available through Leader's Training Course attendance and completion.

   (2) Assign to each battalion commander/Professor of Military Science (PMS) geographical areas of recruiting responsibility for the Leader's Training Course Program. Military Junior Colleges (MJC) are exempt from regional recruiting restrictions by the nature of nationwide high school recruiting.

   (3) Coordinate with HQ, Cadet Command, Operations and Evaluation Directorate (ATCC-O), to obtain additional allocations for Leader's Training Course or to make unused allocations available to other ROTC regions.

   (4) Provide LNO to Leader's Training Course IAW the Leader's Training Course TDA. The male/female LNO ratio will approximate the region student male/female ratio.

   (5) Send automated student data file to Second Region (ROTC) weekly, beginning the first Monday in April (RCS ATCC-13).

   (6) As Leader's Training Course cycle allocations are filled, comply with Second Region (ROTC) guidance for cadet cycle assignment changes and cycle closures. The unique gender integration issues at Leader's Training Course require Second Region

(ROTC) oversight to minimize male/female overfill issues.

c. Commander, Leader's Training Course, will-- `TOC`

(1) Conduct an annual Leader's Training Course.

(2) Coordinate with Commander, U.S. Army Armor Center, Fort Knox, KY, for camp execution and support.

(3) Implement the Leader's Training Course Public Affairs Program.

(4) Implement the Leader's Training Course Safety Program.

(5) Implement the Leader's Training Course Program of Instruction (POI).

(6) Conduct TAC Staff training for camp cadre.

(7) Implement the Leader's Training Course Awards Program.

(8) Approve all cadet recycle requests.

(9) Include the following information as a part of the initial student orientation at camp:

(a) Students attending Leader's Training Course are not subject to the Uniform Code of Military Justice.

(b) Students must maintain military standards of discipline, courtesy, and appearance. Violations of good order and discipline may constitute sufficient cause for the camp commander to dismiss a student.

(c) Students charged with the commission of offenses in violation of federal, state, and local laws are subject to the jurisdiction of the appropriate civil authorities and will be surrendered to them upon request. When a student is surrendered to the custody of civil authorities, the camp commander will immediately notify the student's parents or legal guardian, the appropriate region commander, and the battalion commander/PMS.

(d) Requirements for camp completion and validation of 2-yaer scholarships.

(e) Medical coverage information: cadets should be informed that they will be covered by the Department of Labor as a federal employee during the 5-week training period of they are injured in the line of duty. The cadets are in the "line of duty" if the injury or illness occurred as a proximate result of training or travel to and from training.

(f) Leader's Training Course Cadet Evaluation System.

(10) Not less than 90 days before opening of camp, provide each region with sufficient copies of the memorandum of instruction ("Passport to Challenge") for distribution to students who will attend camp. The memorandum of instruction will include, as a minimum:

(a) The reporting date and time students must report for each cycle.

(b) Instructions for getting to the designated reporting place by car and local commercial transportation.

(c) A recommended packing list.

(d) Policies pertaining to the use of privately owned vehicles on post to include the documents required for registration, operating restrictions, and safety regulations.

(e) Standards of conduct and fraternization rules.

(f) The date and time students may expect to depart camp upon completion of their cycle.

(11) Provide a record of training for each camp attendee.

d. Battalion commanders/PMSs will: **TOC**

(1) Verify the eligibility of students to attend Leader's Training Course.

(2) Implement the advertising and recruiting plan for the Leader's Training Course established by the region and brigade commander IAW Cadet Command advertising guidelines.

(3) Plan and execute a campaign plan to meet the assigned mission for attendance. Brief and prepare each candidate for successful camp completion.

(4) Determine the eligibility, including medical fitness and body fat standards IAW AR 40-501, and ensure contracting eligibility in accordance with **AR 145-1**, Chapter 3, and **Cadet Command PAM 145-4**, Chapter 2, for each applicant.

(5) Input data on camp attendees to the region cadet data base.

(6) Forward records of each eligible applicant to Leader's Training Course (see Paragraph **4-1b**).

(7) Issue travel orders to applicants selected to attend Leader's Training Course.

(8) Provide a pre-camp orientation to all applicants selected to attend Leader's Training Course to include:

(a) The scope and conduct of training, an explanation of the camp POI, the intensity of training, the duration of the camp, the importance of being in good physical condition, and the emphasis placed on the leadership aspects of training.

(b) Potential for dismissal from camp for poor performance, attitude, or misconduct.

(c) Student ability to leave camp voluntarily.

(d) Camp completion requirements.

(e) Cadet medical coverage policy.

(f) Leader's Training Course Cadet Evaluation System.

(g) Scholarship validation requirements for all scholarship recipients/conditional winners.

(9) Make arrangements for student one-way travel to Leader's Training Course with return trip arranged by the camp personnel charging the fund site on the cadet's orders.

(10) Provide each applicant with two pair of properly fitted boots NLT 30 days prior to attending camp. Concurrently, implement a supervised program for break-in of boots.

(11) Forward a completed physical to the **Second Region Chief Nurse, U.S. Army Second Region (ROTC), ATTN: ATOB-NRA, Fort Knox, KY 40121**.

1-5. Leader's Training Course Cycles and Allocations. Annually, HQ Cadet Command will announce the number of cycles conducted, beginning and ending dates for each cycle, and projected student input from each region. Eastern Region will publish additional slotting instructions.

Chapter 2, Recruiting and Advertising TOC

2-1. General. TOC Leader's Training Course recruiting is a continuous action. Recruit students for Leader's Training Course throughout the year. Conduct advertising and publicity campaigns to inform students of the opportunities available through Leader's Training Course. See **Cadet Command Reg. 145-4** and the Strategic Marketing, Advertising, and Recruiting Tool (**SMART**) Book for details concerning Army ROTC marketing, advertising, and publicity.

2-2. Recruiting and Advertising TOC

a. Establish a Leader's Training Course recruiting plan at each Senior ROTC host institution and include it in the school's overall marketing plan. ROTC regions will establish geographic areas of responsibility to facilitate recruiting of Leader's Training Course students.

b. The battalion commander/PMS will ensure contact is made with non-Army ROTC accredited junior colleges and 4-year colleges and universities within the assigned recruiting area. Information provided to these institutions should include the opportunities afforded by Leader's Training Course, and the name, telephone number, and address of his/her representative. The battalion commander/PMS will ensure referrals are made to other ROTC battalions when a student expresses a desire to attend that school.

c. The battalion commander/PMS or designated representative will contact students and inform them of the eligibility requirements to attend Leader's Training Course, and when applicable, requirements to validate a campus based 2-year scholarship.

d. Following initial orientation, the enrollment officer will revisit the institutions, as necessary, to complete processing of students and continue recruiting efforts.

Chapter 3, Selection TOC

3-1. Eligibility for Leader's Training Course. TOC An individual applying for enrollment and attendance at Leader's Training Course must meet the eligibility criteria contained in **AR 145-1**, Chapter 3, **Cadet Command PAM 145-4**, Chapter 2, and Paragraphs a and b below.

a. A college undergraduate or graduate student volunteer who:

(1) Has not received placement credit for the Basic Course (MSI and MS II) prior to attendance at Leader's Training Course.

(2) Is not currently enrolled in the Basic Course. The only exceptions are sophomores (who will be academically aligned juniors the next semester following Leader's Training Course) who cannot complete the Basic Course before entering their junior year. Students who can otherwise complete the Basic Course before their junior year will not be allowed to attend Leader's Training Course.

(3) Has a minimum of 2 years of academic undergraduate, graduate, or combination of undergraduate and graduate work remaining. The battalion commander/PMS must verify that an academic junior, senior, or graduate student has 2 years of academic work remaining to complete the military science courses since no acceleration of MS III and MS IV is authorized.

(4) Has a minimum cumulative grade point average (CGPA) of 2.0 on a 4.0 scale as of the last grading period prior to attendance at Leader's Training Course.

b. A high school graduate who has either applied for or been accepted for enrollment at a MJC and has a minimum high school CGPA of 2.0 on a 4.0 scale and Scholastic Aptitude Test (SAT) score of 920 or an American College Test (ACT) score of 19.

3-2. Selection Criteria. TOC The categories of applicants listed below determine the priority for Leader's Training Course attendance. The battalion commander/PMS will apply these priorities when selecting students for camp attendance.

a. All 2-year scholarship applicants/winners who do not have placement credit. Scholarship students who attend Leader's Training Course must successfully graduate with a Cadet Evaluation System (CES) score of 480 (800 possible).

b. Juniors - students who will begin their junior academic year immediately following Leader's Training Course.

c. Undergraduate seniors or graduate students with 2 years remaining at the same institution.

d. High school graduates who plan to enroll as freshmen in an MJC and have not completed 3 years of Junior ROTC or National Defense Cadet Corps (NDCC) training.

e. High school graduates who plan to enroll as freshman in an MJC and have completed 3 or more years of Junior ROTC or NDCC training.

f. Alien students (see **AR 145-1**, Chapter 3, Para 3-29).

Chapter 4, Administration, Travel, and Pay TOC

4-1. Leader's Training Course Records TOC

a. Prepare a camp record for each attendee containing the following documents:

(1) **DD Form 93** (Record of Emergency Data).

(2) Six copies of the travel order.

(3) Physical Examination (see **Para 4-2** below).

(4) Prescription for Cadets Requiring Eye Glasses.

(5) Completed **W-4** Tax Withholding Form.

(6) Extract of Clothing Record (see Para **6-2** below).

(7) A training record for each cadet (if appropriate).

b. Send camp record (by cycle) to HQ, Leader's Training Course, ATTN: G-1 (Cadet Records) two weeks prior to the reporting date of each cycle. Affix labels on records in the upper left corner of folders with the information indicated in **Figure 4-1** below.

SMITH, JIMMY L. 000-11-2222	Leader's Training Course
(School Code)	
(University)	(Cycle X, Sex)

Figure 4-1 - Label Information

4-2. Physical Examinations TOC

a. Complete Leader's Training Course physicals IAW **AR 145-1**, Chapter 3, **AR 40-501**, and **Cadet Command PAM 145-4**, Chapter 2. Every effort to complete physicals must be made by the battalion commander/PMS because of the shortage of examining physicians at Ireland Army Community Hospital, Fort Knox, MEDDAC. Physicals at camp will only be completed by exception.

b. Battalions will forward copies of the completed examinations to **Chief Nurse (Camp Medical LNO), U.S. Army Second Region (ROTC), ATTN: ATOB-NR, Ft. Knox, KY 40121-5610**. In addition, make a copy of the physical and place it in the cadet's camp file before forwarding. If a copy of the physical is not in the camp file, send a memorandum to the Chief Nurse stating the status of the physical.

c. Department of Defense Medical Evaluation Review Board (DODMERB) approval is required for physicals of cadets who are **validating** scholarships at Leader's Training Course. The Fort Knox Reviewing Medical Officer will review Leader's Training Course non-scholarship physicals. If available, copies of medical examinations sent to DODMERB for scholarship applicants must be hand carried to the camp. If there are remedials pending at the time the student arrives at camp, they **may** be accomplished at the Fort Knox MEDDAC if the specialty is available. Applicants who are medically disqualified at camp may be reviewed by the Leader's Training Course Medical Waiver Review Board (MWRB) for final medical qualification determination. Cadet Command Surgeon will determine if the condition is waiverable IAW **AR 40-501**; if not, the cadet will be released from camp.

d. Give particular attention to **SF 88** (Report of Medical Examination), items , 51, 52, 57, 59, 60, and 71 when preparing and reviewing medical records. In item 5 or 16, depending on the edition of the form, enter "Attend Leader's Training Course and enroll in Advanced ROTC." Prior to forwarding medical records to Headquarters, Second Region (ROTC), the battalion commander/PMS will ensure the physician commented on any "yes" or positive physical findings in the summary section of **SF 88** ad **93**. Show the appropriate cycle number in red in the upper right corner of the **SF 88**.

e. Students will receive a **meningococcus** immunization during initial Leader's Training Course in-processing.

f. All Leader's Training Course applicant examinations reviewed by Fort Knox MEDDAC will include a review for special training IAW **AR 40-501**, Chapter 5.

g. Students applying for Leader's Training Course will have an **SF 603** (Dental Examination)(Section I, Part 4, and Section II) or panographic radiograph examination initiated prior to departure to Leader's Training Course. Host battalions will maintain the dental file IAW **AR-25-400-2**.

4-3. Camp Automation Files `TOC`

CC IMO provides CC Director of Training (DOT) a roll-up of the number of reservations made by Brigade and Region for each camp cycle during the Pre-Leader's Training Course reservation process (**FEB-JUN**).

4-4. Disposition of Student Records. `TOC` Mail all student personnel, training and medical records to the gaining battalion commander/PMS at the completion of Leader's Training Course.

4-5. Funds `TOC`

CC Resource Management Division will provide the funds for travel of the student to Leader's Training Course. Defense Finance and Accounting Service (DFAS) - Denver will provide funds for pay through the DJMS-RC/ROTC Cadet Pay System while students attend camp.

4-6. Travel `TOC`

a. Commercial transportation. The battalion commander/PMS will make arrangements for student travel. Where commercial transportation is used, the battalion commander/PMS will issue students a one-way government transportation request (GTR). Use the supporting installation transportation office (TO) or the activity that normally arranges transportation for obtaining the GTR. Do not use the Fort Knox airline ticket office for travel arrangements unless it is the normal servicing ticket office for the battalion. Applicants may elect to travel at their own expense and be reimbursed IAW Joint Federal Travel Regulation (JFTR), Volume 1, Paragraph U7150G. Advise applicants electing to purchase their own ticket that reimbursement will not exceed the cost of a government purchased ticket. Applicants provided GTR may exchange their tickets to accommodate variances in travel arrangements for personal reasons; however, cost over and above authorized route must be borne by the applicant. Applicants arriving by air at Louisville International Airport in Louisville, KY, will not require a GTR to Fort Knox as bus travel is furnished.

b. Battalion commanders/PMS will request TO to forward a copy of each transportation request and individual order to the paying Defense Accounting Office (DAO), IAW applicable region headquarters' instructions.

c. Authorized travel. Travel is authorized from home of record or school location to Louisville, KY, or Fort Knox and return to home or record or school location.

d. Privately owned vehicle (POV). On a case-by-case basis, the battalion commander/PMS may approve use of POV for authorized travel to Leader's Training Course.   Limit reimbursement to the rate prescribed in JFTR, Volume 1. Cadets will not be permitted to utilize POVs during Leader's Training Course.

e. Claims. Mode of transportation actually used for official travel must agree with mode of transportation claimed for reimbursement purposes. Travel claims will be audited, and cases of fraud will be prosecuted. Within 5 working days after the completion of travel, Request for Reimbursement will be submitted on **DD Form 1351-2** (Travel Voucher or Sub Voucher) with 3 copies of settlement orders and receipts to **DFAS-RO/FPT, 124 Chappie James Blvd., Rome, New York 13441-4511**.

4-7. Pay for ROTC Leader's Training Course Attendance. **TOC** Applicants who attend Leader's Training Course will be paid at the rate prescribed by law (see **DOD 7000.14-R,** Section 580104).

a. Pay for all students attending Leader's Training Course will be made through the DJMS-RC/ROTC cadet pay system. The payment of a casual pay (about 10 days after arrival) must be coordinated and approved by the Fort Knox DAO.

b. Treasury Department Form IRS **W-2** (Wage and Tax Statement) is prepared for each student. Appropriate copies of completed TD Form IRS **W-2** will be mailed in the month of January following Leader's Training Course attendance, to each student's home of record. Advise students to retain their copies of the form for submission with current calendar year income tax returns.

c. TD Forms IRS **W-4** (Employee's Withholding Exemption Certificate) must be completed by each student prior to arrival at Leader's Training Course and retained at the battalion.

4-8. Moral and Welfare Benefits. **TOC** Authorize benefits IAW **AR 215-1** and **AR 215-2**.

4-9. Medical Benefits. **TOC** Provide medical benefits to students IAW **AR 40-9**, p Paragraph 4-5; **AR 145-1**, Chapter 3, Section VII; and **Cadet Command PAM 145-4**, Appendix P.

4-10. Death Gratuity. **TOC** Title 10, U.S. Code, Section 1475(a)(4), authorizes a death gratuity for a student who dies while undergoing Leader's Training Course training or while traveling to or from Leader's Training Course. Attendees at Leader's Training Course are covered by Workmen's Compensation Act in lieu of Servicemen's Group Life Insurance (SGLI).

Chapter 5, Training and Reporting Requirements **TOC**

5-1. Training. **TOC** **Cadet Command Reg. 145-3** and the POI contain Leader's Training Course training and evaluation requirements.

5-2. Cadet Evaluation System (CES). **TOC** Camp commander will develop a CES score for each student. The component parts of the CES and their weighting are published in **CC Reg. 145-3**. Scholarship students, to includes nurses, who attend Leader's Training Course must successfully graduate with a CES score of 480 (800 possible). Scholarship recipients may use the APFT at Leader's Training Course to validate their scholarships by scoring 150 points (minimum 50 points in each event) or this requirement can be met on campus during the first semester/quarter following Leader's Training Course.

5-3. Reporting Requirements. **TOC** The camp commander will provide the following:

a. Report of students beginning Leader's Training Course training.   Forward a copy of the automated roster of students, by name and institution, within 5 days following the beginning of each training cycle to each region commander (RCS-ATCC-14).

b. ROTC Leader's Training Course Strength Report. E-mail to Cadet Command, ATCC-TT, on a daily basis beginning the report date of the first cycle. The initial report will reflect the fill for the first camp cycle. Subsequent reports will reflect status of students as of close of business (COB) of the day preceding the report.

c. Within 5 days after completion of camp, the camp commander will inform HQ, USACC (ATCC-TT) of the number of students, by name and institution, who successfully completed Leader's Training Course (RCS ATCC-16). The report will indicate student distribution by region commands. Send an information copy of this report to each region commander.

5-4. Camp After Action Report (AAR). **TOC** The camp After Action Report (AAR) will include, at a minimum, the following:

a. Narrative statement of the camp commander.

b. Camp statistical data, to include **Cadet Command Form 171-R**.

c. Training event performance data.

    (1) By event, identify performance by gender and race.

    (2) Identify MJC performance separately.

    (3) Identify HBCU performance separately.

    (4) Identify SMC performance separately.

d. Master training schedule.

e. Date of POI used.

f. Leader's Training Course organization chart.

g. Manpower data.

h. Recommendations regarding future camps.

5-5. Cost Data. `TOC` Submit data for all camp operational costs to HQ, USACC (ATCC-R), **NLT 31 Oct** each year. Submit information IAW types of costs listed in **Appendix B**.

Chapter 6, Logistics `TOC`

6-1. Responsible Agency. `TOC` Commander, U.S. Army Training and Doctrine Command (TRADOC) assigned responsibility for the operation, training, supply, administration, and provision of funds incident to the operation of Leader's Training Course to the **Commander, U.S. Army Armor Center, Fort Knox, KY**.

6-2. Supply `TOC`

a. Fort Knox Central Issue Facility will issue recoverable clothing and equipment to students attending Leader's Training Course. Issue field equipment using Fort Knox on-hand stockage. Issue additional requirements per **CTA 50-900** at camp. Basis of issue is governed by **CTA 50-900**.

b. Battalions will issue Leader's Training Course applicants non-recoverable clothing (i.e., 6 pair of boot socks, 6 brown undershirts, and 1 BDU soft cap) and two pair of properly fitted boots (**if not previously issued**) prior to travel to basic camp. Include an extract of the clothing record in the student's Leader's Training Course record.

c. Uniforms will be maintained by the installation and funded by Second Region (ROTC).

Chapter 7, Leader's Training Course Awards Program `TOC`

7-1. General. `TOC` The ROTC **Leader's Training Course** awards program is designed to recognize students for outstanding achievements. The program includes medals, badges, awards, and decorations (including ribbons), authorized by **Cadet Command Reg 672-5-1**, as well as camp and organizational awards unique to Leader's Training Course.

7-2. Responsibilities. `TOC` Commander, **Leader's Training Course**, will implement the Leader's Training Course awards program and will--

a. Approve all awards for Leader's Training Course student participants. Authority will not be delegated.

b. Establish clearly defined criteria for each award.

c. Control the proliferation of awards consistent with the objectives of recognizing outstanding performance and providing incentive.

d. Ensure that the awards distributed reflect an appropriate balance between those based on military skills and those awarded for leadership aptitude.

e. Forward to HQ, USACC (ATCC-TT) **1 month** prior to the reporting date of the first cycle, the following:

   (1) Approved awards.

   (2) Objective criteria for each award.

7-3. Presentation of Awards. `TOC` The Camp Commander will normally present awards at the graduation ceremony. Awards earned but not presented at the Leader's Training Course will be forwarded to the battalion commander/PMS for presentation at an appropriate ceremony.

Section I `TOC`
Abbreviations

AAR	After Action Report
ACT	American College Test
APFT	Army Physical Fitness Test
BDU	Battle Dress Uniform
CGPA	Cumulative Grade Point Average
COB	Close of Business
DFAS	Defense Finance and Accounting Service
DODMERB	Department of Defense Medical Evaluation Review Board
FAO	Finance and Accounting Office(r)
GSA	General Services Administration
GTR	Government Transportation Request
HBCU	Historically Black Colleges and Universities
HIV	Human Immune-Deficiency Virus
LNO	Liaison Officer
MC	Military College
MEDDAC	Medical Department Activity
MJC	Military Junior College
MS	Military Science
NDCC	National Defense Cadet Corps
OMA	Operation and Maintenance, Army
PMS	Professor of Military Science
POI	Program of Instruction
POL	Petroleum, Oils and Lubricants
POV	Privately Owned Vehicle
ROTC	Reserve Officers' Training Corps
SAT	Scholastic Aptitude Test
SATO	Scheduled Airline Ticket Office
SSN	Social Security Number
TO	Transportation Office(r)
TRADOC	United States Army Training and Doctrine Command
USACC	United States Army Cadet Command

Section II TOC
Terms

National Advanced Leadership Camp
Required training conducted as part of the Advanced Course that is usually attended between MSIII and MSIV.

Advanced Course
The last two years of the Senior ROTC Program (MSIII and MSIV) include National Advanced Leadership Camp. This is normally pursued by the cadet during the junior and senior years in college. For some MJC cadets, the Advanced Course is taken during the Freshman and Sophomore years.

Applicant
An individual who is a student or plans to become a student at a Senior ROTC host institution which offers the Advanced Course, either at the host institution or through a cross-enrollment or an extension center agreement with another 4-year degree-granting institution, and who indicates the desire to attend the Leader's Training Course.

Leader's Training Course
A 5-week ROTC training course conducted at a military installation, normally attended before the applicant's junior academic year, which is the equivalent of the ROTC Basic Course.

Leader's Training Course Commander
The officer designated to command the ROTC Leader's Training Course.

Basic Course
The 2-year Senior ROTC primary course of study (MSI and MSII), normally pursued by the cadet during freshman and sophomore years in college.

Battalion Commander/Professor of Military Science
The academic and military position title of the senior commissioned officer assigned to duty with a Senior ROTC battalion.

Cadet
A term that applies to all enrolled members of the ROTC program, including alien students enrolled in MSI and MSII.

Cadet Evaluation System
The scoring systems used to access the cadet's leadership potential and to validate scholarships.

College Freshman
A student who is in the first year of college and has between 1 and 30 semester credit hours or between 1 and 45 quarter credit hours.

College Sophomore
A student who is in the second year of college and has earned more than 30 semester credit hours or 45 quarter credit hours, but less than 60 semester credit hours or 90 quarter credit hours.

Section II (continued) TOC
Terms

Enrollment Officer
The Army officer who conducts a recruiting and publicity program both on the campus of the host institution and within the geographical area assigned by the appropriate commander.

Military Junior College
A 2-year institution that has contracted with the Secretary of the Army to provide military science instruction.

Minor
A student under the age 18 unless the state of legal residence has set legal majority at a later age.

Program of Instruction
A formal course document which prescribes the training content, hours, and types of instruction and all resources required to conduct peacetime and mobilization training in an institutional setting (resident training).

Senior ROTC Host Institution
A 4-year college, university or institution or a 2-year MJC that has a contract with the Secretary of the Army to provide military science instruction.

Student
A person enrolled in and attends a regular course of instruction full-time at an institution that leads to a degree in a recognized academic field. Persons enrolled in a "cooperative" program are included.

APPENDIX A TOC

Section I
Required Publications

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

Cadet Command Reg 145-1
Army ROTC Scholarship Administrative and Procedural Instructions

Cadet Command Reg 145-3
Precommissioning Training and Leadership Development

Cadet Command Reg 145-4
Marketing, Advertising, and Publicity to Support Enrollment

Cadet Command Reg 672-5-1
Decorations, Awards, and Honors, ROTC

Cadet Command Pam 145-4
PMS Guide for Enrollment, Retention, and Disenrollment Criteria, Policy, and Procedures Guide

Section II   TOC
Related Publications

AR-25-400-2
The Modern Army Recordkeeping System (MARKS)

AR-215-1
Administration of Army Morale, Welfare, and Recreation Activities and Non-appropriated Fund Instrumentalities

AR-215-2
The Management and Operation of Army Morale, Welfare, and Recreation Programs and Non-appropriated Fund Instrumentalities

AR 335-15
Management Information Control System

AR 600-8-105
Military Orders

AR 700-84
Issue and Sale of Personal Clothing

AR 710-2
Inventory Management Supply Policy Below the Wholesale Level

CTA 50-900
Clothing and Individual Equipment

DA Pam 350-38
Standards in Weapons Training

DA Pam 710-2
Using Unit Supply System (Manual Procedures)

DOD 7000.14-R, Vol. 7, Part A
Department of Defense Military Pay and Allowances Entitlements Manual

Joint Federal Travel Regulation Volume 1

Strategic Marketing, Advertising, and Recruiting Tool (**SMART**) Book

TRADOC Reg 350-70
Training and Development Management, Processes and Products

Section III TOC
Prescribed Forms

CC Form 139-R
Leader's Training Course Personnel Records Checklist

ROTC Cadet Command Form 171-R
ROTC Leader's Training Course Status Requirement

Section IV TOC
Referenced Forms

ROTC Cadet Command Form 104-R
Planned Academic Progress Worksheet

DD Form 93
Emergency Data

DD Form 1351-2
Travel Voucher or Sub-voucher

SF 88
Report of Medical Examination

SF 93
Report of Medical History

SF 603
Health Record-Dental

TD Form IRS W-2
Wage and Tax Statement

TD Form IRS W-4
Employee's Withholding Allowance Certificate

APPENDIX B TOC
Cost and Manpower Input

B-1. Use **Table B-1** to prepare the cost data report required by Chapter 5, Paragraph 5-5.

B-2. Category of cost should include, as a minimum, those areas identified in Paragraph B-4d below.

B-3. Source of funds (i.e. TRADOC, FORSCOM, Cadet Command) should include manpower data only for those personnel who perform functions related to Leader's Training Course support during the camp period. Identify Operation and Maintenance, Army (OMA) personnel cost separately from other OMA cost. Obtain and include manpower support from Fort Knox support units and activities. However, include costs other than manpower from the U.S. Army Armor Schools and subordinate elements, if applicable. Cost and manpower support from MEDDAC will be obtained separately from this report.

Table B-1 TOC

Category Of Cost	Source Of Funds	Type Of Cost	OMA Pay Memo	Types of Funding $OMA	$MA	Number of Personnel $RPA	Off	W/O	Enl	Civ	Number of Man-Days Off	W/O	Enl	Civ	Remarks
I. Direct Spt Cost	TR	T	27,748	86,204	-	-	-	-	-	5	-	-	-	231	FC(WC) of 11,691 due to add'l buildings opened during camp.
j. Utilities	TR	FC(NC)	(27,748)	(46,765)	-	-	-	-	-	(5)	-	-	-	(231)	
	TR	FC(WC)	-	(11,691)	-	-	-	-	-	-	-	-	-	-	

B.4 Identify type of cost with each source of funds, with the first entry line being a category total.

a. Source of fund codes:

FO = FORSCOM
TR = TRADOC
CC = Cadet Command
AO = All Others

b. Type of cost codes: **TOC**

FC(NC) = Fixed costs (with camp). Record those costs associated with the operation of the physical plant that would occur even if Leader's Training Course were not held at your location. These are sunk costs. Most base operations cost allocations should fall in this category.

FC(WC) = Fixed costs (with camp). Record only those fixed costs that occur from year-to-year assuming Leader's Training Course was and will continue to be operated at your location. Translate these costs to be fixed OMA dollars that would be saved if a decision was made to cancel camp.

IV = Incremental variable. Record the additional OMA costs that occur when cadet population varies. These are workload driven costs and includes discretionary items not required annually. These also are costs which would be saved if camp were cancelled.

T = Total. Include a total cost line for each category of costs.

c. Remarks: Include any explanation which will help in the analysis and, if necessary, continue any lengthy remarks on a continuation page. Identify special allocations of camp/installation overhead and one-time costs. Such costs include improvements and equipment replacements not considered as normal fair wear and tear.

d. Category of costs:

   (1) Direct support costs.

   (a) Training.

   - Materials.
   - Training aids and devices.

   (b) Organizational clothing and equipment.

   (c) Civilian hires.

   (d) Communications.

   (e) Ratios.

   (f) Petroleum, oils, and lubricants (POL).

   (g) Transportation.

   (h) Site and facility preparation.

   (i) Laundry and dry cleaning.

   (j) Facilities (e.g. utilities).

(k) Educator Travel.

(l) Other Travel.

(m) Contracts (e.g. printing).

(n) Other (identify): `TOC`

- ✓ Maintenance
- ✓ Food Service
- ✓ ADP Support
- ✓ Troop Issue Support
- ✓ Finance Support
- ✓ Safety Inspections
- ✓ Recreational Costs
- ✓ ROTC Club Operations
- ✓ In-processing Costs
- ✓ Contracting Support
- ✓ Driver/Tester
- ✓ Self-Service Supply
- ✓ Range Support
- ✓ Director of Reserve Component (DRC)
- ✓ Pre-Camp Housing Support
- ✓ Supply/Clothing Service Center
- ✓ Refuse Service
- ✓ Printing

(2) Other base operations costs (indirect) e.g., ammunition.

(3) Estimate of General Services Administration (GSA) vehicle mileage.

SUPPLEMENTAL DATA TOC
REQUIREMENTS CONTROL SYMBOL
ATCC-191

DATA REQUIRED FOR PRIVACY ACT OF 1974

1. **AUTHORITY:** Title 10, US Code 145-1.

2. **PRINCIPLE PURPOSE(S):**

    a. To enroll in ROTC Leader's Training Course. Obtain constructive credit for Military Science I and II upon successful completion of the camp.

    b. To establish military pay records.

    c. To prepare travel orders.

    d. To create master ADP file for camp performance and camp completion records.

3. **ROUTINE USES:** To obtain Leader's Training Course student data.

4. **MANDATORY OR VOLUNTARY DISCLOSURE AND EFFECT ON INDIVIDUAL NOT PROVIDING INFORMATION.** Failure to provide information will preclude student's attendance at ROTC Leader's Training Course.

_____   _____   _____
NAME   **SSN**   **SPONSOR BATTALION**

CONSENT OF PARENT OR GUARDIAN

 (To be completed if applicant is under 18 or a minor for the purpose of executing contracts under the laws of the state as jurisdiction where the school is located, even if 18 or older [**AR 145-1**, Para 3-6a]).

Consent is hereby given for the attendance of _____
at the Reserve Officers' Training Corps (ROTC) Leader's Training Course and for the subsequent enrollment in the ROTC Advanced Course, which includes enlistment in the U.S. Army Reserve for the period of participation in the Advanced Course.

_____**Signature of Parent or Guardian**