

Training  
CADET TRAINING

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SUPPLEMENTATION. Local supplementation of this regulation is prohibited unless specifically approved by AFZF-DPT-TT.

SUGGESTED IMPROVEMENTS. The proponent for this regulation is the Office of the Assistant Chief of Staff, G3/DPT. Users are invited to send comments and suggested improvements to the Commander, III Corps and Fort Hood, ATTN: AFZF-DPT-TT.

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OVERVIEW

1

Purpose This regulation provides guidance for support of US Military Academy (USMA) and Reserve Officer Training Corps (ROTC) cadet training at Fort Hood.

1a

Applicability This regulation applies to all active component units stationed at Fort Hood.

1b

Scope Cadet training includes, but is not limited to

- Cadet Troop Leader Training (CTLT) and
- cadet orientation visits.

The CTLT program is an annual mission tasked by FORSCOM. Other cadet training support may be given on request, but III Corps and Fort Hood approves such requests on a case-by-case basis.

1c

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CADET TROOP LEADER TRAINING

2

USMA and ROTC Senior Program Each year, cadets from USMA and ROTC senior programs are given the opportunity to serve with active Army units as part of their training.

Fort Hood has hosted cadets under this program since its beginning.

In excess of 200 cadets train here annually and represent more than 50 colleges and universities, including USMA.

2a

Objectives The CTLT program

- increases each cadet's leadership experience
- assigns each cadet to a junior officer position
- acquaints each cadet with the command, training, administrative, and logistic functions of a company sized unit
  - in field and garrison environments
  - subject to the routine requirements of designated branch specialties
- exposes each cadet to the on and off-duty environment of junior officers.

To meet these objectives, cadets are assigned to major subordinate commands, who in turn assign cadets to junior officer positions within company-sized units.

2b

Cadet Duty Assignments

Cadet duty assignments

- afford platoon-level leadership experience
- provide opportunity to work with officers and enlisted soldiers
- place a priority on leadership experience rather than branch orientation.

Cadets may be placed in vacant junior officer positions.

Alternately, unit commanders may assign cadets to occupied positions, and

- send the junior officer to school
- authorize him leave, or
- use him for special projects.

2c

Field Training

When possible, units hosting cadets should have field training scheduled during the CTLT period. One week of field training is desirable.

2d

Procedures

Administrative procedures and responsibilities for CTLT are found in appendix B.

2e

ROTC SUPPORT

3

Procedures

ROTC detachments may contact III Corps and Fort Hood requesting short-term support for cadet training. These requests

- may involve hosting orientation visits
- may involve providing equipment on loan, and
- normally occur during the academic school year, September through June.

Due to active component mission requirements, III Corps and Fort Hood limits its support of both junior and senior ROTC programs to

- one day Fort Hood orientation tours
- military band support
- static displays
- aircraft orientation flights, and
- military speakers.

ROTC detachment support requests are sent

- to III Corps and Fort Hood
- through Headquarters, 3d ROTC Region, Fort Riley, and
- to arrive 8 weeks prior to the desired date for support.

3a

RESPONSIBILITIES

4

ACofS, G5, DCSL (Community Relations)

DCSL is

- single point of contact (POC) and central coordinating office for orientation visits
- point of contact for military band support, static displays, and aircraft orientation flights.

4a

Directorate of Reserve Components (DRC)

DRC arranges billet space, providing active component and reserve component unit requests have been accommodated.

4b

1 May 1985

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ACofS, G3/DPT	G3/DPT tasks units to provide support, with emphasis on cadets observing available on-going training on a noninterference basis.	4c
Directorate of Logistics	Directorate of Logistics provides transportation as required.	4d
Directorate Engineering and Housing (DEH)	DEH provides billet space, after active component and reserve component needs are met.	4e
Commanders of Tasked Units	Commanders <ul style="list-style-type: none"><li>● provide escort officers</li><li>● provide equipment operators and demonstrators.</li></ul>	4f

FOR THE COMMANDER:



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Appendices  
A. References  
B. Cadet Troop Leader Training

DISTRIBUTION:  
IAW FH Form 1853, B  
AG-Pubs (100)  
AG-AO (2)  
AG-ARL (1)

Appendix A  
References

- AR 5-9 (Intraservice Support, Installation Area Coordination, with FORSCOM/TRADOC Supplement 1)
- AR 30-1 (The Army Food Program)
- AR 30-5 (Food Costs and Feeding Strength Summary)
- AR 145-1 (Senior ROTC Program-Organization, Administration, and Training, with TRADOC/FORSCOM Support Installation Guidance) (Supplement)
- AR 145-2 (ROTC Junior Program and National Defense Cadet Corps Organization, Administration, Operation, and Support)
- AR 230-60 (The Management and Administration of the US Army Club System)
- AR 350-18 (US Military Academy Cadet Army Orientation Training (AOT), redesignated Cadet Troop Leader Training (CTLT))
- AR 360-61 (Community Relations)
- DOD 4515.13-R (Department of Defense Air Transportation Eligibility Regulation)
- TRADOC Regulation 145-7 (Cadet Troop Leader Training (CTLT))
- USCC Cir 350-2 (USMA Commanders Guide Cadet Troop Leader Training (CTLT))

Appendix B  
Cadet Troop Leader Training

## SECTION I - OVERVIEW

1

## Purpose

This appendix provides general guidance to MSC's, commanders, and sponsors for cadet troop leader training at Fort Hood each summer.

Although references distinguish between USMA cadets and ROTC cadets in certain areas, the administrative procedures for sponsoring cadets are similar.

The CTLT program provides leadership training for USMA and ROTC cadets by placing them in platoon leader level positions.

1a

## Applicability

Guidance in this appendix is addressed to units and all agencies responsible for supporting cadets for troop leader training.

1b

## USMA and ROTC Cadets

Current federal statutes distinguish between USMA cadets and ROTC cadets.

## USMA cadets

- are members of the regular Army
- are subject to the UCMJ
  - only the Superintendent USMA may impose nonjudicial punishment upon cadets.
- are entitled to the legal rights of officers as distinguished from noncommissioned officers
- may give legal orders to subordinates
- rank falls above the highest enlisted rank and below the lowest commissioned and warrant ranks.
- ROTC cadets
  - are not subject to the UCMJ
  - have no legal rank
    - However, as they are serving in leadership positions with active army units, commanders ensure cadets are given the courtesies and respect normally reserved for officers of the United States Army.
- Neither USMA nor ROTC cadets
  - have the required status, under existing law, to assume certain responsibilities or perform certain duties
  - are eligible to sit as members of a court-martial
  - may act as the officer-in-charge of a live fire range, nor as the principal safety officer
  - may act as a certifying officer for public property or funds
  - are eligible to serve as a staff duty officer, directly responsible to the commander.

Although prohibited from the above, cadets may act as an assistant to any officer serving in the above positions as appropriate, and are encouraged to do so if the opportunity occurs.

1c

## RESPONSIBILITIES

2

ACofS, G3/DPT	The G3/DPT administers the CTLT program for the post and appoints a post CTLT project officer (PO).	2a
Post PO	<p>The Post PO</p> <ul style="list-style-type: none"> <li>● determines spaces available for cadets in each major subordinate command (MSC's)</li> <li>● coordinates with FORSCOM and USMA regarding the CTLT program, to include attending CTLT planning conferences</li> <li>● allocates cadets to MSC's</li> <li>● conducts all cadet in and outprocessing</li> <li>● monitors program throughout its duration</li> <li>● prepares and sends required after action reports to USMA and ROTC regions</li> <li>● serves as single POC, for information and actions concerning CTLT</li> <li>● coordinates community social functions as required</li> <li>● coordinates billeting with DEH for all cadets</li> <li>● conducts CIF issue and turnin</li> <li>● conducts all finance in and out processing (ROTC only), and</li> <li>● ensures meal cards (DD Form 714) are issued (ROTC only).</li> </ul>	2b
Comptroller	<p>The Comptroller</p> <ul style="list-style-type: none"> <li>● provides finance portion of ROTC cadets inprocessing</li> <li>● provides pay services for ROTC cadets.</li> </ul>	2c
Public Affairs Office (PAO)	PAO provides media coverage.	2d
Secretary of the General Staff (SGS)	SGS provides assistance with cadet social functions involving the civilian community.	2e
ACofS, G5/DCSL	G5/DCSL provides assistance with cadet social functions, if offered by the civilian community.	2f
Directorate of Logistics	<p>Directorate of Logistics</p> <ul style="list-style-type: none"> <li>● provides transportation services as required</li> <li>● provides laundry and dry cleaning services, on a cash basis only</li> <li>● provides guidance to all post dining facility managers concerning the proper accounting procedures used for USMA and ROTC cadets.</li> </ul>	2g
DEH	<p>DEH</p> <ul style="list-style-type: none"> <li>● provides billeting space. To the maximum extent possible cadets should be billeted in the post Bachelor Officers Quarters (BOQ).</li> <li>● issues statements of nonavailability.</li> </ul>	2h

Commanders,  
MSC's

## Commanders

- allocate cadets to subordinate units
- provide sponsor names, units, and unit phone numbers to the III Corps CTLT project officer NLT 2 weeks prior to the start of each cadet cycle
- ensure sponsors are readily available to greet their assigned cadet upon arrival.

2i

Unit  
Commanders,  
Sponsoring  
Units

## Unit commanders

- appoint a commissioned officer to sponsor the cadet
- ensure cadets are assigned to a leadership (lieutenant level) position in the unit of assignment
  - cadets are not to "shadow" a lieutenant or NCO in the performance of his duties
- are reminded that cadets are here for a very short time and require the most exposure possible to leadership positions
- provide post and unit orientations similar to those given newly assigned officers
- counsel the cadets on performance expectations (mandatory on the first day of duty). Use of DA Form 67-8-1 is recommended.
- counsel the cadet on performance approximately midway through the training phase
  - Counseling should be objective and critical
  - Counseling is to be timely and useful for the cadet in order to be effective
- provide formal counseling using the appropriate cadet counseling form
- assist cadets as necessary with transportation, to include off duty and off-post activities, where possible
- ensure efficiency reports are completed prior to outprocessing
  - This is an area of great importance and requires command emphasis to ensure accuracy and timeliness.
- provide transportation from the BOQ to the unit of assignment.

2j

## Sponsors

## Sponsors

- write a personal welcome letter to the sponsored cadet. Letters should include, but are not limited to
  - sponsor's name, rank, and mailing address
  - sponsor's duty phone number and unit staff duty office phone number
  - information about the sponsoring unit and training activities planned during the cadet's tour of duty
- are present to greet the cadet upon arrival at the High Rise BOQ.
  - Information on arrival times will be provided when available
- provide instructional guidance during the cadets assignment.

2k

## PROCEDURES

3

## Inprocessing Cadet inprocessing takes

- place in the lobby of the High Rise BOQ, Building 36006
- approximately a day and includes issue of
  - meal cards
  - field equipment (TA-50)
  - room assignments, and
  - finance.

Cadets are to inprocess for mail purposes at the unit they are assigned. No mail is forwarded to the BOQ.

3a

## Cadet Authorizations

## Cadets are

- authorized access to all post facilities during the CTLT period by presenting a valid ID card (a military ID card, or a copy of the orders assigning them to Fort Hood)
- designated associate members of the Fort Hood Officer's Club, which authorizes them use of the facilities and check cashing privileges, but does not authorize credit sales. There is no charge for membership.

3b

Trans-  
portation  
and  
Finance  
(ROTC Cadets)

## Cadets

- initial finance arrangements are part of cadet inprocessing at the High Rise BOQ and conducted by III Corps personnel. Cadets are to have
  - four copies of their orders for CTLT
  - all applicable travel vouchers and pay vouchers
- are to be paid on the day prior to departure. Exceptions to this policy are made only in the event of an emergency.

Transportation arrangements, if required, can be made at the Transportation Desk, Building 108. Reservations are made first at the Airline Ticketing Office in Building 108. The reservations and a copy of orders are then taken to the transportation desk for processing.

3c

## Cadet Messing

USMA cadets pay for meals consumed in cash and sign the appropriate cash meal payment sheet.

ROTC cadets are authorized to subsist using meal cards and sign the dining facility guest Register.

Neither USMA nor ROTC cadets pay a surcharge.

3d

## Cadet Social Functions

## Cadets

- may be invited to social functions sponsored by the Greater Killeen Chamber of Commerce during their training program
- receives a written invitation to these events
- responds to the III Corps SGS
  - III Corps CTLT PO coordinates the cadet functions to include movement to and from the event
- are briefed by the Corps representative on the schedule of events and their conduct during the function

Continued on next page



Cadet  
Social  
Functions  
(Continued)

- attendance at these social events is encouraged
- bus transportation to and from the events is provided by DIO; no POV's are authorized

MSC's are notified by the Corps representative of function dates.

3e

Outprocessing

The day prior to the end of the cycle is dedicated to outprocessing the cadets. Unit outprocessing and counseling is to be completed NLT COB of the day prior.

Cadets are to report to the High Rise BOQ for outprocessing as scheduled.

3f

COUNSELING

4

General

Efficiency reports are for counseling purposes only and are not made a permanent part of the cadets records after commissioning.

Every effort is made to ensure that valid, constructive comments are made and that scores and comments are not overly laudatory, or inflated.

This is an area of command interest.

Questions concerning efficiency reports should be addressed to the MSC CTLT POC.

End of cycle counseling is to be specific and constructive, and

- identifies any weak points in the cadet's duty performance and
- is documented on the appropriate Cadet Counseling Form
  - DA Form 67-8 for USMA
  - TRADOC Form 133-R for ROTC.

Cadet efficiency reports are delivered to the III Corps PO by the cadets on the day prior to departure. Commanders ensure reports are typed and signed by the rater, endorser and the cadet being rated prior to his departure.

4a

Efficiency  
Rating Scheme

Cadets are

- rated by their immediate company level commander and
- endorsed by the battalion level commander.

Sponsors do not rate or endorse cadet reports.

A simple guide to the rating scheme is to rate the cadet as any newly assigned second lieutenant.

4b

Distribution  
Counseling  
Forms

Three copies of the counseling record are prepared. The cadet turns in the original and one copy to the III Corps CTLT representative prior to outprocessing.

The sponsoring unit retains one copy and files it for 90 days after cycle end date.

4c

MILESTONES

5

Milestones

Milestones for CTLT are published prior to project start date.

5a