

CADET SUMMER TRAINING

25 FEBRUARY 2016

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UNITED STATES ARMY CADET COMMAND

Department of the Army
Headquarters, U.S. Army Cadet Command
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Fort Knox, Kentucky 40121-5123

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CADET SUMMER TRAINING

FOR THE COMMANDER:

OFFICIAL:

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History. This publication is an annual update that impacts the training process of U.S. Army Cadet Command Cadet Summer Training (CST).

Summary. This circular provides guidance on the administration and conduct of Cadet Summer Training (CST) at Fort Knox Kentucky.

Applicability. This circular is applicable to all Cadets and Cadre attending CST at Fort Knox, Kentucky (FKKY). For convenience, the terms he, him, his, Cadet, and Cadre represent both male and female genders.

Proponent and Exception Authority. The proponent for this circular is the USACC G37. The proponent has the authority to approve exceptions or waivers to this circular which are consistent with controlling laws, regulations, and USACC policies. Activities may request a waiver to this circular by providing justification including a full analysis of the expected benefits and must include formal review by the activity's senior legal officer. All waiver requests will be endorsed by the commander or senior leader of the requesting activity and forwarded through their higher headquarters to the policy proponent.

Army Management Control Process. This circular does not contain management control provisions.

Supplementation. Supplementation of this circular and establishment of local forms are prohibited by subordinate commands of USACC.

Suggested Improvements. Send comments and suggested improvements on [DA Form 2028 \(Recommended Changes to Publications and Blank Forms\)](#) to Headquarters, G3, U.S. Army Cadet Command, Fort Knox, Kentucky 40121.

Distribution. Distribution of this circular is intended for USACC Headquarters, Brigades and Detachments, and to all supporting agencies to include TRADOC, USARC, FORSCOM, MEDDAC, Soldiers, Civilians, Contractors and Interns assigned to CST. This Document is posted to the HQ, Cadet Command and the CST AKO Websites.

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Chapter 1 - Introduction

1-1. Purpose

To provide administrative instructions for the arrival and departure of Cadets and Cadre to Cadet Summer Training (CST).

1-2. References

References are listed in Appendix **(APP) A**.

1-3. Explanation of Terms

Acronyms and special terms are defined throughout the document as they are used.

1-4. Responsibilities

a. In the event of a conflict between any provision of this circular and any applicable Army Regulations (ARs), rule, policy or law, AR 145-1 applies unless a more specifically applicable AR, rule, policy, or law is found to be applicable. In such an event, consult with the USACC Staff Judge Advocate (SJA) office for a legal opinion before proceeding and they will provide a written legal opinion on the best course of action.

b. Key Command and Staff leadership are noted in **APP B**- CST Organization Chart.

1-5. General

a. USACC executes CST at Fort Knox, Kentucky (FKKY). There are four (4) components to CST; (1) Cadet Initial Entry Training (CIET), (2) Cadet Leader Course (CLC), (3) Cadet Professional Development Training (CPDT), and (4) International Programs (IP).

b. CIET is a primary basic military skills training course and a 2-year commissioning lateral entry program. Through CIET, students without Military Science Basic Course experience earn credit for the course. It is often a prospective Cadet's first exposure to Army life on an Army installation and one of the few opportunities where Cadets from various parts of the country undergo a common, high-quality training experience.

c. The CLC mission is to train Cadets and officer candidates (OC), develop Cadet/OC leadership, and provide feedback for individual officer development. CLC is intentionally stressful and is designed to build individual confidence through the accomplishment of tough and demanding training. The course is designed to build

upon the core on-campus instruction by developing and assessing leadership potential in a platoon-level environment. It is often a Cadet's first exposure to Army life on an active Army installation and one of the few opportunities where Cadets from various parts of the country undergo a common, high-quality training experience.

d. The CPDT programs encompass a variety of leader development and training opportunities for Cadets. These opportunities include the Cadet Troop Leader Training (CTLT), Drill Cadet Leader Training (DCLT), Internships, and Cadet Practical Field Training (CPFT) programs. These programs offer leader training and development as well as attendance at duty skill enhancement schools and specialized training courses.

e. The IP Summer Leader Development Training is a focused training program authorized by law and mandated by Department of Defense, Department of the Army, and Training and Doctrine Command policies and directives. IP training is designed to develop future leaders who are culturally astute with foreign language experience, who, on their first deployment, are confident and competent in the Joint, Interagency, Intergovernmental, and Multinational (JIIM) environment. IP Leader Development Training requires Cadets attain basic level competency in the Leader, Regional, and Cultural Competencies outlined in CJCSI 3126.01A, dated January 2013.

f. The Cadet Command mission is to commission the future officer leadership of the U.S. Army and motivate young people to be better citizens. Within this framework, the CIET, CLC, and IP missions are to **TRAIN** Cadets to Army standards, **DEVELOP** leadership, and **ASSESS** officer leadership potential.

1-6. Mission

USACC and partners execute CST NLT 02 MAY 16 at FKKY and locations world-wide to further develop Cadet leadership skills and attributes which are integrated and integral to achieving Cadet leader development outcome goals.

1-7. Key Tasks

a. Integrate all CST leader development programs into the Cadet Leader Development Strategy and Senior ROTC outcome goals.

b. Develop the training and education program for all Cadre (USACC, FORSCOM, and USAR) which prepares master Training Mentors to guide Cadet development within the USACC developmental model.

c. Develop a sustainable planning and execution manning scheme to allow any USACC Brigade to lead the CST effort.

d. Create an infrastructure and support plan which fully resources all training to meet quality of life standards and ensures Cadet acclimation.

e. Define measures of performance and measures of effectiveness, enabling us to assess our preparation and execution throughout the entire process.

f. Ensure training plans focus on leader development and the Military Ethic while inspiring cadets to live honorably, developing skills to build trust within their organizations, and become life-long learners.

1-8. Endstate

a. Training conducted safely and Cadre and Cadets return to campus ready for the academic year.

b. CST outcomes are achieved and Cadets prepared for continued progression through the Military Science curriculum.

c. Command, control, and supporting programs continue to mature to facilitate expanding Cadet load for 2016 and beyond.

d. Cadre development serves to broaden and improve their abilities as leaders.

Chapter 2 – Cadet Summer Training (General)

2-1. Cadet Information

a. Travel Arrangements.

(1) Cadet travel authorizations and vouchers are completed by using the Defense Travel System (DTS). An appointed Non-DTS Entry Agent (NDEA) at each Detachment will complete round-trip travel arrangements on behalf of the Cadet.

(2) Cadet's DTS Profile General Traveler Data Civilian/Military should be set to "O-Officer"; Title/Rank to "MO-01". Ensure Active/Reserve Category is "V-Reserve"; Military Branch of Service is "US Army"; and Reserve Code is "PJ-Ready Reserve Training. Individual in Officer Training Program"...prior to creating travel authorizations. The Trip Type for all Cadet travel authorizations will be "AA-Routine TDY/TAD".

(3) Cadets are authorized travel allowances in accordance with (IAW) JTR Chapter 7, Paragraph U7620 SROTC Member, Section B Subparagraph 6 and the Assistant Secretary of the Army (Manpower and Reserve Affairs) decision rendered in 53 Comp. Gen. 957 (1974).

(4) Scholarship Cadets attending CST are authorized travel day per diem and incidentals for non-travel days in accordance with the CST Exception. The CST Exception states that scholarship Cadets attending CST whose related stipend DOES NOT begin prior to their CST start date are considered as non-scholarship Cadets for CST related travel purposes and therefore are not authorized travel day per diem or incidentals for non-travel days.

(a) Continue to create authorization in accordance with Cadet Command Cadet Travel Handbook.

(b) Cadets may only travel from their Home of Record (HOR) or their Educational Institution.

(c) Cadets are not authorized to change Centrally Billed Account (CBA) tickets. CST DTS Cell will make all CBA ticket changes on a case by case basis using the contracted CTO. Per the JTR, any TDY travel changes for personal convenience are not authorized and at the expense of the traveler.

(d) Cadets with seven or fewer days between separate training assignments must be scheduled to remain at Fort Knox between training dates. Active Duty for Training orders must indicate the Cadet remain in an AD-T status during the transition period. Cadets with greater than seven days between training assignments must be

scheduled to return home prior to follow-on training. Cadets must report to initial training assignment with equipment required to complete all required training.

b. Reporting to CST.

(1) ALL Cadets are to report on their designated arrival date. It is imperative Cadets be scheduled to arrive NLT 1700 (Eastern Daylight Time) on their designated arrival date. Cadets departing CST should NOT make critical personal plans for the day following completion of CST. Historically, scheduling changes and other travel issues (i.e. unticketed reservations) have caused unexpected delays in Cadet Travel, delaying arrival at their next destination (HOR/School).

(2) Directions to FKKY can be found on the Fort Knox website located at: <http://www.knox.army.mil>.

(3) Cadets should travel with enough money to pay for meals on travel days.

(4) Louisville International Airport (SDF) Information: Commercial airline flights to the FKKY area arrive at SDF, located in the southern part of suburban Louisville, approximately 45 minutes north of Fort Knox. Upon arrival, all Cadets should claim baggage and report to the CST Assistance Desk located at Baggage Carousel E. At this location, Cadets will be directed to designated ground transportation to FKKY. Uniformed personnel will be available throughout the airport on arrival days to assist Cadets.

(5) All Cadets travelling by POV/GOV must report to building 6590, Copple Center, in appropriate civilian attire as early as possible on the scheduled arrival day. **NO EXCEPTIONS**. Failure to report on time can result in transfer to a subsequent cycle or possible recycle to next year's CST. Cadets who arrive late put themselves at a disadvantage.

(6) All flight reservations for Cadets returning to HOR/school after CST will be arranged prior to Cadet's departure to FKKY. Cadet return travel can only be to their HOR or ROTC School. No other destinations are authorized. Return flights to depart Louisville International Airport should be scheduled not earlier than (NET) 1500 on completion day. During training, return travel arrangements will only be changed for Cadets on a case by case basis.

(7) End-of-Camp commissioning ceremonies will be conducted on the day prior to Regimental graduation. Cadets who elect to depart on their commissioning day and not attend the Regimental graduation ceremony must have departure flights NET 1700 on the day prior to Regimental graduation.

(8) Under no circumstances are Cadets authorized to make any changes to their own flight itineraries.

c. Cadet Records Receipt.

(1) All Cadet Personnel Records IAW **APP D**, will be hand-carried to FKKY by the attending Cadet and not placed in checked baggage. All records must be updated and maintained at the school.

(2) All Cadet Medical Records IAW **APP E**, must be scanned not later than (NLT) **15 FEB 16** to the following SharePoint link: <https://army.deps.mil/army/cmds/USACC-CST-Medical/>.

(3) Incomplete or missing records can delay a Cadet's medical examination/qualification at CST, delay notification of Next of Kin (NOK) in the case of serious illness/injury, or have an adverse impact on other Cadet personnel actions.

(4) Schools **MUST** retain a copy of all records and waivers sent to CST for Cadet training.

(5) Schools **MUST** ensure Cadets' records are updated in the CCIMM Student Management and Training Modules.

d. Cadets arriving at SDF outside of directed hours are to report to the Louisville International Airport Fort Knox Reception Center (FKRC), located on the airport's ticketing level. Ground transportation to FKKY will be arranged through the FKRC. CST Tactical Operation Center (TOC) and Holding Company Phone numbers will be posted on the door of the FKRC.

(1) Non-DTS Entry Agents (NDEAs) must confirm Cadet airline reservations are ticketed NLT 72 hours prior to the Cadet's departure date (the DTS system will generate two separate emails, the first will be with the XR02 Ticketed Itinerary and the second will be XR02 Ticketed Invoice). If no confirmed XR02 Ticketed Invoice is sent 72 hours prior to the departure date, the NDEA must immediately contact the Fort Knox Carlson Wagonlit Commercial Travel Office (CTO) office (1-800-296-2989) directly to resolve the problem.

(a) At a minimum, NDEAs should run the Pending Airline Cancellation Report at the beginning and mid-week to ensure all travelers have confirmed ticketed reservations. The Pending Airline Cancellation Report provides a list of travel authorizations containing airline reservations that require routing action (e.g. REVIEWED and APPROVED) to prevent the cancellation of airline reservations.

(b) If reservations have not been ticketed, NDEAs should perform the required routing actions. An approved travel document is required for CTO to ticket airline reservations. If travel document is not final approved within 72 hours of departure, CTO will cancel reservations automatically.

(2) Retain and safeguard all copies of tickets and orders. Cadets must furnish all transportation documents upon in-processing to CST.

(3) Privately Owned Vehicle/Government Owned Vehicle (POV/GOV) Travel. Cadets authorized by their PMS to travel to CST by POV must be the owner/operator of such vehicle and follow the instructions below:

(a) Cadets will arrive at CST using the means listed below based on distance to FKKY from University or HOR:

- If less than 400 miles from FKKY, University cadre will transport Cadets to CST via government transportation. However, Cadets are authorized to drive their POV and report to building 6590, Copple Center, for training unit assignment.
- If greater than 400 miles from FKKY, Cadets will travel via commercial air to Louisville International Airport (SDF).

(b) Prior to POV departure Cadets must complete a Risk Assessment using the on-line Travel Risk Planning System (TRiPS) found at: <https://safety.army.mil/TOOLS/TravelRiskPlanningSystemTRiPS/tabid/630/default.aspx> and ensure they have the following documents in their possession:

- Valid insurance card. Vehicles must be insured with valid state minimum requirements.
- Valid state registration. If the Cadet is not the legal or registered owner, a notarized statement from the owner of the vehicle must be presented which gives the Cadet permission to drive the vehicle.
- Valid state driver's license.

(c) FKKY main gate is located at Bullion Blvd Exit on Dixie Hwy 31W. All personnel entering the installation must possess a valid and current picture identification issued by a government agency such as a state, federal, or foreign government. Proper identification must be presented at the gate in order to gain access. All drivers must ensure their vehicle is properly registered and insured. Frequent inspections of these documents are conducted by security personnel. Fort Knox is a secure post; people and vehicles are subject to search at any time while within the boundaries of the military reservation.

(d) If driving POV, proceed to Copple Center, Building 6590 for vehicle in-processing.

(e) Upon arrival at CST, Cadets will park POVs in a secure designated lot with no overhead cover and will not be allowed to drive or access the vehicles until the day they depart FKKY.

(f) Security of Vehicles. While at CST, lock all vehicles when parked. Do not leave valuables in parked vehicles. Recommend hubcaps, antennas, or other easily removable items be secured in the trunk.

(g) Cadet privately owned vehicle (POV) storage (See **APP G**)

(i) The G4 will control access to the POV Lot.

(ii) Task Force (TF) Warrior and Leader have the overall responsibility for Cadet POV storage.

(a) Claims for Electronics. Claims will be processed in accordance with AR 27-20 Claims.

(2) Travel Problems. Cadets encountering travel difficulties which may prevent reporting to CST on time will immediately telephone the CST TOC at (502)-624-1500. DO NOT DELAY IN MAKING THIS IMPORTANT CALL.

b. What to Bring to CST. See **APP C**

(1) Mandatory Items. Cadets must bring all documents and items listed on the Cadet Clothing & Equipment Checklist (**APP C**) – CST Cadet Checklists, Figure C-1 (CIET Cadet Packing List), Figure C-1 (CLC Cadet Packing List), IAW guidance provided below:

c. Inprocessing procedures timing of the following is typical; however, availability of medical staff for physicals may change some regiments' in-processing schedules. (Check Regimental Training Schedule for specifics.)

(1) Items to have on hand and prohibited items.

(a) The CST Cadre will assume control upon Cadet arrival. Cadets will be transported to CST S1, BLDG 6590, for CST in-processing. Cadets must have in their possession the following:

- Black Ink Pen
- CAC with active pin

- Government issued photo ID for non-contracted Cadets
- Copy of orders
- Travel itinerary
- Copy of current DD Form 93

(b) Shakedown Inspection (**APP C**, Figure C-1a) must be conducted on Day-0. Cadre are not authorized to remove/prohibit any Cadet items listed as “required” or “recommended” items.

(c) Excess baggage. Cadets must limit the amount of baggage brought to CST. Check airlines for baggage limitations prior to arrival at the origin airport to determine charges for additional baggage (if reimbursement for baggage fees will be requested, the Cadet will need to furnish all receipts to the NDEA). Government items identified in **APP C** (CST Cadet Checklists) are considered to be at least one of the regular bags. TSA regulations require that all items must be secured inside bags. Any locks on bags may be cut by TSA. Additional bags are excess and are NOT reimbursable. IP will issue specific guidance to Cadets traveling overseas.

(d) Cell Phones. Cadets will be allowed to retain cell phones for use after the duty day in garrison only. Cadet cell phone use will be managed by CST Cadre.

(e) Medications.

- All medications must be in the original labeled container (over the counter or prescription-to include birth control pills) along with most recent clinical note prescribing the medication. Medical Cadre members may, at their discretion, examine the contents of any open bottle of medication to ascertain the pills are all the same and consistent with the labeled contents.

- Category III and IV controlled substances will be reviewed by medical Cadre.

- Over-the-counter (OTC) medications. OTC medications for pain or allergies will remain with Cadets for ongoing use as intended and approved by the Food and Drug Administration (FDA); however, Cadets should be alert to the potential for the medication to mask symptoms of disease or injury. If the Cadet is taking the maximum daily recommended dose, the Cadet should inform Cadre to discuss the need to be seen at the clinic. The major side effects of OTC allergy preparations are drowsiness and dehydration, both of which are dangerous in a field/training environment. Cadets concerned about allergies in the field environment should discuss this with the physician during their medical examination at CST.

- Metabolic enhancers and creatine supplements of ANY kind are prohibited and will be stored for the duration of CST.
- All medications must be declared on DA Form 2807-1. Prescription medications will remain in the Cadet's control at all times.
- Sharing of prescription drugs between individuals is illegal by both state and federal law. Cadets participating in the giving or receiving of prescription medications will be disciplined accordingly.
- There is no list of recommended OTC drugs; however, Cadet's should bring any OTC drugs they are currently taking and should consider a supply of "normal" OTC type drugs (e.g. Aspirin, etc.).

(f) Prohibited Items. Cadets bringing prohibited items listed below will be confiscated and reported to the CST Chain of Command:

- Weapons or ammunition of ANY type. No knives with blades longer than three (3) inches. Disposition of confiscated weapons and/or ammunition will be determined by the appropriate authorities.
- Pornography will be destroyed.

(g) Unauthorized Items. (Stored until completion of CST)

- Expensive watches, or jewelry valued over \$100.
- Controlled substances, tobacco, or alcoholic beverages of any type.
- HH Tanker Boots, zipper boots and all cold weather boots (Danner, Matterhorn) will be confiscated and stored until completion of CST.
- I-Pod, GPS, MP3 or other high dollar electronic devices will be collected and stored by the platoon leadership (PSG or OTM).
- Large amounts of cash (in excess of \$500).

(2) Inventory and receipt for high dollar items to be stored. Only Cadre are permitted access to stored items throughout CST.

d. Inprocessing D1-D3.

(1) Refer to CST Standard Operating Procedures (SOP), **APP E** Medical, for Cadet Physical Exam process.

(2) Cadet height/weight will be conducted at the regimental area by the regimental Cadre.

(3) CST S1, in conjunction with the TF Commander, will make the decision on reassigning late-arriving Cadets to a later regiment.

(4) All Cadets will be provided access to medical treatment facilities. Cadets currently covered by TRICARE as dependents must be counseled on the ramifications of changing their DEERS Status. They should expect to revalidate DEERS status at the expiration of their Active Duty orders.

(5) Cadets will bring ID, shot records, all medications, all medical records, and wet weather bag with them to physical. RTO call on uniform- based on weather.

(a) All Cadets will complete the medical forms outlined in **APP E** for inclusion in the Cadet Medical Record. Cadets must provide accurate information and documentation about previous illness/injury and medications taken. Concealment of a medical condition or medications used can lead to disenrollment from the ROTC program.

(b) All medications, both OTC and prescription, must be in their original containers.

e. All cross-leveling and reassignment of Cadets will be completed prior to Day 7. Regiments may not reassign Cadets without first coordinating with CST S1.

f. Medical & Dental Care, Benefits, & Claims at CST.

(1) Medical Care. Nelson Troop Medical Clinic (TMC) and MEDDAC Knox at FKKY will provide immediate medical care for injuries and illness incurred during CST. Sick call is provided daily in garrison and field environments during CST.

(2) Medical or dental conditions that occur during CST which are likely to require further treatment will be processed via a Line of Duty (LD) investigation. Pre-existing conditions will not be considered for a LD investigation.

(3) Dental Care will be provided for dental emergencies only.

g. Departure from CST.

(1) Cadets may depart FKKY after the conclusion of the graduation ceremony once released by their Regiment. All Cadets should expect to have some administrative tasks to complete after graduation. Do not schedule personal events or plan for departure immediately following graduation or commissioning ceremonies. Task Force

Commanders may delay departure for Cadets with on-going investigations or pending board actions.

(2) The earliest flight departure time is 1500 on the scheduled graduation date due to time and logistical constraints on Cadet transportation and security requirements at the airport. No flights should be scheduled to depart SDF prior to 1500 on Regimental graduation day.

2-2 General Administrative Information

a. Basic Physical Conditioning.

(1) General. CST demands a high level of physical fitness. Cadets will have difficulty keeping pace with the physical training program unless they are in good physical condition upon arrival.

(2) Preparation.

(a) Cadets should already have a personal program of conditioning or should start one immediately and continue a physical fitness program until reporting to CST. USACC Cadre members are a good source of assistance if help is needed developing a physical fitness plan.

(b) Cadets should gradually wear the combat boots they will wear during CST to break them in and avoid foot injuries during training. Blisters continue to be a problem with Cadets. The more Cadets wear boots prior to attending CST, the better prepared they are. Condition Cadets in preparation for extended foot marches with a 35 pound rucksack. Throughout CST, Cadets will foot march from 1 to 10 Kilometers (km) daily. Cadets are discouraged from obtaining pedicures prior to CST as pedicures remove calluses and make feet more susceptible to blisters.

(c) Daily physical readiness training. While at CST, Cadets sustain their physical conditioning through participation in scheduled physical readiness training (PRT) sessions and physically demanding training.

b. Discipline.

(1) Cadets will conduct themselves in a manner befitting a future commissioned officer. Cadets displaying poor attitudes, poor behavior, or substandard performance warranting disciplinary action may be subject to evaluation by a board of officers and possible dismissal by the CST Commandant. This standard applies while traveling to and from CST.

(2) Contracted Cadets, will all be on Title 10 orders for active duty training while attending CST and are subject to Uniform Code of Military Justice (UCMJ). Non-contracted Cadets are considered “designated applicants” and are therefore NOT subject to UCMJ, but could be sent home for disciplinary infractions.

(3) Policy Letters, to include off-limits areas, are not included in CC CIR 145-05. Policy letters will be posted in common areas throughout CST.

(4) Alcohol consumption by Cadets is prohibited during CST unless specifically approved by the Commanding General during social events or celebrations. During these events and celebrations, limits will be strictly enforced on Cadet alcohol consumption levels. Cadets who violate alcohol consumption level restrictions or provide alcohol to unauthorized Cadets are subject to dismissal from training and other administrative actions as appropriate.

(5) Sexual activities are prohibited during CST.

(6) Sexual harassment, improper relationships, and fraternization will not be tolerated and will be dealt with expeditiously and personally by the CST Commandant. SHARP and EO personnel will be on staff throughout CST to assist with any Cadet EO or sexual harassment issues. AR 600-20 outlines the Army’s SHARP and EO programs.

(7) Sexual Assault is a crime and appropriate legal actions will be taken.

c. Family and Visitors.

(1) Family members are welcome and encouraged to attend CST ceremonies. Visitation during training is NOT authorized.

(2) Fort Knox is an active military installation and all parties entering are subject to a security screening. Based on the family information provided, Directorate of Emergency Services (DES) will conduct advanced screening for all individuals identified as attending Family Day or graduation activities. Questions about this process may be directed to the DES at (502) 624-6118/6818.

d. Post Exchange (PX).

(1) Due to the compressed schedule and limited personal time, Cadets should plan on having limited access to the PX and should pack accordingly.

(2) Each Regiment will have pre-scheduled appointments to visit the Disney Area Troop Store. The Troop Store carries toilet articles, magazines and books, towels, etc. The Fort Knox Main PX is comparable to a department store, but access must be coordinated through the PTO/PTNCO and is not normally available.

(3) Dress regulations are strictly enforced. The Army Combat Uniform (ACU) is permitted in PX facilities. The Improved Physical Fitness Uniform (IPFU) is not authorized for wear in the PX.

(4) Cadets may cash personal first-party checks for not more than \$20 over amount of purchase if desired. Cadets will speed check cashing time if the following information is already printed on the front of their check: Name; University; City & State; Regiment at CST.

(5) Each Regiment will have pre-scheduled appointments to visit the barber shop during training. Please ensure Cadets have adequate cash to pay for basic barber services. Cadets are required to remain in compliance with hairstyles IAW AR 670-1.

e. Postal Services.

(1) Cadets should bring an initial supply of stamps, writing paper, and envelopes to CST. The Disney Area Troop Store does sell stamps. Complete postal services are available at the Fort Knox Main Post Office, but access is extremely limited for Cadets during CST.

(2) Mailboxes for outgoing mail are located throughout the CST area. All outgoing mail should include the CST address as the return address.

(a) To send mail to CIET Cadets, use the following address format:

**CADET LAST NAME, FIRST NAME MI
HQ, USACC, CIET
XX REGT, XX COMPANY, XX PLATOON (specify)
24 RHINELAND STREET
FORT KNOX KY 40121-5117**

(b) To send mail to CLC Cadets, use the following address format:

**CADET LAST NAME, FIRST NAME MI
HQ, USACC, CLC
XX REGT, XX COMPANY, XX PLATOON (specify)
24 RHINELAND STREET
FORT KNOX KY 40121-5117**

(c) To send mail to CULP Cadets, use the following address format:

**CADET LAST NAME, FIRST NAME MI
HQ, USACC, CULP
"TEAM NAME"
24 RHINELAND STREET
FORT KNOX KY 40121-5117**

f. Pay and Subsistence.

(1) Direct Deposit/Electronic Fund Transfer (EFT).

(a) All Cadets attending CST must have either a checking or savings account established prior to being entered into the CCIMM Training Module and DTS profile. Direct Deposit/EFT is mandatory for all CIET attendees. Detachments must enter the following Direct Deposit/EFT information into the CCIMM Training Module and the Cadet DTS profile:

- Type Account (Checking or Savings)
- Accurate and current 9-Digit Transit Routing Number
- Accurate and current account number

(b) POC for Direct Deposit/EFT is Chief, Pay Operations Division, G8, 502-624-6129, DSN 464-6129.

(2) Cadets in a current pay status will be paid on the 1st and 15th of the month by EFT. Cadet pay will be deposited directly into the same account as the monthly stipend checks are deposited.

(3) Family Separation. Green to Gold Active Duty (GTG-AD) Cadets who have dependents living with them are authorized Family Separation Allowance only if they successfully complete a minimum of 30 continuous days at CLC. Once GTG-AD Cadets have returned to their home station they will file a travel voucher through their ROTC Detachment. Upon payment of the travel voucher and receipt of the settlement voucher/notification, GTG- AD Cadets will submit DD Form 1561 with a copy of the settlement voucher/notification to the Fort Jackson Student Detachment which will process the pay adjustment. Expect this process to take 1-3 months. GTG-AD End of Course Commissionees (EOCCs) are also entitled to this allowance.

(4) CIET Cadets.

(a) May elect to receive a one-time \$50.00 cash advance during in- processing.

(b) Base pay starts on Day 1 of CIET. Cadets will be paid in accordance with DODFMR and Army Regulation 37-104-4 at a rate as published by Defense Finance and Accounting Service (DFAS). Cadet pay is subject to applicable state and federal taxes.

(c) During CIET, Cadet Pay questions should be addressed through the Regimental HRA to the CIET Cadet Personnel Division (CPD) for resolution. Following

CIET, Cadet Pay questions should be addressed to the Battalion Human Resource Administrator (HRA).

(5) CLC Cadets.

(a) Casual pay will NOT be processed for CLC Cadets

(b) Base pay starts on CLC Regimental report date, even if the Cadet arrives the day prior. Cadets will be paid in accordance with DODFMR and Army Regulation 37-104-4 at a rate as published by DFAS. Cadet pay is subject to applicable state and federal taxes.

- The majority of Cadets at CLC should be in a current pay status for subsistence. MS IIIs are paid continuously from the start of the MS III year/contract date for 20 months less the training days for CLC/Cadet Troop Leader Training (CTLT).

- In most cases, Cadets will see a reduction to the payment of subsistence which was scheduled to be paid prior to CLC arrival. The Leave & Earnings Statement (LES) remarks section will clearly describe the reduction of subsistence and the start of base pay for CLC to include the dates for each type of pay. The majority of payments will be processed according to the mid-month or end-of-month pay dates, but depending on the start date of each Regiment, some Cadets may see a pay adjustment at another time. All Cadets should ensure funds have been deposited rather than assuming funds have been deposited into their applicable accounts.

(c) During CLC, Cadet Pay questions should be addressed through the Regimental HRA to the CST Pay Team for resolution. Following CLC, Cadet Pay questions should be addressed to the Detachment HRA or the Liaison at the CTLT, Nurse Summer Training Program (NSTP), and etc. location.

(d) GTG-AD Option Cadets:

- GTG-AD Cadets will earn their regular pay and entitlements during CLC and follow-on-training (FOT).

- Base Allowance for Subsistence (BAS). GTG-AD Cadets will have government provided meals deducted from their BAS while attending CLC and FOT. The BAS deduction must be submitted by the Cadet/ROTC detachment following completion of CLC to the Fort Jackson Student Detachment which will process the pay adjustment. Expect this process to take from 1- 2 months.

g. Service Member's Group Life Insurance (SGLI): Contracted Cadets who are US citizens are eligible for (SGLI) during CST. This form must be updated prior to CST;

however, it is not required in the Cadet Personnel Records Folder. Non-contracted Cadets are not eligible for SGLI.

(1) Coverage and Cost: Cadets may elect no coverage up to \$400,000 coverage in \$50,000 increments. The SGLI premium is currently \$ 0.65 per \$10,000 coverage per month (\$27.00 per month for maximum coverage). Cadets must pay the full monthly cost, whether for one day or the entire month. If selected for CTLT, Cadets must pay SGLI deductions for three months. SGLI covers CIET, travel to and from FKKY and a period of 130 days following the completion of CIET or conclusion of CTLT.

(2) Form completion: Cadets will complete the form on campus prior to the start of CST. Exercise care in its completion since it becomes effective should death or serious injury occur while enroute to or from, or while attending CST. Carefully consider before filling in the NOK and contact information as the person who will initially be notified in the event of serious injury or death at FKKY.

(3) SMP Cadets. Simultaneous Membership Program (SMP) Cadets already covered by SGLI with their SMP unit do **NOT** have to obtain additional SGLI while attending CST.

h. MWR.

(1) Personal Affairs. Cadets should contact their CST Chain of Command during CST if problems arise. Chaplains, Military and Family Life Counselors, and Personal Financial Counselors are also available for assistance.

(2) Laundry and Linen: While in garrison, Cadets may use the washer and dryer units in the regimental area for personal items, but availability is limited. A laundry and bath unit will operate at one of the Life Support Areas. During field training, Cadets are authorized to have military clothing laundered via this unit. ACUs will not be pressed. Requirements for laundry turn in and pickups will be coordinated by the Regimental Supply Sergeant with the laundry unit. Regimental Support Unit transportation will provide service in support of cadet laundry.

(3) Laundry of Cadre personal staying in barracks is the responsibility of the individual Soldier. Soldiers will utilize washers and dryers provided in the barracks for personal laundry. Commercial laundry (coin operated) facilities are located off post for Cadre as well.

(4) Cadets will be issued one mattress cover only. Cadets will not be provided sheets, blankets, pillows, or pillow cases. Cadets will utilize sleeping bags or poncho liners when occupying billets.

i. Security of Personal Property. Trust, which develops between fellow Cadets, can easily lead to careless practices. The open bay barracks living conditions and easy access to the barracks make an inviting situation for a thief. The consequence of inadequate security rests entirely with the owner. To avoid loss, take the following actions:

(1) **DO NOT** leave money or valuables in the barracks.

(2) **DO NOT** bring expensive watches, cameras, or any stereo equipment. (Inexpensive watches and cameras suitable for field use are available at the PX, if required.).

(3) **DO** lock wall lockers and footlockers, even while you're showering.

(4) **DO** secure all approved prescription medications.

j. Early Release from CST.

(1) The TF Commander may grant early release requests as an exception to policy **ONLY**. Early releases may be requested by the Cadet upon arrival to CST, but there is no guarantee of approval.

(2) Cadets must complete all required training as per Section S of the CST ADSOP in order to earn completion credit.

k. Emergencies.

(1) The CST Chain of Command may authorize absences for emergency reasons. In the event of an emergency that may require a Cadet to be absent from CST, the Cadets family or NOK must contact the American Red Cross (ARC) at 1-877-272-7337 and the CST Liaison Officer (LNO). This is important because a representative of the CST Commandant's Staff and TF Commanders can immediately authorize an emergency absence if the Red Cross has verified the emergency. The host university cadre may be available to assist as well.

(2) International Programs is responsible for arranging return travel for Cadets overseas who have an emergency verified by the American Red Cross. The Cadet will be returned to the nearest port of embarkation.

l. Meals & Special Diets.

(1) Cadets are authorized subsistence-in-kind while attending CST IAW AR 30-1, The Army Food Service Program and AR 145-1, Senior ROTC Training Program: Organization, Administration and Training.

(2) The dining facilities (DFACs) can support special diets required for medical or religious reasons. Provisions for special diets do not apply to personal preference diets such as vegetarian. Ensure that dietary restrictions are annotated in Cadet Command Information Module (CCIMM).

(3) Special diets are not available for IP Cadets while in host countries.

m. Post-CST Travel Vouchers.

(1) Cadets must submit travel vouchers NLT five (5) working days after travel is completed; or by the end of the first week of classes in the Fall term/semester if not returning to campus until Fall. (Traveler is responsible for retaining all associated receipts).

(2) Accuracy of orders and travel vouchers can impact Cadet entitlements. It is extremely important to provide 1) complete travel information when preparing orders and 2) receipts when filing claims. Direct questions to your respective Brigade DTS Team or the Cadet Command G8 Accounting and Management Division DTS Section.

(3) GTG-AD Cadets who have dependents living with them are authorized a Family Separation Allowance if they successfully complete a minimum of 30 continuous days at CST. This must be processed by the ROTC battalion after the Cadet has completed CST.

Chapter 3 – Cadet Initial Entry Training

3-1. Overview

a. Responsibility. The program of instruction for CIET accomplishes the same training (tasks) to the same standards required for the on-campus program during Military Science I and II Course (Basic Course).

b. Training. The CIET Course incorporates a wide range of training events designed to develop/assess leadership and officer potential and qualify Cadets for contracting. CIET is rigorous and demanding, both mentally and physically, and will test intelligence, ingenuity and stamina. CIET training events provide a new perspective on an individual's ability to perform challenging tasks and to make sound decisions in demanding situations.

c. Program of Instruction. The structure of the training program is based on action-oriented training. Emphasis is hands-on, outdoor training with rapid and constructive feedback to Cadets. The training program is designed to inspire Cadets to become outstanding leaders with a sound understanding of traditional leadership values. Training is organized into five phases consisting of:

(1) Instruction. CIET instruction is conducted by Cadet Command Cadre, Reserve Component Soldiers, FORSCOM and TRADOC personnel. Training includes High Ropes, Map Reading, Land Navigation, Marksmanship, Squad Tactics, Drill & Ceremony, Army Values, Ethics, Warrior Ethos, Leadership, First Aid, and CBRN.

(2) CIET is intentionally stressful and is designed to build individual confidence through the accomplishment of tough and demanding training. The days are long with frequent night training. Squad and platoon level training events develop collective cohesion (esprit de corps) and emphasize the necessity for teamwork.

(3) CIET regiments begin training on specific dates as indicated in CST orders publications. Training is organized into ten (10) separate iterations in a tiered structure, allowing each regiment to follow the same progressive sequence of training, ensuring standardized training and evaluation of all Cadets. Training events expose Cadets to military skills and leadership development; all of which are essential to enter into a Military Science Program.

(4) Assessment is continual and begins shortly after arrival at CIET. The Cadre advises, coaches, and ultimately records an official assessment of each Cadet's potential on a Developmental Counseling Form (DA Form 4856).

3-2. Cadet Information

a. Typical Training Day. Outlined is a typical training day for CIET Cadets:

Time	Activity Description
0500-0530	Wake up, get dressed and make bed.
0530-0700	PRT
0700-0800	Personal hygiene, clean living area, breakfast.
0800-0900	Move to training by foot or bus.
0900-1230	Training.
1230-1330	Lunch (movement is integrated into this time as well).
1330-1700	Training.
1700-1730	Move to company area by foot or bus.
1730-1900	Dinner.
1900-2000	Reinforcement Time. Cadets reflect on day's events and receive leadership counseling.
2000-2100	Cadet Leader's time.
2100-2200	Personal Hygiene. Cadets generally use this time for barracks maintenance, uniform preparation and academic study for the next day's training.
2200	Lights out.

Table 1 – CIET Typical Training Day

b. The Leader Development Program (LDP) is a critical part of CIET. The LDP will provide assessments through a series of formal and informal assessments conducted throughout CIET. The primary trainers are Regimental Cadre to include Drill Sergeants, along with Observer, Trainer, Mentor (OTMs) who provide feedback and assist in training Cadets. All Cadets will receive initial, midpoint, and end of course developmental counseling (DA Form 4856). They also have the opportunity to receive peer feedback. While Cadets perform as leaders or team members, Cadre assess Cadet performance and identify strong and weak areas of leadership competencies and attributes.

c. CIET-Specific Training. Cadets must attend qualifying training events. If a Cadet fails to attend any of these events due to injury, illness, or other extenuating or mitigating circumstances, the Cadre will make every effort to ensure the Cadet makes up the training with another unit. If the Cadet cannot make up the training, the Regimental Training Officer (RTO) will review the Cadet's performance and recommends to the TF Commander whether or not the Cadet should be recycled or receive no credit for the course.

d. Qualifying Training Events. The primary focus of CIET is training and development, not evaluation. However, there are several areas assessed based on established Army standards.

(1) Height and weight (HT/WT) are assessed to determine compliance with Army height/weight standards in accordance with AR 600-9 and (AR 40-501 chapter 2 tables 2-1 and 2-2).

(2) Tactical Training, CBRN, First Aid, Land Navigation, and BRM are observed and performance results are annotated on DA Form 4856.

(3) Based on the guidance and goals for CIET, Cadets cannot miss more than 48 hours of training and must attend all training events as described in Section S of the CST 2016 ADSOP.

e. Arrival at CIET.

(1) Cadets are assigned to a Regiment and Company upon arrival prior to in-processing. In-processing will include:

(a) Reviewing physical exam/medical qualification, all medications brought to FKKY, and Army Physical Fitness Test (APFT) card.

(b) Receiving casual pay: \$50.00 (Optional)

- (c) Validating personnel records and travel.
- (d) Accepting military clothing and equipment.
- (e) Measuring HT/WT (and body fat measurement if necessary).

3-3. Detachment Administrative and Logistical Preparation of Cadets

a. Qualifications and Documentation.

(1) Processing for CIET.

(a) Cadet Command Detachment representatives sponsor attendance to the CIET; they conduct an interview, verify eligibility, and have necessary documents signed. Medical consent form (Figure D-3) is required if less than 18 years old.

(b) A physical examination [CIET Safe to Train physical or Department of Defense Medical Evaluation Review Board (DODMERB)] is required for attendance.

(2) Scholarships. Host universities address all issues regarding scholarships with the students associated with CIET attendance and graduation.

b. Prior to the school reserving a training seat in the CCIMM Training module, the following must be accomplished:

(1) Requirements for attendance.

(a) Have no civil convictions unless a waiver has been granted. Have no more than three (3) dependent Family members. (Copies of all waivers should be hand-carried to in-processing)

(b) Must meet Army HT/WT standards (designated applicants must pass the initial procurement weight and body fat percentage standards: IAW AR 40-501, Table 2-1. **An additional 3% is allowed beyond the initial procurement weight and body fat percentage with an approved waiver from the Cadet's respective Brigade Commander.

(c) Cadets must have started a physical. Professors of Military Science (PMS) must screen prospects early in order to reduce the number of no-shows and medical disqualifications. This process includes determining the prospect's potential for success through the PMS's overall assessment and the physical exam. This process takes time-the PMS must actively recruit early in order to have the time required to successfully screen and select the best qualified and appropriate candidates for the authorized number of CIET training allocations.

(2) Waivers. A school is considered to have reserved a training allocation in the CCIMM Training Module when a Cadet is assigned to a training cycle. By reserving a training allocation in CCIMM, the PMS is authenticating the Cadet has met basic enrollment requirements and is ready to attend CIET with all waivers resolved, except physical exam or medical. Cadets without an approved administrative waiver by the proper authority (e.g., civil conviction, RE Code, etc.) will not attend CIET.

(3) The PMS should seek to resolve all medical waivers and complete the DODMERB physical exam process prior to a Cadet attending CIET. However, Cadets pending finalization of a DODMERB physical exam or medical waiver(s) may attend CIET with a CIET Safe to Train physical examination signed by a healthcare provider.

(4) The PMS will make an assessment of each candidate to determine if the student has the potential to succeed. This assessment is codified in the form of a waiver outlining clearly why the PMS believes the candidate should be afforded the opportunity to attend CIET, and the student's potential to exceed minimum Basic Physical Fitness Test (BPFT) standards given developmental time. Waiver approval at respective BDE Commander; exceeding 3% requires endorsement by respective BDE Commander and approval from the CST Commandant.

(5) Students who desire a scholarship and require attendance to CIET to meet basic course requirements are required to have a scholarship application uploaded into CCIMM prior to adding the Cadets in the CIET Module using either the Student Actions or Student Management Modules. Failure to follow these procedures will delay the Cadet from being considered for a scholarship.

c. Seat Allocations. CST Orders publications

(1) Historically, Brigade seat allocations for CIET are published in CCIMM on or about the 1st of March.

(2) Reservations for CIET are based on allocations as directed by Cadet Command. Brigades will not exceed their allocations. Additional allocations should be requested through respective Brigade S2/3 sections.

(3) Gender allocations. If there are not enough female Cadets to fill designated allocations, male Cadets can be substituted as long as the total allocations do not exceed the Brigade's total allocation for a Regiment, or CIET overall. If a Brigade exceeds its allocations in any given training cycle, then the overages of Cadets from the Brigade are removed from the training allocation until the Brigade is within the limit of its allocation.

(4) NET 24 hours after seat allocations have been completed, Active Duty for Training orders for Cadets must be requested and generated utilizing Department of the Army Mobilization Processing System (DAMPS). HRA access to DAMPS and instructions for generating orders must be coordinated through respective Brigade S1.

Chapter 4 – Cadet Leader Course (CLC)

4-1. Overview

a. Purpose. CLC is to train Cadets to Army standards, develop leadership, and improve leadership skills and attributes. Additionally, CLC meets the pre-commissioning summer training requirement as set forth IAW AR 145-1 and CCR 145-03. CLC is the most significant training and evaluation event in ROTC. Training is complex, challenging, and rigorous and is conducted in a stressful training environment.

(1) General. To meet the manning requirements, there will be ten (10) Cadet Regiments with associated training committees and staff positions. A Regimental Cycle incorporates a wide range of events designed to develop and evaluate leadership and officer potential. The events are mentally and physically demanding, and test intelligence, critical thinking, ingenuity, and stamina. These events provide a different perspective from the campus view on an individual's ability to perform exacting tasks and to make difficult decisions in demanding situations. CLC observations, combined with campus observations and assessment, provides a more complete observation of a Cadet's leadership capabilities and limitations.

(2) CLC training utilizes small unit tactical training as the vehicle for developing and evaluating officer potential. Training is organized into separate committees in a tiered structure. Each regiment follows a progressive sequence of training, ensuring standardized training and evaluation of all Cadets.

(3) The regimental training cycle builds on previous training events, beginning with individual skills and culminating with rigorous platoon-level training.

b. Program of Instruction.

(1) Training Program. The training regimen is sequential and progressive, starting with individual training tasks and building to complex collective training.

(2) Individual Training:

(a) Complex Problem Solving

(b) Confidence Training

(c) CRBN

(d) Tactical Application of Cross-Cultural Competencies

(e) First Aid

(f) Basic Rifle Marksmanship

(g) Collective Training: Tactical Leader Development – MCLX

(4) Regimental Cycle Dates: CST Orders publications

c. Evaluation.

(1) General. LDP is a critical part of CLC, providing evaluation of leadership potential through a series of formal and informal feedback sessions. Teams of Observer, Trainer, Mentors (OTM) provide feedback on Cadet Performance as both leaders and followers. The primary sources of feedback are the Platoon and Company OTMs and committee evaluators who Teach, Coach and Assist in the training of Cadets. Cadets are provided the opportunity to evaluate his/her own performance. Within 24 hours of completing a leadership position, Cadets are counseled on their performance. Each Cadet also receives one-on-one counseling at the end of CLC as the OTMs review Cadet Command Form 67-10-1, Cadet Officer Evaluation Report (COER).

(2) Evaluations Process.

(a) Cadet Officer Evaluation Report Support Form (COERSF). The Cadet along with their MSIII Instructor and PMS will construct a COERSF on CDT CMD Form 67-10-1A prior to leaving campus to attend CLC and will hand-carry a hard copy to turn in when they inprocess their assigned regiment. Cadets will receive an initial counseling from their respective OTM utilizing the COERSF and then two (2) subsequent counseling's (Mid-point, and Final). During the initial counseling session the OTM will discuss the Developmental Action Plan (DAP) and how he/she will be able assist the Cadet in becoming a better leader. During the Mid-point counseling session the OTM will add more information to the COERSF and prior to the final counseling each individual Cadet will be allowed time to update their COERSF prior to receiving final counseling by the OTM. The COERSF and Cadet Officer Evaluation Report (COER) will be returned with the Cadet's personnel record to the Battalion for the PMS to review.

(b) COER. Cadets will receive a COER on CDT CMD Form 67-10-1 upon conclusion of the training for their respective regimental cycle. OTMs will utilize the completed COERSF to construct the COER and will perform a final counseling with their assigned Cadets prior to graduation. During this time, OTMs will provide the Cadet with developmental feedback as well as advice on how the Cadet can continue to improve their leadership and followership skills.

(3) CLC completion criteria. To successfully complete CLC, Cadets must:

(a) Earn a minimum rating of “Capable” or higher on the COER. Cadets who receive a rating of “Unsatisfactory” on their COER will be recommended for a Leader Development Review Board (LDRB).

(b) Miss no more than 48 hours of training and complete all mandatory training as per Section S of the CST 2016 ADSOP.

(c) IAW USACC Policy Cadets failing to meet the standards outlined above may or may not receive CLC completion Credit subject to the discretion of the TF Commander; CST Commandant is the final approving authority.

d. Physical Conditioning

(1) General. CLC demands a high level of physical fitness. Cadets cannot keep pace with the training program if they are not in good physical condition upon arriving at CLC.

4-2. Cadet Information

a. What to Bring. Refer to Appendix C If attending FOT (e.g. Airborne, CTLT, NSTP, etc.), refer to the applicable Cadet Command CPDT MOI for additional uniform requirements. Unless the Cadet is scheduled to return home between CLC and CPDT, required training items must be brought along with the Cadet to CLC. Cadets attending FOT must have a valid military ID card (not a dependent ID card) in their possession at CLC.

b. In-Processing Procedures

(1) Cadet HT/WT will be conducted at the regimental area by the regimental Cadre (body fat measurement if necessary).

(2) CST S1, in conjunction with the TF Warrior Commander, will make the decision on reassigning late arriving Cadets to the next regiment.

(3) Cadets will bring ID, shot records, all medications, all medical records, and wet weather bag with them to physical. RTO call on uniform- based on weather.

- All CLC Cadets will undergo a medical screening and/or examination on Day 2/3 of CST for commissioning.

(4) Regimental Affiliation Brief (RAB).

(5) CIF Issue.

(6) Regimental Activation Ceremony (RAC)

c. Arrival at CLC. Cadets are assigned to a Regiment and Company during Regimental in-processing. In-processing will include:

(1) Reviewing physical exam/medical qualification, all medications brought to FKKY, and APFT card.

(2) Validating personnel records.

(3) Issuing military clothing and equipment.

d. EOCC Information.

(1) Cadets who are eligible to be commissioned at CST must be commissioned at the end of CLC.

(2) Use the EOCC Officer Appointment Checklist (**APP D**, Figure D-2). Forward the completed checklist and records to shannon.a.viau.civ@mail.mil, cc to Anthony.j.baptiste.civ@mail.mil. Records generated at a later date can be scanned and emailed when available.

(3) All EOCCs requiring medical determinations must have medical determination requests submitted to the USACC Surgeon's office prior to attendance at CST. Failure to do so may result in the Cadet not being medically cleared to commission at CST.

(4) All EOCCs who have expired DODMERB (provider examination great than five (5) years from the projected date of commission) must have an accession/commissioning physical completed at the closest military medical treatment facility. (Cadets should hand carry the new physical)

(5) EOCCs are required to bring a complete Army Service Uniform (ASU). ASUs will require appropriate branch shoulder boards if branch is known (generic shoulder boards will be provided if branch is unknown), name tag, and appropriate ribbons. Unless branch is known, ASU will not have piping sewed on. Silver dollars must be brought with the Cadet; they are not easily acquired locally.

(6) All EOCCs will be given their oath of office by the CST Chain of Command. Cadets may request, through their Regiment, to receive the oath from a commissioned officer who is an immediate family member. Requests must be submitted NLT 1 week prior to the EOCC ceremony in order to prepare the proper documentation.

(7) EOCCs not returning to their school will arrange with the Regimental Supply Room to return TA-50 to their host university at government expense prior to departing

CLC. EOCCs should retain a copy of the hand receipt returning the TA-50 to the supply representative.

4-3. Detachment Administrative and Logistical Preparation of Cadets

a. Enrollment & contracting Status for CLC Attendance.

(1) MSIII Cadets: Unless the Cadet has deferment approved by the appropriate Brigade Commander, all contracted Cadets who have completed their MSIII year must attend CLC prior to enrollment in MSIV.

(2) All Cadets: All Cadets scheduled to attend CLC, except immigrant aliens and non-contracted SMC Cadets, must be under contract and enlisted in the US Army Reserves (USAR) or Army National Guard (ARNG) (as applicable), prior to reporting to CLC.

(3) Other Cadets: Cadets other than those listed above who report to CLC and are not properly contracted will be immediately released from CLC.

(4) EOCCs: Cadets who meet all commissioning requirements will be commissioned at the end of CLC.

b. Scheduling & Regimental Cycle Assignments.

(a) Historically, Brigade seat allocations for CLC are published in CCIMM on or about the 1st of March.

(b) Detachments will annotate the status and desired cycle assignment of all Cadets eligible to attend CLC in the CCIMM TRAINING Module. Ensure accuracy in CLC status reports since they directly impact CLC manpower and budgetary decisions.

(c) The CST Commandant will refine initial cycle assignments based on information provided and confirm cycle assignments as soon as possible. Specific instructions and suspenses for input in the Training Module will be furnished at a later date.

(d) Specific cycle assignment requests will be considered only to accommodate specialized training or to meet Cadet summer school requirements in order to maintain mission set alignment.

(e) It is strongly recommended Cadets not be scheduled for Airborne or Air Assault School during the weeks prior to attending CLC.

(f) CLC seat allocations: CST orders publications

(2) Temporary Medical Conditions. Cadets who have pre-existing temporary medical disqualifying conditions will attend CLC provided they obtain medical clearance from the Cadet Command Surgeon. Cadets with current prescriptions for certain behavioral health medications may be immediately sent home and unable to train. Any Cadet suffering a significant illness or injury during the spring term prior to CLC attendance must meet AR 600-9 standards, and hand carry treating provider full training clearance documentation.

(3) Deferment. Attendance and successful completion of CLC is a pre-commissioning requirement. Cadets generally attend CLC at the conclusion of their MSIII year. CLC attendance may be deferred to the end of the MS IV year with the approval of the Brigade Commander. Medical problems, hardships, or compelling academic reasons for deferment are generally considered for approval. Additionally, Cadets considering Reserve Component service with a full-time, paid summer civilian internship may request deferment and will be generally considered for approval. Nurse and Green-to-Gold Cadets are not eligible for civilian internship deferral. Cadet convenience, lack of adequate preparation, or PMS preference are not reasons to request deferment.

(4) NET 24 hours after seat allocations have been completed, Active Duty for Training orders for Cadets must be requested and generated utilizing Department of the Army Mobilization Processing System (DAMPS). HRA access to DAMPS and instructions for generating orders must be coordinated through respective Brigade S1.

c. Photo ID Cards & Identification Tags. Required Items and Guidelines.

(1) Valid Common Access Cards (CACs) and ID tags (To include required medical tags) are checked for accuracy prior to departure to CLC.

(2) ID tags are authorized for issue by CTA-50-970, Expendable-Durable Items (Except Class V, Repair Parts and Heraldic Items).

d. Medical Record Requirements.

(1) Cadet Medical Record. Use **APP E** – CST Medical Records Checklist IAW the guidance outlined below. Forward records listed below to the medical records SHAREPOINT SITE <https://army.deps.mil/army/cmds/USACC-CST-Medical/>. All records generated after **15 FEB16** (e.g. consultations, lab results, etc.) must be uploaded to the medical records SharePoint and hand carried by the Cadet.

(a) Medical Waivers and Medical Determinations: Include copies of **ALL** approved medical waivers and medical determinations granted by the Cadet Command Surgeon for enrollment, contracting, or retention in the ROTC Program. Cadets who

have known temporary disqualifications may attend CLC provided they obtain medical clearance from the CC Surgeon.

(b) DD Form 2807-1. Report of Medical History (3 page form). Cadets will complete items 1 through 29 on pages 1 & 2. Only name and social security number (SSN) should be completed on page 3. Utilize the pre-filled form on the USACC Surgeon's IKROme site.

- Ensure all questions are answered. Care should be taken when completing this form, as an initial screening of this form is used to determine which Cadets need to be seen by a specialist during their CLC Physical.
- Cadets must disclose all known medical conditions and any medications used since enrollment in the program. Concealment of a medical condition or medication can lead to adverse administrative actions up to and including disenrollment.

(c) One (1) complete and DODMERB stamped copy of the Cadet's entrance medical examination (DD Form 2351, DD Form 2807-1, and DD Form 2808):

- Include initial medical consultation and tests evaluated for entry into the ROTC Program.
- Include a copy of any subsequent medical examinations.
- Enclose a Memorandum for Record if the original medical examination is not available (i.e. lost, missing, destroyed, etc.)

(d) DD Form 2005, Privacy Act Statement – Health Care Records (dated Feb 76). Cadets must sign (print the name below the signature), whole or last four (4) of SSN and date this form. This form allows the CLC chain of command and key medical personnel to discuss the Cadet's medical status.

(e) Other Medical Documentation. Include all other medical documentation generated since the Cadet's initial physical. Examples include: medical determinations, diagnoses, procedures, results, activity limitations concerning any major injury, broken/fractured bones, serious illness or surgical procedures. Include any documents showing Cadets are cleared to return to duty from injuries listed on DD Form 2807-1.

(f) All PMSs or their designee are required to review all medical documentation for any pre-disqualifying medication prescriptions prior to emailing the Cadet medical documentation. Record screening prevents Cadets with known disqualifying conditions/medications from being sent to CLC unnecessarily and eliminates unnecessary cost to the government. See CST policy letters for prohibited medications.

Any questions about medical eligibility to attend CLC should be directed to the USACC Surgeon's office prior to arrival at CLC.

(g) Standard Physical Exam.

- Prescription Medications. Cadets must declare all medications on DD Form 2807-1 box 8. Medications must be in the original container with the Cadet's name on the prescription. Physicians will review the medications, screen for potential drug interactions, and/or change prescriptions to something more appropriate to the training environment.
- HT/WT Screening. Cadets will be screened for height and weight using AR 600-9 standards
- Pelvic Exams & Pap Smears. Pelvic exams and pap smears are not required during the commissioning physical process. The exams are required for flight physicals completed at CLC.
- HIV Testing. IAW Army policy, the medical exam administered at CLC will include screening for the HIV antibody for all CLC Cadets.
- Drug Testing. CLC will conduct drug testing on all Cadets. Any Cadet testing positive for illegal drugs will be dismissed from CLC and recommended for disenrollment IAW AR 600-85.
- Immunizations. Cadets are immunized IAW AR 40-562 Cadets attending CLC must have the following shots: Measles, Mumps, Rubella (MMR), Varicella (Chicken Pox) Hepatitis A, Hepatitis B and Meningococcal. Influenza vaccine is not required but encouraged. Cadets who do not have serologic evidence of immunity will receive immunizations (MMR, Varicella, Hepatitis A, Hepatitis B and Meningococcal) during CLC.

(h) CLASS 1A Flight Physicals. Flight physical will be performed on a limited basis at CLC IAW current CST OPORD.

- In addition to the examination and testing outlined above, MEDDAC Knox will administer Class 1A Flight Physicals during physical exam days of CLC for selected Cadets to determine if they meet the general flight medical standards outlined in AR 40-501, Chap. 4.
- Cadets who desire to have a Class 1A Flight Physical at CLC must enter Selection Instrument for Flight Training (SIFT) score in the CCIMM TRAINING Module by selecting the flight physical code "Y" and entering the numeric SIFT score in the appropriate field **NLT 2 May 2016**. Cadets who have not taken the Selection Instrument

for Flight Test (SIFT), have scored below 50 on the SIFT, do not meet the OPORD CLC Flight physical criteria, or do not meet the general medical standards will not be given a Class 1A Flight Physical at CLC.

- Cadets receiving a flight physical are required to have dental pantographic radiographs taken prior to arrival at CLC. Detachment Cadre must verify the radiograph is on file. Cadets will not bring radiographs from their schools with them to CLC. Those Cadets without pantographic radiographs will receive one during the flight physical.

- Female Cadets receiving a flight physical who have had a Pap screening within the past 13 months should bring the cytology results on the day of the exam.

- The following are the most common medical conditions resulting in Class 1A disqualification IAW AR 40-501; however, it is not a complete list:

- Eye & vision standards (AR 40-501, Para 4-11 & 4-13).
- History of asthma or hay fever subsequent to age 13 (AR 40-501, Para 2-23d & 4-18).
- Skull or vertebral fractures. Any history of head injuries and unconsciousness must be documented by medical records (AR 40-501, Para 4-23).
- History of attempted suicide, history of behavior health treatment requiring treatment with psychiatric medications (AR 40-501, Para 4-23.j).
- History of psoriasis (AR 40-501, Para 2-3 & 4-24).
- Ulcers or ulcerative colitis (AR 40-501, Para 2-3 & 4-4).
- History of drug or alcohol abuse (AR 40-501, Para 4-23.h & i.).
- History of serious illness/disease such as polio, heart disorder, epilepsy, or other seizure disorders.
- Acute or chronic sinusitis (AR 40-501, Para 4-20.e.).

e. Medical Disqualifications at CLC. The CST Chain of Command will release from CLC those Cadets found medically disqualified as a result of the CLC medical examination or from injuries sustained at CLC if a medical waiver is not granted. Cadets dismissed from CLC for remedial conditions (except pregnancy) must have these conditions corrected and re-evaluated by the Cadet Command Surgeon.

f. Logistical Requirements.

(1) Use CLC Clothing and Equipment Checklist, located at **APP C** – CST Cadet Checklist, Figure C-1 (CST/CLC Cadet Packing List), and the guidance provided below to fulfill Cadet logistical requirements for CLC.

(a) Non-tariff Size Clothing. Detachments will submit requisitions for required non-tariff clothing by using DD Form 358 (Male) or DD Form 1111 (Female) and if applicable DD Form 150 (Special Measurement Blanks for Special Measurement Orthopedic Boots and Shoes) to their support installation November of each Year for school issued uniforms/boots for Cadets attending CLC. For non-tariff ACUs to be issued at CLC, send a copy of requisitions through your BDE S-4 to the G4.

(b) Non-tariff clothing includes extreme sizes (either small or large). The following ACU sizes are NOT stocked at the FKKY CIF. If you have a Cadet who wears these sizes you MUST submit your request by the deadline above.

- XS-XXS
- XS-XL
- L-XXL
- XXL-XL
- XXL-XXL
- XXL-R
- XXL-L

(2) Footwear. IAW CTA 50-900, Clothing and Individual Equipment, issue two (2) pair of properly fitted combat boot (Tan) and six (6) pair of wool socks. Issue boots as soon as possible in the Fall semester to ensure proper break-in before CLC. Encourage Cadets to wear boots for extended periods of time. Blisters continue to be an issue for Cadets who do not adequately condition their feet prior to CLC. Cadets will be issued an additional nine (9) pair of socks from CIF upon in-processing at CLC.

(3) Uniforms and Field Equipment. See **APP C** – CST Cadet Checklist, Figure C-1 (CST CLC Cadet Packing List,) for items issued on campus prior to attendance at CLC.

(a) Cadets attending FOT (e.g. Airborne, CTLT, etc.) must bring uniforms IAW the Cadet Command CPDT MOI guidance for their specific training. These Memorandums of Instruction (MOIs) can be found on the Cadet Command Website.

(b) Cadets commissioning at the end of CLC are required to bring their properly tailored ASU and beret. These must be inspected by Cadre prior to the Cadet departing campus.

(4) CTA 50-900. See **APP C**, CST Cadet Checklist, Figure C-1 (CST CLC Cadet Packing List) for items issued by CIF to Cadets during CLC. These items will not be issued on campus prior to CLC attendance. The provisions of AR 735-5, Policies and Procedures for Property Accountability, will govern for lost, damaged, or destroyed articles and their reimbursement.

g. Personnel Records Requirements

- (1) Valid CAC (Cadet must know PIN)
- (2) Copy of orders
- (3) Copy of 1610 and travel itinerary (including CST departure travel)
- (4) Copy of current DD Form 93

Chapter 5 – Cultural Understanding and Language Proficiency Overseas Training Missions

5-1. Overview

a. General. The Cultural Understanding and Language Proficiency (CULP) program is Cadet Professional Development Training (CPDT) designed to develop future leaders who are culturally astute, having gained experience to prepare them for their first deployment in a multi-national environment.

b. Responsibility. USACC, International Programs Division plans and conducts Cadet Overseas Training Missions (COTMs) to train Cadets on Language, Regional Expertise, and Culture (LREC) competencies IAW CJCS 3126.1a. The focus of these missions is on regional expertise and culture. During summer mission execution, all personnel involved in COTMs are under the operational control of the CST Commandant, and USACC Commanding General.

c. Training. USACC conducts COTMs to develop cultural expertise and leadership competence. Missions are in support of the Army Security Cooperation objectives. Cadets attending these deployments are called to Active Duty for Professional Development Training (AD-PDT) and deploy to conduct mil-to-mil training, Cadet English Language Training Team (CELTT) missions, and/or Humanitarian Assistance operations IOT maximize their exposure to day to day life in those cultures and languages into which they may be expected to operate as lieutenants

d. Deployment Model. The COTM deployment is approximately 31 days long, however, the individual Cadet and Cadre training begins over six months prior to deployment. Administrative, security training, and academic culture and language training and research must be completed as part of the pre-mission preparation. Cadets are selected through a highly competitive application process and formed into 10 person team led by a Team Leader (E7-O5). A mission commander (USACC O-5) and mission XO (USACC O-4) are in charge of a country and all training and deployments to that mission venue.

e. Cadet Selection and Quota Allocation

(1) Allotments are distributed in correlation to the amount of Cadet applications received from each Brigade; generally the allocation equals the Cadet population ratio for the Brigade. The CULP Point of Contact (POC) is the Culture and Language Deployment Coordinator at 502-613-1224.

(2) Gender allocations. There is no specific gender allocation for CULP deployments. Female Cadets can attend any deployment where lodging and infrastructure support male and female life support. When females are assigned to a

team, a minimum of two females are required to allow for the “buddy system” at all times.

(3) Cadets with physical limitations that precludes taking an APFT (i.e. no alternate events), or requiring other-than-routine provider evaluation during mission window, will not deploy on COTMs. Many austere countries have limited services and providers.

5-2. Training.

a. Leadership Development is the primary outcome for the Cultural Understanding and Language Proficiency Program, providing assessments through a series of formal and informal leadership opportunities conducted throughout CULP. The primary trainers are Team Leaders who train, mentor and provide feedback to the Cadets. Each Cadet will be assigned leadership positions during the pre-deployment and execution phase of the event. Cadre members will observe and assess their performance and identify strong and weak areas of leadership competencies and attributes. Following completion of a leadership experience, Cadets are counseled on their performance and receive a COER. Cadets will conduct a self-assessment of LREC competencies and complete an OER outbrief comprehensive one-on-one counseling at the end of CULP.

(1) LREC. The focus of this training is to develop and increase LREC competency. LREC Competencies are outlined in CJCSI 3126.01A. To prepare for the mission, Cadets will complete pre-assessment survey and on-line research, training, and discussion with the team. The mission commander and team leader will invite Cadets to an on-line training website hosted by ROTC Blackboard. Using this tool, Cadets will study what culture is and why it is important to the Army to conduct operations in a complex operational environment.

(a) Each Mission Commander will invite Cadets deploying to that country to the online training which will orient Cadets to these LREC competencies and tasks that must be completed before and during overseas deployment. Cadets must document successful completion of tasks within ROTC Blackboard which will be monitored by Team Leader and/or Mission Commander. To successfully complete this training event, Cadets must demonstrate to Mission Commander an understanding and ability to apply LREC competencies. Team leaders and Cadets will document the ability to perform these skills on the ROTC Blackboard, and record on the COER. COERs issued for performance during overseas training missions do not get uploaded to CCIMM, and are provided to Cadet and PMS as a developmental feedback tool. The culture training course on ROTC Blackboard will be the tool used for research and discussion with peers, team leaders, and mission commander. Mission Commanders will give guidance on how to use all of these methods to accomplish the training mission.

(b) USACC uses several methods to measure the effectiveness of the training. During pre- and post- deployment, Cadets will complete a culture awareness and sensitivity survey developed and administered by the Army Research Institute. This survey will measure the degree to which a Cadet's culture awareness has increased by participation in an overseas deployment.

(c) All teams will develop a Public Affairs Office (PAO) storyboard for presentation to IPD during reverse SRP outprocessing. This team product is a mandatory deliverable used to assess training.

(2) Security Training Requirements: All Cadets and Cadre traveling on a USACC COTM must be on an approved Country Clearance prior to departure from the Soldier Readiness Processing Center. Country Clearances require that all travelers MUST complete the following security training and data entry requirements NLT **15 FEB 16** in order for the Group Country Clearances to be processed for their deployment.

(a) These pre-requisites are individual responsibilities as published in the DoD foreign clearance guide at <https://www.fcg.pentagon.mil>. For your assistance, we provide the below links.

- AT/FP Level 1- <https://atlevel1.dtic.mil/at> (NON-CAC)
- Human Rights Training- (SOUTHCOM ONLY) - <http://jko.jfcom.mil/> (CAC Required)
- ISOPREP- <https://medinah.sed.apg.army.mil/PRO-File/> (CAC REQUIRED)
- Combating Human Trafficking - <http://jko.jfcom.mil/> (NON-CAC)
- USFK Required Training (KOREA ONLY)- <http://jko.jfcom.mil/> (NON-CAC)
- SERE 100 - <http://jko.jfcom.mil/> (NON-CAC)

5-3. Cadet Information

a. Travel – All travel to / from school or home of record is IAW chapter 2 of this circular.

(1) All international travel will be scheduled by IPD.

(2) Cadets should travel with enough money to pay for meals on travel days, and approximately \$300 - \$400 for incidentals while deployed abroad.

(3) While traveling to FKKY, ensure the following documents are hand carried and kept separate from your luggage. Cadets must hand-carry the following in order to in-process upon arrival; do not place in checked baggage.

(a) Six copies of AD-PDT orders and any amendments, if applicable.

(b) All Cadets must have two sets of ID tags including any necessary red, medical alert tags.

(c) Return ticket.

(d) Copy of Travel Itinerary and DD Form 1610 (Please ensure return travel itinerary is included).

(e) Government-issued CAC.

(f) Passport

(g) Visa

(h) Yellow fever: [CDC Form 731](#), International Certificate of Vaccination with official stamp indicating valid yellow fever immunization.

(i) Documentation of any change in medical status after upload of medical records to SPAN.

(4) All flight reservations for Cadets returning to HOR or school after COTMs should be arranged prior to Cadet's departure to Fort Knox. Cadet return travel can only be to their HOR or ROTC School. No other destinations are authorized. During training, return travel arrangements will only be changed for Cadets with emergencies after approval from IPD and CST chain of command.

b. Reporting to CST. IAW Chapter 2 of this circular.

5-4. IP Cadet Records Receipt.

a. All CULP Cadet Personnel Records (IAW appendix D-5) must be scanned and uploaded NLT **15 FEB 16** to the following SharePoint site:

<https://army.deps.mil/army/cmds/USACC-CULP/SitePages/Home.aspx>

b. All CULP Cadet Medical Records (IAW appendix E) must be scanned and uploaded NLT **15 FEB 16**.

c. Incomplete or missing records can result in disqualification from deployment, delayed notification of NOK in the case of serious illness/injury, or have an adverse impact on other Cadet personnel actions.

d. Schools **MUST** retain a copy of all personnel records sent to CST/CULP.

e. Schools must ensure Cadets' records are updated in the CCIMM Student Management and Training Modules.

f. Cadets must bring all documents listed above, and all equipment IAW country-specific packing lists provided by mission commanders. A generic packing list is enclosed in appendix C-4. All Cadets and Cadre are required to bring the IPFU. Black or gray spandex shorts may be worn with the IPFU. Additionally, while running on Fort Knox, individuals are required to wear a reflective belt, regardless of the time of day.

g. Cadets will wear professional, appropriate attire at all times. While deployed on COTMs, all personnel must dress in a professional manner at all times to portray the US Army appropriately. There are no “off-duty” hours while deployed – all contact with host nation, embassy, sister-service, etc., are opportunities to make an impression. During travel, Cadets will wear civilian attire and present a professional impression including collared shirts and slacks. Teams are often greeted at the arrival airport by high-ranking US and host nation personnel. Civilian clothes worn during all phases of the deployment will adhere to mission commander and AT/FP guidance.

h. Uniforms. The duty uniform for Soldier Readiness Processing (SRP) is the ACU, with subdued rank (All Cadets wear single pip regardless of position in the ROTC program), appropriate patches, Soldier’s name and US Army tapes, and ID tags.

5-5. Pay and Subsistence

a. CULP Cadets are participating in CPDT in excess of 28 days, and are currently authorized base pay.

b. Cadets are paid on the 1st and 15th of the month by EFT. Cadet pay will be deposited directly into the same account as the monthly stipend checks are deposited.

c. Base pay starts on Day 1 of CULP missions. Cadets will be paid in accordance with DODFMR and Army Regulation 37-104-4 at a rate as published by DFAS. Cadet pay is subject to applicable state and federal taxes.

d. During CULP missions, Cadet Pay questions should be addressed through the CULP Cadre to CST S1 for resolution. Following CULP, Cadet Pay questions should be addressed to the Detachment HRA.

e. SGLI: IAW chapter 2.

5-6. General Administration

a. Public Affairs

(1) USACC plans information activities to enhance the Army image and visibility, create a favorable climate of public opinion, stimulate interest in the program, and provide CULP information. We accomplish these objectives through Command Information, Public Information, and Community Relations Programs.

(2) Each Cadet is encouraged to complete a DD Form 2266, Hometown News Release, at CULP. Releases will be forwarded upon completion of the Cadet from CULP.

(3) Cadre are requested to assign a Cadet PAO to take photos during the trip. All desiring photographs of Cadets from their school or of CULP training, other than what is published in the CULP yearbook, must bring their own camera and film. The CULP Public Affairs Office does not provide equipment, photographers, or photo processing for this purpose.

(4) All teams will develop a PAO storyboard for presentation to IPD during reverse SRP outprocessing. This team product is a mandatory deliverable used to assess training.

(5) Special Diets. Special diets are not available for IP Cadets while in host countries.

b. Contact Desk. TF Gold / CULP Support Detachment will be staffed 24 hrs / day beginning 4 May. Primary contact to address pre-mission preparation and deployment issues is the team leader and mission commander. CULP staff can assist with any issues.

c. Basic Physical Conditioning

(1) COTM deployments demand a high level of physical fitness. Cadets will have difficulty keeping pace with the physical training program unless they are in good physical condition upon arrival.

(2) Minimum APFT requirements are used in Cadet assignment to certain countries and missions.

(3) Daily physical training. While on COTMs, Cadets will sustain their physical conditioning through participation in scheduled Physical Training (PT) sessions and physically demanding training.

d. Safety

(1) General. Military training can be hazardous. Paying attention to safety at all times can greatly reduce the danger. A Risk Management Program will be implemented throughout the Cultural Understanding and Language Proficiency Program.

(2) Injury Prevention. The CULP Cadre provides specific instructions and reminders regarding safety and injury prevention throughout CULP. Experience shows that most accidents could have been prevented or at least curtailed, if we use common sense, avoid horseplay, and are in good physical condition. Heat is a major factor during CULP training. Prepare students by reinforcing that CULP is not the time to diet or take performance enhancing supplements. Proper hydration, nutrition and rest are key to successfully completing CULP. Students and Cadre can reference the U.S. Army Center for Health Promotion and Preventive Medicine webpage at <http://www.chppm.com/> for more information regarding the prevention of heat / cold injury and general good health information.

(3) Poisonous Plants. Learn to recognize and avoid poison oak and poison ivy. Cadets will receive formal classroom instruction to help identify all the hazardous plants indigenous to Fort Knox.

(4) Earplugs/Eye Protection. Cadets will carry and use issued earplugs and eye protection when required.

(5) ID Tags. Cadets must report to FKKY with two sets of ID tags including any necessary medical tags. Cadets must carry the ID cards and tags properly at all times, whether or not in uniform.

(6) Eye Glasses and Contacts. Cadets should bring their glasses and/or sufficient contacts and cleaner if they wear them. It is prudent, even if you wear contacts to bring a set of glasses as a backup. Ft Knox does not have the facilities to provide glasses and Cadets will be sent home if they are unable to complete the training.

e. MWR. Support at FKKY is IAW chapter 2.

f. Personal Affairs. Cadets should first contact Cadre Leader if personal problems develop during COTMs. Chaplains and Military and Family Life Counselors (MFLC) are also available at Fort Knox for counseling assistance.

g. Religious Services/Support. While deployed, services may not be available.

h. PX. All necessary sundry items must be included in checked luggage. Facilities to purchase sundry items may not be available in many deployment venues. Mission commanders will provide mission-specific information.

i. Laundry. Mission commanders will provide mission-specific information since services vary from field hygiene to commercial services.

j. Postal Service. Cadets are at Fort Knox for a limited time. Cadets should advise correspondents not to write unless the sender is reasonably assured that the mail will arrive during the Cadets stay. Mail will be given to the Cadet during in/out Soldier Readiness Processing.

5-7. Training Schedules.

a. Pre-mission preparation will be conducted IAW the following schedule. Due to variation in missions, modifications will be made to daily training schedules.

	TASK	RESPONSIBLE
D-4	CADRE ARRIVAL BRIEF	CSD OIC/NCOIC
	CADRE COMPLETE PHA	MISSION CADRE
D-3	CADRE SRP	CSD ADMIN NCOIC
	CI BRIEF	902D MI
D-2	CADRE WELCOME BRIEF	INTL PROGRAMS DIRECTOR/COORD
	BUDGET BRIEF / ISSUE PLB/GUTC	BUDGET ANALYST
	VALIDATE TEAM PASSPORTS	PASSPORT AGENT/ASSISTANT
	1ST AID TRAINING	MEDOPS
	ISSUE SUNDRY PACKS	CSD S-4 CELL
	ISSUE CLS BAG / FIRST AID KIT	MEDOPS
D-1	RECEIVE CADET ARRIVAL TIMES	CADRE LEADER
D-0	COORDINATE TRANS FROM SDF	CSD S-3 CELL
	ROOM ASSIGNMENTS	CSD NCOIC/CQ
	CADETS COMPLETE PHA	CADRE LEADER

	CADETS COMPLETE STEP	CADRE LEADER
D+1	CADETS SRP	CSD ADMIN NCOIC
	CULP WELCOME BRIEF	INTL PROGRAMS DIRECTOR/COORD
	CG BRIEF	CG OR DCG
	CADETS COMPLETE PDCS	CADRE LEADER
D+2	FINANCE BRIEF (CADETS)	G8
	COUNTRY MEDICAL THREAT BRIEF	MEDOPS
	CI / TARP BRIEF	902D MI
	ANTITERRORISM/FORCE PROTECTION	G3 AT/FP MANAGER
	PAO BRIEF	PAO
D+3	ROTC BLACKBOARD RESEARCH DISCUSSIONS	CADRE LEADER
	DOI TRAINING (if applicable)	DOI
	TRAVEL DOCUMENT ISSUE	PASSPORT AGENT/ASSISTANT
	COORDINATE TRANS TO SDF	CSD S-3 CELL
	PERSONAL BAGS SECURED	CSD S-4 CELL
	VERIFY SRP CHECKLIST	CSD ADMIN NCOIC
D+4	DEPLOYMENT / TRANS TO SDF	CSD S-4 CELL TRANS

Table 2 – Pre-mission Training Schedule

b. Typical Training Day. Outlined below is a generic training day for Cadets while at the Soldier Readiness Processing Pre-Deployment and Post-Deployment station.

Time	Activity Description
0500-0530	Wake up
0530-0730	Physical Training (PT) Cadets will conduct Army Physical Readiness Training.
0730-0800	Personal hygiene, clean living area, breakfast.
0800-0830	Move to training site
0830-1230	Soldier Readiness Processing and Culture Training
1230-1330	Lunch (movement is integrated into this time as well).
1330-1730	Soldier Readiness Processing and Culture Training
1730-1745	Move to company area
1745-1900	Dinner.
1900-2000	Reinforcement Time. Cadets reflect on day's events and receive leadership counseling from Cadre. LREC Competency review.
2000-2100	Cadet Leader's time.
2100-2200	Personal Hygiene. Cadets generally use this time for uniform preparation and maintenance, barracks cleaning, and academic preparation for the next day's training.
2200	Lights out.

Table 3 – Typical Training Day SRP / RSRP

****NOTE:** *There are some days that training may go beyond 2200.*

Post-mission out-processing will be conducted IAW the following schedule. Due to variation in missions, modifications will be made to daily training schedules.

	TASK	RESPONSIBLE
D+28	TEAM ARRIVAL BRIEF	CSD OIC/NCOIC
(Arrival)	ROOM ASSIGNMENTS	CSD NCOIC/CQ
	TEAM COMPLETES PDHA	CADRE LEADER
	CADETS COMPLETE ROTC BLACKBOARD POST-DEPLOYMENT LREC ASSESSMENT	CADRE LEADER
	TEAM LEADER COMPLETES OERS / OUTBRIEFS	CADRE LEADER
D+29	TEAM RSRP	CSD ADMIN NCOIC

	CI DEBRIEF	902D MI
	MEDICAL DEBRIEF	MEDOPS
	PAO PRODUCTS COLLECTION / TEAM STORYBOARD BRIEF TO IPD	IPD / PAO
D+30	FINANCE DEBRIEFING	G8
	TEAM COMPLETES AAR/SUBMITS TO MC	CADRE LEADER
	TEAM COMPLETES PDCS / AAR SURVEY	CADRE LEADER
	TEAM COMPLETES ARI SURVEY	CADRE LEADER
	COORDINATE TRANS TO SDF	CSD-S3 CELL / CADRE LEADER
D+31	BARRACKS CHECK COMPLETE	CSD NCOIC/CQ
(REFRAD)	TEAM SIGN OUT FROM CSD	CSD ADMIN NCOIC
	TEAM TRANS TO SDF	CSD S-4 CELL TRANS
	MISSION CADRE TURN IN PASSPORTS	PASSPORT AGENT/ASSISTANT
	MISSION CADRE REVIEW CADET EVALS	MISSION CADRE
	MISSION CADRE TURN IN COPIES OF CDT OERs	DESK OFFICER
	MISSION CADRE TURN IN PLB / GUTC	BUDGET ANALYST
	CADRE LDR TURN IN CLS BAG/1st AID KIT	MEDOPS
D+32	CADRE LEADER RELEASE	CSD S-4 CELL TRANS
D+120	COMPLETE PDHRA	CADETS/PMS

Table 4 – Post-mission Training Schedule

5-8. Absences from CULP

a. Failure to complete a CULP mission may place a Cadet's future commissioning at risk. In accordance with Secretary of the Army Directive, Cadets who volunteer to participate in a CPDT opportunity, including this cultural overseas training mission, are legally obligated to complete the mission.

(1) Successful completion of PDT to which cadets have voluntarily accepted an assignment will be considered as a prerequisite for commissioning.

(2) The Commanding General, United States Army Cadet Command (CG, USACC) can waive the requirement of the PDT for commissioning if a Cadet is unable to complete the PDT. If the Cadet fails to complete the PDT due to misconduct before, during, or after (during RSRP) the overseas deployment, then the authority to waive the requirement for commissioning will be with the Deputy Chief of Staff, G-1 (DCS, G-1).

(3) To successfully complete the cultural training mission a Cadet must complete the following requirements with no violation of law, policy, regulation, or other standard:

(a) Pre-mission preparation tasks such as passport/visa requests and pre-mission online training, within prescribed deadlines.

(b) Overseas training mission.

(c) Post-mission deliverables.

(4) EMERGENCIES. Only the CST Commandant or his designated representative may authorize absences for emergency reasons. Prior to beginning a Cultural Understanding and Language Proficiency deployment, advise NOK that if a Cadet is needed at home during an emergency, NOK should contact the Host Battalion Cadre immediately. The Host Battalion Cadre will then assist the NOK in contacting the nearest American Red Cross (ARC) representative and CULP staff. This is important to validate an emergency absence when the ARC has verified the emergency. The ARC message will be a critical factor when determining whether failure to complete the COTM is through no fault of the Cadet.

b. Early Release is not authorized. Cadets must complete all pre-mission preparation tasks, COTM deployments, and post-mission tasks to be considered mission complete.

c. Departure from COTMs. Unless approved for an early release due to emergency circumstances, Cadets may not depart Fort Knox until after the conclusion of the entire deployment. Deployments will accomplish turn in of linen and barracks inspection the morning of departure. For Cadets who are traveling by commercial air, COTM Cadets will not schedule a flight departing Louisville airport prior to 1300 on the scheduled end date.

5-9. Discipline, Law, and Order

a. General. Cadets are expected to conduct themselves in a manner befitting a prospective commissioned officer. If a Cadet displays a poor attitude, engages in

misconduct warranting disciplinary action, or performs in a substandard manner, they may be subject to dismissal from the mission, which places commissioning at risk IAW SECARMY Directive.

(1) Inappropriate Behavior includes (but is not limited to):

(a) Disobeying instructions

(b) Disrespect

(c) Horseplay

(d) Fraternization, sexual activity of any kind, or public displays of affection

(e) Disparaging remarks

(f) Verbal threats

(g) Consuming alcohol

(h) Damaging public or private property

(i) Verbal maltreatment

(j) Hazing/harmful initiations

b. Jurisdiction. Status of Forces Agreements (SOFA) and the UCMJ applies to Cadets participating in COTMs. If Cadets commit a criminal offense while deployed, they are subject to prosecution under the same procedures appropriate to a Soldier or officer.

c. Inappropriate/Unprofessional Relationships

(1) As representatives of the US Army and the nation, all Cadre and Cadets must behave professionally at all times during deployments. One objective of COTMs is to build strategic relationships with host nations. To accomplish this, respectful interaction with host military, government, and civilian personnel is mandatory. Professional behavior is also mandatory within the COTM team.

(2) While on COTMs, any form of sexual harassment will not be tolerated. Cadre and Cadets are expected to maintain the highest standards of honesty, impartiality and professionalism to ensure proper performance. Inappropriate behavior will not be tolerated and will be dealt with expeditiously and personally by the Team Leader, Mission Commander, and CST chain of command.

(3) Sexual Activity. Sexual activities are strictly prohibited throughout COTMs.

(4) Cadre will address Cadets as "Cadet" e.g., "Cadet Johnson, report to the orderly room."

5-10. International Programs Cadre Information

a. COTM Cadre Duty Assignments. Annually, the IPD requests Deployment Cadre support during the Annual Sourcing Conference. Battalions will be tasked by their respective Brigades to fill specified slots for IPD COTMs. It is also expected, that following the initial fill by Brigades, unforeseen changes will occur. As such the following information applies:

(1) Brigades must pay close attention to any trailer data on the TDA that outlines specific grade, branch, language or experience level when assigning personnel to specific positions. Only military personnel are eligible to perform as Deployment Cadre Leaders. Contractors and Department of the Army employees are not allowed to perform as Deployment Cadre Leaders.

(2) Brigades should also be aware of any physical limitations on personnel they are assigning. All personnel must meet medical requirements and physical requirements for deployment. COTMs involve physically demanding tasks in austere environments. Do not assign someone who has a profile against walking or running, carrying a load, etc., or any other physical restriction which would hinder their ability to participate safely. Additionally, Cadre who have chronic medical conditions or recent surgery should not be assigned to CULP deployments due to the high risk of infections in some overseas locations. Common sense should be a guideline.

b. Reporting/In-Processing CULP

(1) All Cadre to include Reserve Cadre will report to the Copple Center for initial in-processing NLT 1800 on the reporting date directed in your orders. Following Copple Center processing, all CULP participants will report to the Cultural Understanding and Language Proficiency Program personnel in Bldg 6557. Professional civilian attire is authorized for initial reporting; ACUs are required for all other SRP and pre-mission training.

(2) All Cadre will be screened to ensure compliance with Army height/weight standards (AR 600-9) during in-processing.

c. Billeting

(1) Report to the Copple Center for in-processing. After completion of inprocessing Cadre will be assigned billeting by TF Gold. If arrival is delayed and reporting is after 1800, contact the CST TOC (502-624-1500) for further instructions.

(2) All Cadre will be billeted in barracks and will eat in DFAC.

(3) Cadre billeting will be billeted in barracks or other on-post government furnished lodging. Billeting will be assigned during in-processing.

(4) Due to funding constraints and room availability, personnel may be assigned to open bay barracks or doubled up in assigned rooms regardless of rank. Rooms have already been designated/reserved by male/female categories. Cadre must be conscious of minimizing personal gear due to the limited square footage and closet space available in each living area (wall locker). Cadre exceeding reasonable amounts of clothing and personal gear may have those items placed into a storage unit at the Cadre members' expense.

d. Pets. Do not bring pets!

e. **WEAPONS. DO NOT BRING WEAPONS, EXPLOSIVES, OR AMMUNITION TO CULP.**

f. Family. Do not bring family members, they are not authorized to accompany COTM participants, even at their own expense.

g. Departing From COTMs.

(1) Release from COTMs. The Chief, International Programs, or designated representative will release you from your assigned section upon completion of duties. All post-mission tasks must be complete prior to release. All personnel will out-process through the Copple Center.

(2) All Cadre will out-process IAW the IPD and CST out-processing checklist. All financial reconciliation, Cadet assessments, and other After Action Reviews (AARs) will be complete prior to release. Those in an Active Duty Operational Support (ADOS) status will ensure an OER/NCOER is completed prior to departure if required.

h. Appearance/Equipment. IAW chapter 6 of this circular.

i. Dining

(1) General. The commander and all leaders are responsible for affording personnel the opportunity to consume meals in government facilities.

(2) Payment. Dining Facilities. Personnel TDY to COTMs will subsist in dining facilities at FKKY. While deployed, all personnel will use contracted dining facilities or eat at commercial restaurants using team leader Government Unit Travel Card (GUTC) for payment. Mission commanders will coordinate all subsistence. Cadets and Cadre

are not eligible for missed meals payments. Team leaders must ensure all members have the opportunity to consume meals.

j. Administration.

(1) Medical and Dental. Mission commanders will brief mission-specific medical support after coordinating with TRICARE ISOS.

(2) Cadet Command Cadets will be subject to the UCMJ and award authority of the CST Chain of Command during the period specified in their travel orders. Cadet Command Cadre will be subject to the award authority of the CST Chain of Command during the period specified in their travel orders yet will remain subject to the UCMJ authority of their respective parent Brigades.

(3) Leave and passes are not authorized for Cadre or Cadets during COTMs.

k. Pay and Allowances.

(1) General. Financial records will remain at their current location and regular monthly payments will continue. Soldier may access their pay information on line through "DFAS my Pay website."

(2) IPD Cadre Per Diem Entitlements. All billeting will be provided (either barracks or contracted hotel). Government meals are directed when residing on the installation (whether military lodging or barracks); quarters are contracted.

(3) POV Travel Entitlements. All Cadre POV travel is IAW Joint travel Regulation (JTR).

(4) Commercial Air Travel Entitlement. IAW JTR.

(5) Family Separation Allowance. Cadre must be on TDY continuously for more than 30 days. This is computed by counting the actual number of days in the month, the day the Soldier departs the permanent duty station on TDY and the day the Soldier returns to the permanent duty station (unless the Soldier takes leave in conjunction with TDY). Original DD Form 1561, Statement to Substantiate Payment of Family Separation Allowance, should be submitted with a complete travel voucher to the CST S1.

(6) Travel Pay. All Cadre must have a government travel card. The DTS use is mandatory for making travel reservations for all Cadre members, Cadets, and DACs. Scheduled Partial Payments (supplemental vouchers) are required when TDY for 45+ consecutive days and should be scheduled when making your authorization in DTS.

Use of the Government Travel Card and split disbursement is mandatory. Travel vouchers will be completed within five (5) duty days after travel is completed.

5-11. CULP Cadet Packing List

a. Mission commanders will tailor packing lists based on the mission, terrain, and weather during deployment. The following should be considered basic items common to most deployments. See Cadet Packing List, **APP C-4**.

b. All clothing and equipment, other than **APP C-4**, required for training will be issued by the detachment.

c. It is recommended that Cadets bring \$300 - \$400. This amount should cover incidental expenses during travel.

5-12. Recommended Personal Medical Supplies

a. CULP Deployments do not receive medical supplies for issue to individual Cadets. A first aid bag is provided to team leaders with limited items. If you have preferences for certain over-the-counter medications, it is strongly recommended you bring a small personal supply from home (no more than a 21 day supply). This will minimize lost training or personal time waiting to be seen in the medical clinic for minor conditions. All medications, prescription and over-the-counter, must be in their original container so they can be clearly and easily identified during in-processing and inspections. Medicines not in their original containers are not authorized. Dietary supplements and weight loss products may be banned in overseas locations or can negatively impact general health in the hot environments and are therefore not permitted at CULP.

Prescribed narcotics are not permitted without prior permission of the CST Surgeon.

b. Things you should consider bringing with you:

- (1) Anti-Diarrhea Medication-pill form recommended
- (2) Pain reliever – aspirin, Tylenol (Acetaminophen) and/or Motrin (Ibuprofen.)
- (3) Throat lozenges.
- (4) Allergy medication if you are prone to seasonal or environmental allergies.
- (5) Band-aids (assorted sizes).
- (6) Mole-skin to protect from or treat blisters.
- (7) Antibiotic ointment or cream for minor cuts or abrasions.
- (8) Calamine lotion or stick to reduce itching of bites or rashes.
- (9) 1% cortisone cream to reduce itching of bites or rashes.
- (10) SPF 15 sunscreen at a minimum (brand you have tried before to reduce chance of skin irritation).
- (11) Chap Stick or lip balm.

- (12) Tweezers to remove splinters.
- (13) Nail clippers.

Chapter 6 – Cadre Guidance

6-1. General Administrative Information

a. Brigades will maintain accurate contact rosters for their headquarters and for each school within their Brigade.

(1) CST is a 24 hour, 7 days a week operations. As such, staff and LNOs must be able to make contact with someone at each brigade headquarters and at each school.

(2) Brigades will prepare a stay back roster providing the name, position, organization (i.e., school or BDE HQ) and contact phone numbers (work, home, and cell). This roster is sent to the CST TDA manager NLT **18 DEC 15**.

b. Inspector General (IG). Anyone can submit a complaint or request for information to any Army Inspector General concerning a matter of Army interest. Inspector General Action Request (IGARs) come from all directions: walk-ins, call-ins, write-ins, emails, and indirectly. Confidentiality may be requested, but not guaranteed IAW AR 1-20.

(1) Confidentiality: Inspectors General will ensure complainant confidentiality to the maximum extent possible. The complainant does not necessarily need to request confidentiality; the Inspector General will automatically maintain confidentiality. However, Inspectors General never guarantee confidentiality because the nature of the complaint may require the Inspector General to reveal the person's name in order to resolve the issue. If an Inspector General must release a person's identity, he or she will first attempt to notify the complainant and to obtain a DA Form 7433, Privacy Act Information Release Statement, or a similar statement, before doing so.

(2) Coordination for IG assistance. Individuals who desire to see the IG do not need to discuss their issue with another individual or activity. Commanders and supervisors will not deny personnel permission to see the IG or require the individual to provide a reason why he/she wants to visit the IG; however, individuals must coordinate absence with Cadre or supervisor. In the event scheduled activities prevent an individual from a walk-in visit with the IG, individuals may make an appointment, at a time convenient to the requestor, by calling the IG directly or coordinating through Cadre and/or Chain of Command to meet with the IG. The IG is located in building 1481. The phone number to the IG office is (502) 624-7747.

(3) Assistance. Anyone – Soldiers, DACs, contractors, Cadets, civilians – may make a complaint to the IG. The IG encourages complainants to give their chain of command an opportunity to resolve the issue before bringing it to the IG. Complainants are also encouraged to provide any available documentation to the IG when they make their complaint. The IG helps to identify possible solutions and make recommendations. Confidentiality will be maintained when possible, but is never guaranteed.

c. Religious Accommodation.

(1) The UMT works to perform and provide religious support for the Cadets and Cadre during CST. The UMT consists of the CST Chaplain, Deputy Chaplain, and Chaplain Assistant. Each regiment also has a chaplain candidate who provides a ministry of presence as they learn the work of an Army chaplain.

(2) Religious services are scheduled throughout CST. Denomination specific services are provided as schedule and resources allow. Attempts are made to provide religious opportunities for Cadets who are not part of a Protestant, Catholic, Latter-Day Saints, or Jewish faith base. The UMT asks for advance notification from the Cadets' PMS if the Cadet does not follow any of these faiths so attempts can be made to provide support in advance of their arrival.

(3) Counseling is provided by the UMT to all Cadets and Cadre. Chaplain candidates, as seminary students, are not endorsed army chaplains and cannot provide counseling services to the Cadets beyond basic encouragement, and therefore refer the Cadets to the CST Chaplain and Deputy Chaplain.

(4) Religious Services/Support. The Fort Knox and the CST Chaplain Staff will hold services for various faiths each week. Due to the training environment, they will often conduct services in the field and at other than routine times. Specify the denomination of choice to the Regimental Cadre during the cycle assignment process.

d. Public Affairs. This headquarters plans information activities to enhance the Army image and visibility, create a favorable climate of public opinion, stimulate interest in the program, and provide information. We accomplish these objectives through Command Information, Public Information, and Community Relations Programs.

e. Help Desk. A help desk, with an established toll free is operational in the CST TOC beginning 9 May 2015 from 0830-1800. It is operational for 24 hours a day starting 23 May 2015. The purpose is to answer Cadets' or their Family members' questions regarding CIET or CLC. It is important to remember, this help desk is not a message center. If Cadets or Family members have questions or need information regarding CIET or CLC, the personnel manning the desk is able to assist in providing or getting the answers to their questions. Cadre sending Cadets to CIET or CLC should provide a toll free number to the Cadet and their immediate Family members.

f. Inappropriate/Unprofessional Relationships.

(1) While at CST, Cadets will receive training on the components of sexual harassment, improper relationships, and fraternization between Cadre and Cadets or between Cadets and other Cadets. Cadre and Cadets are expected to maintain the

highest standards of honesty, impartiality, and professionalism to ensure the proper performance of our Cadet Summer Training mission. Inappropriate behavior will not be tolerated and it will be dealt with expeditiously and personally by the appropriate UCMJ authority.

(2) Cadre will address Cadets as "Cadet" e.g., "Cadet Name, report to the orderly room."

(3) Sexual Harassment. Sexual harassment is a form of sex discrimination which involves unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature. The military definition of sexual harassment is when any of the following occurs:

(a) Submission to or rejection of such conduct is made either explicitly or implicitly as a term or condition of a person's job, pay, or career.

(b) Submission to or rejection of such conduct by a person is used as a basis for career or employment decisions affecting said person.

(c) Such conduct interferes with an individual's performance or creates an intimidating, hostile, or offensive environment.

(d) When a person who, in a supervisory or command position, uses or condones implicit or explicit sexual behavior to control, influence or affect the career, pay, or job of another Soldier, Civilian, or Cadet.

(e) When a person makes deliberate or repeated unwelcome verbal comments, gestures, or physical contact of a sexual nature.

(f) Improper Relationships. The regulatory restriction found in AR 600-20 prohibits relationships between members of different rank which gives the appearance of partiality, preferential treatment, or the improper use of rank or positions for personal gain, and are prejudicial to good order, discipline, and morale. This regulatory guidance is further explained in applicable USACC and CST policy letters. This is especially true of the superior-subordinate relationship, which exists between Cadre and Cadets as well as between Cadets in the same unit while at the CST. Personal and romantic relationships between senior and subordinate are perceived by all as a cause for partiality and preferential treatment, and are invariably the source of embarrassment to this command. Therefore, personal and romantic relationships between senior and subordinate are strictly prohibited. Cadets and Cadre must conduct themselves in a professional manner and in a manner which cannot be misinterpreted as an improper relationship.

(g) Prohibited relationships.

- Cadre and Cadets. Any relationship between Cadre and Cadets, not required by the training mission is prohibited IAW AR 600-20, paragraph 4-14/15. This definition includes and is not limited to dating Cadets, writing personal letters, text messages, e-mails, exchanging personal communications on social media, having personal telephone conversations unrelated to the training mission, playing cards, gambling, dancing, entertaining in personal residences, sharing accommodations in a hotel/motel, transporting in a POV, or any other conduct of a personal or sexual nature.

- Cadre personnel are prohibited from "Friending" or requesting to be a "Friend" of Cadets through use of personal social media outlets/networking sites (Facebook, MySpace, etc.). However, social media outlets/networking sites, such as official unit sponsored pages directed at conveying official Army information, communications, or activities may be used for official/professional communication between Cadre and Cadets in training.

- Cadets. Any relationship between Cadets in training not required by the training mission is prohibited IAW AR 600-20, paragraph 4-14/15. This definition includes and is not limited to dating, sharing accommodations, or any other conduct of a personal or sexual nature while participating in the CST training cycle.

(h) Sexual Activity. Cadre are prohibited from sexual activities in the CST footprint and Cadets are strictly prohibited from sexual activities throughout their time at CST.

(i) Physical contact with Cadets for any reason other than to make necessary training-related corrections. Exceptions to this are where the safety of the Cadet is in question (for example, heat exhaustion, physical injury, etc.). Cadre members are not required to ask the Cadet's permission when making necessary corrections; however, effective trainers tell Cadets what they are going to do prior to doing it.

(j) Failing to give Cadets reasonable time to eat meals is prohibited. Depriving Cadets of meals or restricting meal choice is likewise prohibited as a form of discipline. Drill Sergeants and Cadre will refrain from disrupting the serving line, except for immediate safety considerations. Cadets shall be allowed at least 10 minutes to eat; this is time spent seated and does not include time spent in the serving line. Leaders will protect this time for the sole purpose of refueling to optimize performance.

(k) Contact by Cadre members with Family members of Cadets in any manner outside the performance of official duties is prohibited.

(l) Requiring or encouraging Cadets to purchase common use items or common area cleaning supplies with their own funds (for example, bay cleaning supplies, toilet paper for common latrines, etc) is prohibited.

(m) Fundraising.

- No Cadre member may sell any product, service, or opportunity to Cadets.
- No Cadets will be directed to participate in or make purchases at any authorized fundraising activities conducted in the Brigade, Battalion, Company, or training area.
- Family Readiness Group (FRG) fundraising activities are only permitted IAW AR 608-1 Appendix J, Army FRG Operations, AR 210-22, and Private Organizations on Department of the Army Installations.
- Cadets may voluntarily contribute to officially authorized campaigns (such as, Combined Federal Campaign, Army Emergency Relief, etc.) or make chapel offerings.

(n) Reporting Offenses. Regimental Cadre will discuss the topics of sexual harassment and improper relationships with their Cadet companies. Committee Chiefs will discuss these topics with their Cadre, direct support, and Reserve Component personnel. Individuals who have been subjected to sexual harassment or improper advances should be advised to report it to their Chain of Command, or if not possible, to take the matter to the Inspector General.

g. Treatment of Cadets. Treat all Cadets IAW Schofield's definition of discipline: "The discipline which makes the soldiers of a free country reliable in battle is not to be gained by harsh or tyrannical treatment. On the contrary, such treatment is far more likely to destroy than to make an army. It is possible to impart instruction and to give commands in such a manner and such a tone of voice to inspire in the soldier no feeling but an intense desire to obey, while the opposite manner and tone of voice cannot fail to excite strong resentment and a desire to disobey. The one mode or the other of dealing with subordinates springs from a corresponding spirit in the breast of the commander. He who feels the respect which is due to others cannot fail to inspire in them regard for himself, while he who feels, and hence manifests, disrespect toward others, especially his inferiors, cannot fail to inspire hatred against himself." MG John M. Schofield, 11 August 1879.

(1) Treat Cadets with the same respect, fairness, and regard for dignity accorded to all Cadets, regardless of race, gender, creed, etc.

(2) Provide sufficient time for Cadets to conduct personal hygiene, take prescribed medications, perform rehabilitative exercises, and apply ice therapy, when directed by medical authorities or appropriate self-care instructions.

(3) Afford Cadets the opportunity to participate in scheduled religious services, but do not direct or coerce participation in any service. Afford those Cadets who choose

not to participate in religious services the opportunity for secular personal time. Personal time activities will not include barracks maintenance or similar activities offer Cadets no meaningful choice. The intent is to make it clear religious activities are voluntary, not command directed.

h. Corrective Training and Corrective Action.

(1) General. Corrective training and corrective action are tools available to leaders to rectify minor deficiencies, simple infractions, and less serious breaches of discipline, to focus the attention of Cadets, and to inspire compliance with Army standards. At no time is corrective action meant to demean, belittle, or embarrass a Cadet. The effective leader knows when to use permissible corrective training and NOT excessive or unauthorized physical activity to coach, teach, train, and mentor Cadets who are not meeting the standard. The following definitions apply:

(a) Corrective Training. Corrective training is for Cadets who have demonstrated they need, and would benefit from, additional instruction or practice in a particular skill. Corrective training should be directly related to the military skill the Cadet is deficient in and assist him/her in meeting the standard. AR 27-10 and AR 600-20 should be referenced.

(b) Corrective Action. Non-punitive actions used as a motivational tool by authorized Cadre to immediately address deficiencies in performance or conduct and to reinforce required standards. By virtue of administering corrective action, there is recognition the misconduct did not result from intentional or gross failure to comply with standards of military conduct. Corrective action is inappropriate for situations requiring additional training to master a specific level of skill proficiency, or in matters where punishment is administered as a result of federal law or action. AR 27-10 and AR 600-20 should be referenced.

(c) Other Corrective Action. Nonphysical tasks may be used as corrective action instead of physical exercise. Requiring a Cadet or group of Cadets to recite the Cadets' Creed is an example of other action-based corrective action.

(2) Leaders must exercise good judgment in the administration of corrective action. Corrective action may be applied to entire units if appropriate (correcting an entire platoon failing to show teamwork during Soldier First Phase in a given training event by having them do five repetitions of the pushup, for example), but will be focused at the individual level whenever possible. Improper use can lead to unauthorized mass punishment or hazing. Cadets who are occupying leadership positions are prohibited from administering physical exercise as corrective action. Prior service Cadets in training are similarly prohibited from administering physical training as corrective action.

(3) Punishment. The imposition of specific requirements, actions, or restrictions are designed to reinforce good order and discipline and must be approved by the CST Commandant and be IAW applicable laws and regulations. Recommend the Commandant consult with SJA prior to imposing punishment.

i. Cadet Abuse and Prohibited Practices.

(1) Cadet abuse is any improper or unlawful physical, verbal, or sexual act a Cadre member commits against a Cadet. Examples include extreme exercise-based corrective action not IAW PRT, extreme profanity, sexual misconduct, extortion, inappropriate fundraising, or prohibited relationships. Only a commander can determine an incident as Cadet abuse.

(2) Hazing.

(a) Hazing is defined as any conduct causing another to suffer, or be exposed to any activity which is cruel, abusive, humiliating, oppressive, demeaning, or harmful. Soliciting or coercing another to perpetrate any such activity is also considered as hazing. Hazing need not involve physical contact; it can be verbal or psychological in nature. Actual or implied consent to acts of hazing does not eliminate the culpability of the perpetrator. Hazing is explicitly forbidden IAW AR 600-20, chapter 4, and applies to Cadets and civilian personnel. Hazing is an offense which may be punishable under the UCMJ.

(b) This definition includes and is not limited to playing abusive tricks, threatening or offering violence or bodily harm to another, striking, branding, tattooing, any forced or coerced consumption of alcohol, drug, or tobacco product, or causing the harmful, excessive, or abusive consumption of liquid, food, or any other substance.

(c) Hazing does not include command authorized mission or operational activities, the requisite training to prepare for such missions or operations, administrative corrective measures, extra military instruction, command authorized PT, and other similar activities the commander authorizes.

(3) Cadets not exercising proper hygiene are counseled and referred to the Company Training Officer for further evaluation. In no circumstances are Cadets forced to shower.

(4) Sexual harassment, fraternization, or inappropriate or unprofessional relationships is explicitly forbidden IAW AR 600-20 and may violate local regulations. These offenses may be punishable under the UCMJ.

j. Cadet Abuse Investigation and Reporting.

(1) Report all incidents of alleged Cadet Abuse IAW CST CCIR and SIR reporting procedures, to the CST Chain of Command. RTOs are responsible for reporting Cadet abuse allegations as defined in these guidelines unless the RTO can determine within (two) 2 hours the allegation is non-credible. TRADOC Emergency Operations Center will forward TRADOC OPREPs concerning Cadet abuse to the TRADOC DCG-IMT and the TRADOC Staff Judge Advocate (SJA). TRADOC OPREPs provide the initial data for the TRADOC Cadet Abuse Coordinator.

(2) RTOs will promptly conduct a preliminary inquiry IAW Manual for Courts Martial Part II, Chapter III, Rule 303, into every Cadet abuse allegation, regardless of the nature, magnitude, or source of the complaint. For some allegations, a quick and informal interview of the complainant and any witnesses is all which is required. Other allegations may require more extensive command or law enforcement investigation. RTOs will consult with their legal advisor when conducting an inquiry or evaluating evidence concerning all allegations of Cadet abuse.

(3) RTOs will document and maintain records of all preliminary inquiries into Cadet abuse cases, including those the RTO determines are non-credible. Regimental Training Officers through local SJA will provide supplemental information by filling out TRADOC Form 350-6-1 (Training Abuse Report) on all Cadet abuse OPREPs and submit to TRADOC SJA in an accurate and timely manner (not to exceed 4 working days from notice of the event). Until final disposition of each case, commands through local SJAs will submit a status update through local SJAs, no later than the 28th of each month. Updates will be transmitted electronically to the TRADOC TAR and must include cases represented by case number and current status. This process will continue for every open case until the case is closed. A final TRADOC Form 350-6-1 will be completed and forwarded to the TRADOC TAR to report final disposition.

(4) Suspension Actions.

(a) Preliminary Inquiries. RTOs should not automatically suspend DSs, PSGs, or other Cadre simply because they are pending a preliminary inquiry into a Cadet abuse allegation. RTOs will make suspension decisions based upon the facts of each case, and may suspend individuals pending a preliminary inquiry if it will aid the inquiry, benefit the training environment, or for other valid command reasons.

(b) Investigations. Suspension of a DS or PSG from assigned duties is required when a serious incident occurs requiring an investigation IAW AR 614-200, paragraph 8-17d. For all other incidents, the CST Chain of Command has the discretion whether or not to temporarily suspend the Cadre member from his or her duties. A serious incident consists of any actual or alleged incident, accident, misconduct, or act, primarily criminal in nature, and because of its nature, gravity, potential for adverse publicity, or potential consequences warrants timely notice to Headquarters, Department of the

Army (HQDA). Investigations include, but are not limited to, investigations conducted IAW AR 15-6 or those conducted by the Criminal Investigation Division (CID) or a military police investigator.

(c) Considerations. In addition to the severity of the underlying incident, RTOs should make any suspension determination only after considering all evidence available. The number of witnesses, or volume of physical evidence, does not determine the weight given to the evidence. Commanders should evaluate the evidence for factors including, but not limited to the witness's demeanor, opportunity for knowledge, information possessed, ability to recall and relate events, and other indications of truthfulness.

(d) Suspension of Special Duty Assignment Pay (SDAP). Suspension of DS SDAP will be done IAW AR 614-200, paragraph 3-22e (8). DS SDAP will not be suspended based upon the initiation of any inquiry or investigation into alleged DS misconduct.

6-2. Common to Cadre – General Information

a. Conduct and Behavior.

(1) Army Policy permits smoking in designated areas only. CST Policy is no smoking or use of any tobacco products in the presence of Cadets or on committee sites during training. There is also no smoking in any Government buildings or vehicles.

(2) All Cadet Command Cadre in support of CST will be subject to the award authority of the CST Chain of Command and the UCMJ authority of their respective parent Brigades. UCMJ authority for FORSCOM and USAR personnel will reside with their parent units as clarified by applicable memorandums of agreement/understanding (MOA/MOU). Brigade-level UCMJ authority for all military personnel will reside with habitual Brigade Commanders.

(3) Cadre behavior is expected to be above reproach at all times. Read, understand and comply with all Fort Knox and CST policies.

(4) Cadre are restricted from Cadet areas and ANY interaction with Cadets if they have consumed any amount of alcohol. Noted exceptions are authorized events at which both Cadet and Cadre are authorized to consume alcohol (i.e. July 4th celebration events and the Army Birthday)

(5) While wearing ACUs, you may not enter off- post establishments where the basic means of revenue is the sale of alcoholic beverages. You may not consume alcoholic beverages in an off-post establishment while in ACUs. Kentucky's DUI blood alcohol level is .08% and is **STRICTLY** enforced.

(6) Designated Cadre may also be issued government cell phones for official use. Personnel assume full financial liability for all calls made. These call logs are monitored. Unlike many commercial calling plans Cadre might have on their personal phones, CST is billed for ALL minutes used (incoming & outgoing, local calls, on-post, and calls to toll-free numbers).

(7) Regular 3-day passes for Cadre may be approved by the first O6 in the reporting Chain of Command. If an individual returns to home station during this period, Family Separation Allowance entitlements will be affected.

(8) All Cadre leave requests will be processed through the CST S1 Cadre Personnel Division. Proper leave authority will be determined on a case-by-case basis.

(9) If Cadre require an updated official DA photo while TDY at FKKY, the Fort Knox photo lab is open by appointment only. Appointments can be scheduled at <http://www.vios.army.mil/>.

(10) Cadre who wish to review their flight records or have questions regarding flight records, should contact the CST MEDOPS section. Flight physicals require two months advance coordination for appointments.

(11) The CST mail room provides mail services for each CST Regiment, Staff or training section. A CST return address must be on all outgoing mail. Stamps are available in the Disney Complex Troop Store and in the Fort Knox main PX. Complete postal services are available at the Fort Knox Main Post Office. All out-going mail from the CST mailroom must be Official Mail ONLY. Official envelopes cannot be used for personal mail. Your CST mailing address is:

**RANK, LAST NAME, FIRST NAME
HQ, USACC, CIET/CLC (indicate which)
XX REGT, XX COMPANY, XX PLATOON (or training section)
24 RHINELAND STREET
FORT KNOX, KY 40121-5117**

(12) Fort Knox has an on-post theater, bowling lanes, service clubs, a roller-skating rink, library, auto craft shops, tennis courts, gymnasiums, swimming facilities, outdoor equipment rental facility, and an 18-hole golf course. You must comply with all regulations concerning licenses and safety. Boat rentals require boat safety certification. Priority at CST is training. MWR should be utilized only after all requirements are complete.

b. General Information

(1) Medical and Dental Care. Active Duty and Reserve Soldiers needing medical care will use the Nelson TMC BLDG 5949 for routine sick call. Dental sick call will be provided M-F at Jordan Dental and is located on 1st Infantry Division Road, or call 502-626-8301.

(2) DA Civilian Timekeeping and Compensation for Duties.

(a) In accordance with USACC Employee Handbook, all GS employees at CST are on a maxi-flex schedule and may be required to work any 80 hours in each pay period.

(b) All overtime or compensatory time allowed during CST will be strictly managed and must be approved by the CST Chief of Staff or designated representative prior to hours being worked. There are **NO EXCEPTIONS** to this rule.

(c) All DAC timekeeping and administrative management will be handled by the CST S1, in accordance with CST AD-SOP.

(3) 2LT information

(a) Ensure 2LT that were in a Reserve or National Guard unit while a Cadet complete all paperwork (to include unit personnel updating their entry in TAPDBR (USAR database) or SIDPERS (ARNG database) to release them from the unit so they may obtain an Active Duty ID card and all the benefits they are entitled to for themselves and their family. NOTE: If not properly released from the Reserve or Guard unit, they will experience delays in obtaining an Active Duty ID card and associated benefits

(b) 2LT Personnel records must be e-mailed according to the Lieutenant In-processing Checklist, **APP F**.

(c) 2LT should not expect to receive their first paycheck until 4-6 weeks after reporting to CST. Leave and Earning Statements may not be accessed from the "My Pay" system until 6-8 weeks after in-processing CST. All 2LT should be prepared to have adequate money on hand to cover expenses until first paycheck.

(e) 2LT are not currently eligible to receive a Government Travel Card. As an exception to policy, they may have to request an Advanced Travel Payment (ATP) option. The request must be submitted to DFAS – Rome, NY by the school no more than 10 days prior to their Active Duty date. Advance Travel Request may be faxed, emailed or mailed to the appropriate address below. The request will be accompanied by a direct deposit authorization and a voided check. Cadet Command Orders published for 2LT should read that "Traveler is not a government credit cardholder and that Advance is authorized." All requests should be accompanied with the Travel Advance Request.

Address: DFAS-Rome
Attn: Travel
325 Brooks Road
Rome, NY 13441

FAX: 317-275-0330

Email: DRO-TRAVELPAY-CCC@DFAS.MIL

(f) All 2LT may request an Advance Pay during CST in-processing. Advance pay is deducted from regular pay in monthly increments. It may take up to 14 working days to receive money under this option, assuming the in-processing packet is correct/complete. This pay will be directly deposited to the bank account indicated on SF 1199A.

(g) The finance documents (DA 3685 Jumps Pay Election Form and SF 1199A Direct Deposit Sign-Up Form) must be completed with a legible bank account number. These forms can be found at: <http://www.apd.army.mil>. Be sure to attach a voided check to the Direct Deposit Form. Once the 2LT have submitted a Direct Deposit Sign-Up Form, inform them to NOT CLOSE THAT ACCOUNT. This account is where their pay will be electronically sent.

(h) Ensure 2LT orders reflect their desired mode of travel. If the orders are not correct, contact HQ, Cadet Command G1, ASD to have the orders changed prior to the date indicated on their orders. DO NOT wait until after the fact to request changes to orders. Travel that does not comply with the mode designated within the 2LT orders may result in changes to Active Duty start date, loss of pay and entitlements, or loss of leave.

(i) 2LT are authorized and strongly encouraged to drive POV with travel time IAW orders. 2LT will not begin travel prior to their Active Duty accession date. Reimbursement for mileage and per diem will be processed by USACC G8 at the rates in effect at the time of travel. 2LT need to be briefed in detail by their School Cadre on the ramifications of the various modes of travel to and from Fort Knox. They should also be made aware that Fort Knox and its surrounding areas do not have a public transportation service and a privately owned vehicle may be necessary for off duty transportation.

(j) If 2LT orders authorize them a Do It Yourself (DITY) Move and they plan to do a DITY move, they should check with the nearest transportation office to ensure the preparation is done correctly prior to departing for CST. The CST training schedules do not allow time for transportation briefings.

(k) 2LT must report to TF Gold HQ, up to 7 days prior to CST departure and receive copies of amended orders, complete travel voucher documents, DA Form 31, and receive out-processing guidance.

(l) 2LT are not authorized to return to their campuses following CST to perform duties in a Permissive TDY status as “Home Town Recruiters” (HTRs).

(m) While serving at Fort Knox as CST Cadre, all leave for 2LT must be approved by TF Gold Commander.

(n) 2LT that experience a legal name change prior to reporting to CST will be processed while at CST under the legal name reflected on their commissioning documents. All requests for military name change should be submitted and processed at first duty station.

c. CST TDA & Personnel Issues/Preparation

(1) All Detachments can expect to be tasked to provide personnel to perform duties at CIET/CLC as either instructors, staff, or in an administrative or logistical role. In order to better prepare Cadre for performing duties as OTMs, there will be a Cadre, Cadet Leader Development program (CCLD) process and mandatory prerequisite training conducted at home station prior to arriving at FKKY. The requirements are listed below and additional information will be posted on the Cadet Command Black Board site. Each BDE will track and report training completion as defined in the CST order process. These requirements include, but not limited to:

- (a) SHARP On-line Training
- (b) SHARP Class
- (c) EO Training (Fraternization & Hazing)
- (d) EEO Training (Individual & Supervisor)
- (e) CST SOP Review
- (f) Cadet Command Circular 145-05 Review
- (g) Cadet Handbook
- (h) OBTE/ASLTE Material Review
- (i) FKKY Blue Book
- (j) ‘What is a Cadet’ (Video)
- (k) CST Policy Letters

(l) Lightning Safety

(m) All Cadet Command personnel will have completed, within the past year, the DoD Cyber Awareness Challenge Training, digitally signed the Acceptable Use Policy (AUP) located on the Cyber Security User Portal (<https://cs.signal.army.mil/login.asp>), have an Army Training and Certification Tracking System account under Cadet Command, and have an active Recruiting Services Network (RSN) account.

(n) Non-Cadet Command personnel will provide digitally signed, electronic copies of the following documents: DoD Cyber Awareness Challenge exam certificate dated within the past year, AUP located on the Cyber Security User Portal (<https://cs.signal.army.mil/login.asp>) dated within the past year, and a DD Form 2875, System Authorization Access Request (SAAR) requesting access to the RSN CST mission networks and applications.

(2) All Cadet Command personnel need to be prepared to drive a government vehicle while at CST; therefore, all are required to have in their possession a valid state driver's license and will have completed the items listed below:

(a) Vehicle Licensing (GSA / 15 Pax Van).

(b) Valid State Driver's License.

(c) DA348 and OF346 (for type vehicle). The OF 346 must be signed the Brigade CDR or their designated representative.

(d) Accident Avoidance Course (Good for 4 yrs) On-Line.

(e) 15-Passenger Van Driver Improvement Course on Blackboard.

(f) Complete hands-on training for the safe operation of a 15-passenger van (annotated on the DA 348 and OF 346, signed by the BDE).

(g) 15-passenger van drivers will read and comply with the Cadet Command 15-Passenger Van Safe Operation Policy.

(h) Drivers licensed on trailers being used (annotated on the DA 348 and OF346 signed by the BDE).

(i) All Terrain Vehicle (ATV) Training.

(3) Brigade Requirements. Brigades will be tasked by the Cadet Command Commander to fill specified (or in some cases, directed by-name) slots for CST. It is

expected, following the initial fill by Brigades that unforeseen changes will occur. To rapidly respond to changes, the following information applies:

(a) Brigades must pay close attention to any trailer data on the TDA outlining specific grade, branch or experience level when assigning personnel to specific positions.

(b) Brigades must be aware of any physical limitations on personnel they are assigning. Do not slot someone who has a profile against walking or wearing field gear into regimental or tactical positions. Common sense should be a guideline.

(c) Historically, shortfalls occur with very short notice, often after CST has begun. Should an individual fall off the TDA for whatever reason, the CST TDA Manager or Cadet Command LNO will first make contact with the respective Brigade TDA manager to backfill the vacant position with a qualified individual unless relieved of the tasking by the Cadet Command G3, who will then reallocate the tasking within the command.

(d) The Brigade TDA manager will confirm whether or not the Detachment experiencing the shortfall can fill or if another Detachment within their Brigade will fill. If the Brigade cannot fill, then the replacement must be arbitrated through Cadet Command.

(e) The Cadet Command Manning Document Manager may direct CLC to contact a Brigade directly. Brigades must maintain an On-Call Roster of personnel for immediate response. Lessons learned indicate the following guidelines will assist:

- As taskings will be by specific type and grade, Brigades will maintain five (5) separate on-call categories: Officers, NCOs, contracted Cadre, HRAs, and LOG techs.
- Additionally, Brigades will inform the individuals of where they stand on this list ahead of time (i.e. CPT Smith, you're next up for any backfills, or HRA Jones you're fifth in line of HRAs so low probability). By letting the individuals on the "on-call" roster know their probability of call up, replacing a shortfall becomes much easier.

(f) Brigades must maintain contact rosters for the headquarters and for each school within their brigade to fix TDA problems and to contact for Cadet issues. CLC and CIET are seven (7) days a week operations, requiring Brigades and schools to be available for contact.

d. Vehicle Requirements.

(1) Selected Cadet Command Brigades will be directed to bring Non-Tactical Vehicles (NTVs) to FKKY for use at CST.

(a) GSA Vehicles due replacement during the GSA Fiscal Year (FY) Vehicle buy (Apr-Jun) will not be tasked.

(b) The use of Army owned or controlled non tactical vehicles is restricted to official purposes in accordance with AR 58-1.

(c) Brigade vehicles are tasked to fill specific needs. No substitution of vehicles is allowed. Do not remove seats (reducing seating capacity) from tasked vehicles, or substitute mini-vans in place of 15 passenger vans (or vice versa).

(d) Brigade vehicles will be delivered to CST in the following condition:

- Clean interior and exterior
- Current Vehicle Maintenance completed
- Vehicle configured for full capacity seating
- Complete Operational Vehicle Maintenance (OVM) kit (spare tire, jack, lug wrench, etc.)
- Valid GSA credit card for the vehicle.

(e) Brigade vehicles tasked to support CST will report to the ROTC Motor Pool for in-processing during the hours of 0800-1100 on the required delivery date. A walk around inspection will be conducted and photos taken of the exterior vehicle condition.

(f) Brigade vehicles at CST are subject to the same logistic controls as all other NTVs.

(g) When possible, detachment vehicles will be assigned to support an element with a Cadre member from the same brigade.

(h) Early release of school Cadre does not justify early release of the school's vehicle.

(i) DAC are authorized to drive a POV to CST, with mileage reimbursement according to JTR (eg. Reimbursement not to exceed x1 travel day). In and around mileage reimbursement is not authorized. Government-provided transportation while at FKKY is limited and prioritized according to mission requirements. Personnel that require government-provided transportation while at FKKY should expect to utilize shuttle services and shared transportation assets. Travel Compensatory Time (Travel Comp) must be pre-approved, in accordance with USACC Employee Handbook, and a copy of approval must be provided upon in-processing.

(2) Government Vehicles.

(a) Cadre must possess DA Form 348 (Equipment Operator's Qualification Record) and OF 346 (U.S. Government Motor Vehicle Operator's Identification Card) at CST. Contact the CST Fleet Manager for any questions or coordination.

(c) If possible, CST-bound Cadre should be licensed at their local support installation before CST.

(d) Private Insurance Damage Provision (optional). The government is essentially a self-insurer, but should a GSA vehicle be damaged as a result of misconduct or negligence, the government will seek reimbursement through the Financial Liability Investigations or Property Loss (FLIPL) process (previously known as a Report of Survey) IAW AR 735-5. Some private insurance companies carry a provision covering the insured for damages to GSA or other government vehicles. This provision protects the insured when found liable for damages through the FLIPL. It is recommended personnel who expect to possibly operate GSA vehicles at CST contact their insurance agent about this potential coverage.

(d) All personnel operating a 15-passenger van on Fort Knox are required to complete the 15-Passenger Van Driver Improvement Course through their respective brigade prior to arriving. This course is a self-paced instructional program, with a final exam. Upon completion of the instruction and the exam, print out a personalized Certificate of Completion and bring to CST. The certificate is valid for 12 months. The Certificate of Completion must accompany the operator when operating a 15-passenger van on Fort Knox.

(e) GSA vehicles are required to be dispatched every 21 days at BLDG 6900-CST Transportation Motor Pool (TMP), this will be tracked by G4, Training Support Division, Transportation Operations. In addition to the TMP dispatch, an internal operator control log and operator maintenance record is maintained by each staff section, committee/Task Force, and company/regiment on a daily basis. These documents are used to monitor operator usage and maintenance throughout CST. The internal operator control log will be collected at each tri-weekly re-dispatching. Please note initial inspections are very important as spare tires and other equipment have been found missing. Personnel who do not complete initial and daily inspections could be charged for missing equipment.

(f) CST TMP hours of operation are Monday – Friday, 0800-1600 and Saturday 0800-1200 hours. A CST Fleet Manager is assigned to S4 throughout CST and is the POC for vehicle questions, problems or emergencies. Additional vehicle information can be found in the CST SOP. *Hours are subject to change.

(g) Contractor Vehicle Use. Contract employees participating in CST may utilize GSA vehicles IAW the contract stipulations. The policy and procedures in AR 58-1 apply to all Army owned/leased motor vehicles furnished to DA contractors. Contractors are not protected under the Federal Tort Claims Act (FTCA). Contractors will carry employee vehicle liability insurance. Any Cadre contractors involved in a GSA vehicle accident must identify themselves as contractor employees immediately, and then follow corporate procedures for reporting the accident. In case of contractor at-fault GSA vehicle accident/incident at CST, the supporting GSA Fleet Management Center (FMC) charges Cadet Command's Billed Office Address Code (BOAC) Number. When the bill is received, a claim must be filed with the Contract Program Manager (Insurance carrier) to reimburse Cadet Command's BOAC account for GSA vehicle accident/incident repair costs. Mechanical issues resolved while GSAs are being used at CST resulting in a BillBack will NOT be reported as CST "accident" damage.

(3) POVs

(a) General. FKKY is a closed post. Expect random vehicle inspections. A picture ID must be presented to enter FKKY.

(b) Operating a POV. To legally operate a motor vehicle in Kentucky, you must have current proof of insurance for the state in which the vehicle is registered, valid state registration and a valid driver's license.

(c) The operation of trail bikes, mini bikes, motorized scooters, pocket bikes, and privately owned ATVs are prohibited on the Fort Knox installation.

(d) Mopeds. The Kentucky State Motor Vehicle Laws prohibit the operation of Mopeds on freeways within the state. A Moped is any motor driven cycle under five horsepower with less than four wheels.

(e) Motorcycles. The following operator requirements apply to Soldiers while operating a motorcycle on Fort Knox. Drivers must have attended a DOD-sponsored motorcycle safety course. Operator and passenger must wear protective equipment; approved helmet, eye protection (shatter-resistant glasses, goggles, or face shield), gloves, long legged pants, long sleeved shirt or jacket, over the ankle boots or shoes, and high visibility reflective over garments (reflective vest) is not required but highly encouraged. If PT belt is used, it is worn diagonally over the shoulder.

(4) Rental Vehicles. While certain individuals will be authorized rental cars during the February Planning Meeting and the March Terrain Walk, rental cars are not authorized during CST. CST will provide all required transportation assets.

(5) Utility Terrain Vehicles (UTVs).

(a) UTVs (John Deere Gators) are widely used during CST operations. UTV operators must be licensed and possess a valid OF 346 (U.S. Government Motor Vehicle Operator's Identification Card) IAW AR 600-55, para. 2-1.b., for the specific item of equipment they are operating.

(b) Operators must complete the Recreational Off-Highway Vehicle (ROV) Safety E-Course found at <http://www.rohva.org>. Operators must provide a copy of their training certificate to CST Transportation cell to operate a UTV. Cadets are not authorized to operate UTVs during any phase of training at CST.

(c) All training will be documented on the Unit Level Logistics System (ULLS) or manually entered on DA Form 348, Equipment Operator's Qualification Record.

(d) UTV operations must be conducted IAW the Cadet Command UTV Safe Operation Policy. This policy lists required Personal Protective Equipment (PPE), such as helmets/kevlar.

e. Travel Order Preparation.

(1) All Cadre travel orders for CST will utilize DTS except for contractors. Contractors will follow the procedures IAW their employment Company. All 2LT going TDY Enroute to BOLC-B to support CST will receive orders through CCIMM; this includes manual DD 1610s (travel orders) as well as PCS orders and any amendments. TDY Enroute travel is not built in DTS.

(2) Cadre must verify the accuracy of the information on CST orders. Note: orders improperly formatted or with incorrect data will be returned to the traveler to be corrected. Once signed by the AO, travelers will receive e-mail notification of approved orders and may execute those orders. Cadet Command G8 will perform a 10% post-audit review on settlement vouchers. Questions concerning DTS should be directed to the Brigade POCs.

(3) As an exception to policy, Cadre (not Cadets) from Guam, Puerto Rico, America Samoa, and other geographically distant locations are authorized to arrive at CST one day early. Cadre from these locations, choosing this option, must contact the CST Lodging Coordinator ahead of time to ensure billeting is arranged. Failure to coordinate early arrival with the Lodging Coordinator may result in the Cadre member obtaining a room for the night at their own expense. POC for billeting is the CST Lodging Coordinator.

f. Reporting/In-Processing for CST.

(1) Directions to FKKY. FKKY is south/southwest of Louisville, KY. FKKY exits are off US 31W which is best accessed from I-65, I-265 or Western Kentucky Parkway.

From US 31W, take the Chaffee gate exit. Have military or government ID card, vehicle registration and proof of insurance available for presentation at the gate if requested. Contact the CST TOC if you have difficulty. Cadre must report to S1 for initial in-processing at Copple Center, Building 6590.

(2) Airport Information. Commercial airline flights to the FKKY area arrive at the Louisville International Airport (SDF), located approximately 40 minutes north of FKKY. Ground transportation to FKKY will be provided. Upon arrival, claim baggage and proceed to the FKRC, on the airport's ticketing level. Late/early arriving Cadre who find the FKRC unmanned should call phone numbers listed on the door of the FKRC to arrange for ground transportation to FKKY.

(3) Train/Bus Information. It is recommended Cadre not use these modes of transportation.

(a) Reporting/In-Processing. All Cadre will report to building 6590, Copple Center, for in-processing between 0600-1800 daily on the travel order reporting date. Personnel arriving outside 0600-1800 must report to building 6550, Holding Company, for accountability and overnight accommodations. Reporting for in-processing in civilian attire is authorized. 2LT should have ACU readily available for administration of oath on report date. Soldiers who report with physical disabilities which may hinder their performance will be reassigned or returned to unit. If reassigned, the Soldier's departure date may be adjusted.

(b) Cadre should know their TDA-assigned line number and duty assignment when reporting to in-processing.

(c) Cadre must hand-carry the pertinent documents to Copple Center for administrative in-processing (See Appendix F for cadre administrative checklist)

(d) **Do not** report early! Cadre who report early will be billeted off post at their own expense, regardless of rank. Exception: 1-day early arrivals authorized for Cadre personnel traveling from Guam, Hawaii, Puerto Rico, and American Samoa.

(4) Travel Problems. Cadre encountering travel difficulties which may prevent reporting to CST on time will immediately notify the CST TOC at (502) 624-1500. **Do not** delay in making this important call.

g. Billeting.

(1) Cadre billeting is a combination of on-post billeting (barracks or other available quarters), on-post lodging/hotel, or off-post contracted lodging or hotel. G4 will determine best method based upon billeting availability at the time of in-processing.

(2) DAC Effective 1 November 2014, the JTR requires that DA Civilian personnel TDY to Fort Knox for more than 31 days will be paid a reduced rate M&IE (\$34.50) and lodging (\$62.25) beginning on Day 2 of TDY. Personnel who are TDY for less than 31 days are entitled to locality entitlements. Consult with JTR for full explanation of entitlements.

(3) Accommodations for DA Civilians will be available on a first come, first served basis through privatized housing on Fort Knox. Details concerning the Knox Hills reservations process, lease agreements, and pricing will be published in a future CST FRAGO.

(4) DAC that choose not to utilize Knox Hills for lodging must make their own hotel arrangements on or near Fort Knox with their government travel card, and will be paid the adjusted lodging rate, in accordance with the JTR.

(5) Concept. The primary consideration in assigning Cadre billets is to support the CST mission. Billet area/location priority is to the Regiments, committees, and staff respectively, regardless of rank or position.

(a) Regimental Cadre are billeted together as close to the Regimental barracks as possible. Committee Cadre are billeted with their respective committees and as close to their training sites as possible. Cadre serving on the CST staff are billeted in the remaining available beds.

(b) Due to funding constraints and room availability, personnel may be doubled up in assigned rooms regardless of rank. Rooms have already been designated/reserved by male/female categories. Cadre must be conscious of minimizing personal gear due to the limited square footage and closet space (wall locker) available in each living area. Cadre exceeding reasonable amounts of clothing and personal gear may have those items placed into a storage unit at the Cadre members' expense.

(c) Any room assignment discrepancies or issues should be brought to the attention of the S4 during in-processing.

(d) Exceptions to the above instructions must be approved in advance by the G4.

(6) Pets. ***Do not*** bring pets! Pets are not allowed in billeting facilities. Pets brought to CST shall be boarded somewhere else at Cadre expense.

k. Travel Camp.

(1) Although discouraged, facilities are available at the FKKY Travel Camp. However, Cadre bringing a recreational vehicle or trailer must make reservations 90 days in advance with the FKKY Travel Camp. Reservations are accepted on a first come, first serve basis and can be renewed on a case-by-case basis with the manager's office.

(2) After obtaining confirmed reservations notify the CST Billeting Office.

l. Family. **Do not** bring Family members. TDY is provided for the Cadre member only. Cadre bringing Family members to CST must make personal arrangements for housing accommodations somewhere else at their expense. Transient housing facilities are allocated on a space available basis, but personnel in a Permanent Change of Station (PCS) or school status use these heavily during the summer months. Family members shall not billet in Bachelor Officer/Enlisted Quarters (BOQs) or (BEQs).

m. Reserving Your Room.

(1) Late Arrivals. Late arrivals must be approved through TF Commanders by the CST Commandant through the TDA manager. Those personnel arriving late will be considered to be in an unauthorized leave status. If you know you will arrive later than indicated on your orders, notify the TDA manager immediately.

(2) Off-Post Rentals. Several agencies rent furnished apartments on a month-to-month basis. A list of rentals is available from the post housing office. Headquarters, USACC staff will not participate as an agent, liaison element, or assist in off-post rentals. Requests for information and arrangements are solely between the tenant and the agency/renter. Cadre electing to rent off-post should notify the CST billeting officer so a room is not reserved.

(3) Extensions. Cadre extended beyond their planned departure date on the TDA must notify their Chain of Command to work with the S4 to ensure their room reservation is extended.

(4) Statements of Non-Availability (SNA). All Cadre will receive a SNA when out-processing S4 Billeting. Cadre will not receive a copy of the SNA until all personal expenses (for example long distance phone calls) are paid.

n. Departing from CST.

(1) All Cadre must out-process through the CST S1 in Bldg 6590, Copple Center, and obtain a SNA for per diem rates from the Billeting Officer.

(2) No Cadre member shall depart early without an early release form signed by the TF Commander, in accordance with CST SOP.

(3) All Cadre must coordinate out-processing with CST S-1 during normal duty hours (0600-1800). Cadre are responsible for coordinating with the CST Logistics section for transient lodging and transportation from on/off- post billets to the airport.

(4) Cadre are sometimes required to serve in a duty requirement (Cadet Board, involved with a 15-6 or FLIPL, etc) which could extend their TDY. If this occurs, both CST Lodging Coordinator and the S-1 must be notified so orders can be amended and billeting extended. Cadre should not commit to outside events immediately following anticipated departure date; allow for flexibility in the event of an unanticipated extension.

(5) Release from CST.

(a) The TF Chain of Command or designated representative will release Cadre to out-process through the Cople center from assignment upon completion of duties, or direct Cadre reassignment within the assigned section. Cadre will be notified in advance if any reassignments are projected.

(b) 2LT out-processing is conducted IAW CST SOP. Additionally, 2LT are required to complete TDY settlement and other paperwork up to three (3) days prior to departure.

I. Appearance/Equipment.

(1) Uniforms.

(a) The standard duty uniform for Cadre is the ACU with appropriate patches and accoutrements/insignia (all subdued); with patrol cap. Beret will be worn during ceremonies and other prescribed events (Select Personnel). All regimental Cadre will bring beret.

(b) All Cadre will bring at least one complete set of the IPFU (black and gray or black and gold). The set includes T-shirt, shorts, jacket, pants, and reflective safety belt. The reflective safety belt must be worn at all times while running on Fort Knox regardless of the time of day – bring from home-station. When wearing T-shirt and shorts, wear the belt around the waist; when wearing the jacket, wear the belt diagonally over the right shoulder.

(c) Cadre and Military Institutional Representatives (MIRs) who are required to attend the CC CLE Buffet Social must bring Civilian casual dress attire (slacks, khakis, collared shirt, and polo shirt with school name/emblem).

(d) All USACC Cadre and 2LT assigned to CST as Cadre must bring ASU and beret. (No bowties).

(e) DA Civilian dress code for CST is business casual, in accordance with USACC Employee Handbook. Supervisors have discretion to grant exceptions, based upon specific duties and work environments (e.g. CST warehouse) Employees who participate in field training will wear durable casual weather/terrain appropriate clothing and recommend durable hiking boots.

(f) Equipment. All Cadre assigned to a committee or a regiment MUST report to CST with the outlined in the USACC packing lists located in **APP C**.

(g) PPE, such as Helmet Ground Troops Parachutists, or ACH is required for wear while operating or riding in Army Tactical Vehicles.

(h) Limited quantities of selected reference materials are available at FKKY for use during CST. Cadre must bring any references they desire for personal use from their home-station.

m. Physical Conditioning.

(1) Cadre are required to bring the PFU IAW AR 670-1 with reflective belt.

(2) Staff and Cadre must maintain good physical condition, meet height/weight standards, and be prepared to take an APFT.

(3) Meals. If meals are directed, personnel will not be entitled to claim per diem. If meals are available, cadre will be entitled to claim prorated per diem compensation. Reimbursement for meals and claims for missed meals are not authorized. All Cadre should print and hand carry a copy of their travel orders to Fort Knox. Presentation of these orders may be required at all dining facilities.

d. MWR.

(1) Laundry. Commercial laundries, which provide fast service, are available at your own expense. Many IHG housing facilities have washers and dryers installed. Additionally, laundromats are available in nearby communities.

(2) Postal. Complete postal services are available at the main Fort Knox Post Office.

(3) Recreation. FKKY has on-post theaters, bowling lanes, service clubs, libraries, craft shops, tennis courts, swimming pools, gymnasiums, and an 18-hole golf course. Additionally, there are fishing and boating facilities. These facilities are available upon presentation of proper identification and payment of fees, where applicable. Cadre must comply with all regulations concerning licenses and safety.

Boat rentals require boat safety certification. Golfers may join the golf club at a reduced rate for their length of stay at FKKY.

(4) Clubs. The Saber and Quill and the Sam Adams Brew House offer both casual and formal atmospheres. The clubs permit the duty uniform or casual civilian attire. To cash checks at the clubs, you must have your military ID card.

(5) DA Civilians in a TDY status are authorized to make purchases at AAFES establishments. Personnel without a valid DD Form 1173 directing exchange privileges, must have "Exchange Privileges Authorized" included on travel orders and will not be authorized to purchase alcohol or tobacco products. All civilians are authorized to use the food facilities and purchase single meal consumables in the Express stores.

(6) Tobacco/Alcohol Control Plan. Army policies permit smoking in designated areas only. Smoking or use of any tobacco product within sight of Cadets or on committee sites during training is prohibited. Smoking or use of tobacco products in buildings used as offices, workplaces, or billets is prohibited.

(a) Tobacco cessation policy for CST.

(i) Cadre are prohibited from using tobacco products in areas where Cadets are likely to observe use (for example, in the brigade, regiment, company, or any training area).

(ii) All Cadets are prohibited from purchasing/using tobacco products while attending CST.

(b) Instruction on the adverse impact of tobacco use on health and readiness is presented to Cadets.

(c) This policy does not cancel or supersede other instructions where smoking is controlled because of fire, explosive, or other safety considerations.

(6) Cadre may possess and consume alcohol in moderation in Cadre billets. All Cadre will comply with USACC and CST policies related to alcohol consumption.

NOTE: CULP cadre are not authorized alcohol at any time.

e. Security of Personal Property.

(1) Weapons. **DO NOT BRING WEAPONS, AMMUNITION or EXPLOSIVES of any type to CST.** CST does not have the provisions to properly store Privately Owned Weapons (POWs).

(2) Personal Property. Cadre are responsible for the security of their personal property. Do not bring large amounts of money, jewelry, or any unnecessary high dollar value items.

6-3. Safety.

a. General. Military training can be hazardous. Paying attention to safety at all times can greatly reduce the danger. A Risk Management Program is implemented throughout CST to identify risk and mitigate the risk as completely as possible.

b. Injury Prevention. CST Cadre provide specific instructions and reminders regarding safety and injury prevention throughout the training cycle. Experience shows most accidents could have been prevented or at least the severity reduced, if we use common sense, avoid horseplay, and are in good physical condition. Heat is a major factor during CST along with lightning and many other issues. Cadets must prepare for CST by avoiding diet pills and performance enhancing supplements. Proper hydration, nutrition and rest are key to successfully completing CST. For more information regarding the prevention of heat injury and general good health information, Cadre and Cadets can reference the U.S. Army Center for Health Promotion and Preventive Medicine webpage at:

<http://phc.amedd.army.mil/organization/institute/Pages/default.aspx>

c. Lightning Protection Systems (LPS) facilities are in use through most of the Fort Knox training areas. Cadre will become familiar with the availability of LPS within their areas and the protection it provides. Cadre working at TOC locations will be familiar with weather forecast information and get the information out to the field as rapidly as possible. Cadre and/or Cadets will not be in the training area without information on the nearest LPS shelter or the availability of a vehicle and direct communications with TOC or range control facilities.

d. Poisonous Plants. Learn to recognize and avoid poison oak, poison sumac, and poison ivy as all are present in the Fort Knox training areas. Cadets will receive formal classroom instruction to help identify all hazardous plants indigenous to FKKY.

e. Animals. Animals are ever present at CST. Domesticated or wild, it is not worth the risk of injury or infection to interact with local animals.

(1) Do not approach or handle animals or insects.

(2) Do not feed or shelter animals in or around the unit area.

(3) Keep your area clear of trash as this may attract animals.

f. Safety Goggles/Glasses. Eye protection is required whenever eye injury hazards exist, i.e., firing ranges, Land Navigation, or areas with blowing debris. Cadre must bring eye protection for CST.

g. Hearing Protection. Earplugs are required whenever hazardous noise levels are known or suspected (i.e., firing ranges and areas where noise levels are deemed hazardous, especially where signs are posted). Ear plugs will be provided to Cadre and will be carried/used when required

h. ID Tags. Cadre must carry the ID cards and wear ID Tags properly at all times, IAW AR 670-1 to include during travel to and from CST and whether or not in uniform.

i. Safety Beads and/or zip ties. Cadre and Cadets with identified medical issues will be issued color- coded beads and/or zip ties to denote certain safety issues. These beads/strips will be fastened to the Cadre boot laces and PT shoes for easy visual identification. The colors represent:

(1) RED: Previous hot weather injury

(2) WHITE: Previous cold weather injury

(3) BLUE: Weak Swimmer

(4) YELLOW: Bee Allergy

(5) GREEN: All other Allergies

j. Accident Reporting Procedures.

(a) Notify First Line Supervisor and CST Fleet Manager. Notify post, state, county, or local police authorities as required by law. CST TOC and Safety will also be notified for all accidents.

(b) Fill out SF 91 (Motor Vehicle Accident Report) in Accident Kit (GSA Form 1627) located in vehicle glove compartment or log book.

(c) Submit all reports to the First Line Supervisor who reviews and sends to the CST S4 Fleet Manager within 24 hours of occurrence.

(d) CST Fleet Manager will verbally report accidents to the GSA Accident Management Center (AMC)/800-325-2958 within 24 hours of occurrence.

(e) Submit all accident reports involving a third party civilian to the supporting installation SJA Claims Office.

(f) Contact the CST Safety Officer to initiate an accident report.

k. Accident Prevention.

(1) Everyone has responsibility to prevent accidents. Safety is a leadership responsibility and all are equally responsible for ensuring training areas and equipment are used safely. Common sense, close supervision, risk management and emphasis on safety will help reduce the chance of injuries.

(2) Range Certification. Cadre, OICs and Range Safety Officers (RSOs), who operate range complexes must be certified IAW Fort Knox Regulation 385-22, Range Regulation (Training/Impact Areas). The regulation can be accessed at the following website: <http://www.knox.army.mil/Garrison/dhr/asd/docs/regs/R385-22.pdf>. The POC for this action is CST TOC.

(3) Medical Hazards. Dehydration, heat exhaustion, heat injury, heat stroke, lightning strikes, insect bites/stings, allergies, and reactions to poisonous plants are just a few of the health problems you may encounter. Cadre or Cadets with known medical problems will provide appropriate information to the respective university PMS and Army medical personnel.

(4) Appliances. Coffee makers, hot plates, or other similar heat-producing appliances are not authorized in sleeping quarters. Adequate quantities of microwaves and refrigerators will be available within Cadre barracks.

APPENDIX A – References

CC REG 145-3

Pre-commissioning Training and Leadership Development

CC Policy Memorandum 11

Cadre-Student Relationships

DODFMR 7000.14-R, Volume 7

Department of Defense Financial Management Regulation

AR 5-9

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

AR 15-6

Procedures for Investigating Officers and Boards of Officers

AR 27-10

Military Justice

AR 27-20

Claims

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 58-1

Management, Acquisition, and Use of Motor Vehicles

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 600-9

The Army Body Composition Program

AR 600-20

Army Command Policy

AR 601-210

Regular Army and Army Reserve Enlistment Program

AR 735-5

Policies and Procedures for Property Accountability

CC Reg 145-3

Army Senior Reserve Officers' Training Corps (ROTC) Basic Officer Leader Course- A (BOLC-A)—On-campus Training and Leadership Development

CC Reg 385-10

Command Safety

CC Reg 670-1

Uniform Wear and Appearance

CC PAM 145-1

ROTC Incentives Procedures

CC Pam 145-4

Enrollment, Retention and Disenrollment Criteria Policy and Procedures

Fort Knox Regulation 210-52

Basic Standards of the Human Resource Center of Excellence and Fort Knox

Fort Knox Regulation 385-22

Range Regulation (Training/Impact Areas)

APPENDIX A - Glossary

ABBREVIATIONS

AAC	Accident Avoidance Course
AAR	After Action Review
ACH	Army Combat Helmet
ACU	Army Combat Uniform
ADOS	Active Duty Operational Support
AD-PDT	Active Duty for Professional Development Training
AEO	Alternate Entry Option
AMC	Accident Management Center
APFT	Army Physical Fitness Test
APP	Appendix
AR	Army Regulation
ARC	American Red Cross
ARNG	Army National Guard
ASU	Army Service Uniform
AT/FP	Anti-Terrorism/Force Protection
ATP	Advanced Travel Payment
ATV	All-Terrain Vehicle
AUP	Acceptable Use Program
AUP	Acceptable Use Policy
BAS	Base Allowance for Subsistence
BPFT	Basic Physical Fitness Test
BEQ	Bachelor Enlisted Quarters
BOAC	Billed Officer Address Code
BOLC	Basic Officer Leaders Course
BOQ	Bachelor Officer Quarters
CAC	Common Access Card
CBRN	Chemical, Biological, Radiological, Nuclear
CCIMM	Cadet Command Information Module
CELTT	Cadet English Language Training Team
CIET	Cadet Initial Entry Training

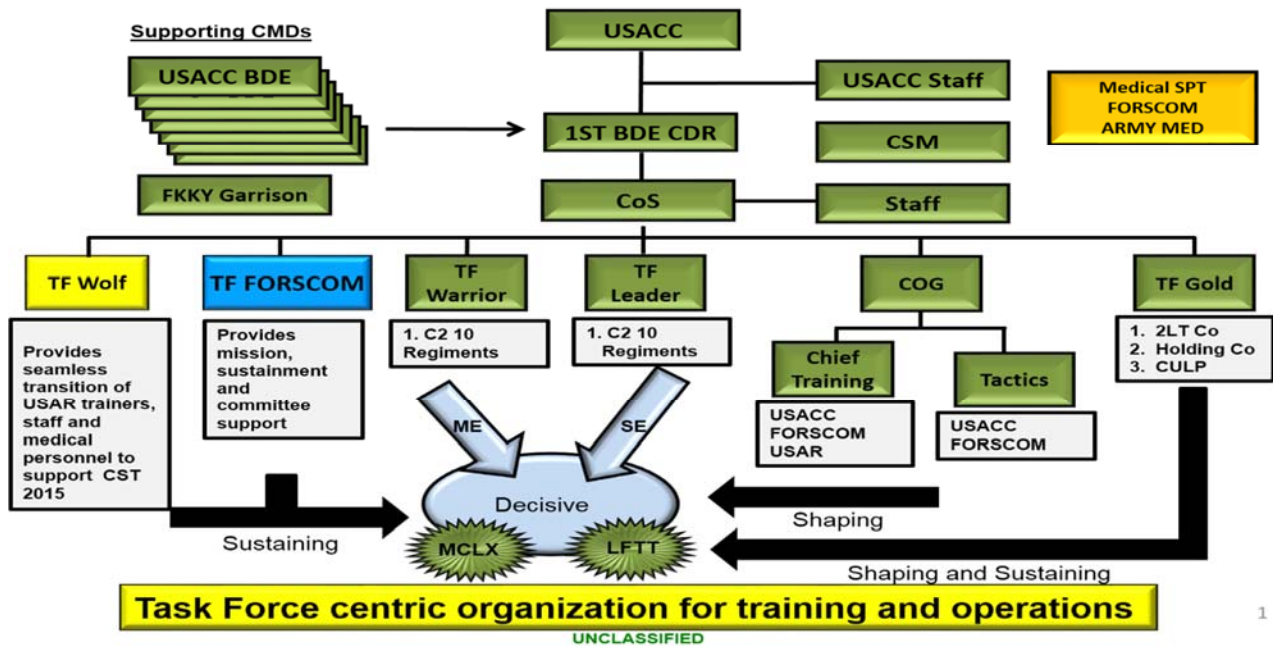
CIF	Central Issue Facility
CLC	Cadet Leader Training
CLE	Community Leader/Educator
CMT	Coach, Mentor, Trainer
COER	Cadet Officer Evaluation Report
COERSF	Cadet Officer Evaluation Report Support Form
COTM	Cadet Overseas Training Mission
CPD	Cadet Personnel Division
CPDT	Cadet Professional Development Training
CPFT	Cadet Professional Field Training
CRT	Cadet Rifle Training
CSD	CULP Support Detachment
CST	Cadet Summer Training
CTLT	Cadet Troop Leader Training
CTO	Commercial Travel Office
CULP	Cultural Understanding and Language Program
DA	Department of the Army
DAC	Department of Army Civilian
DAP	Developmental Action Plan
DITY	Do-It-Yourself
DODMERB	Department of Defense Medical Evaluation Review Board
DFAC	Dining Facility
DFAS	Defense Finance and Accounting Service
DS	Drill Sergeant
DTS	Defense Travel System
EFT	Electronic Fund Transfer
EOCC	End of Course Commissionees
FDA	Food and Drug Administration
FLIPL	Financial Liability Investigation or Property Loss
FKKY	Fort Knox, Kentucky
FKRC	Fort Knox Reception Center
FMC	Fleet Management Center
FOT	Follow-On Training

FRG	Family Readiness Group
FTCA	Federal Tort Claims Act
FY	Fiscal Year
GORP	Get Odometer Reading at Pump
GOV	Government Owned Vehicle
GSA	Government Services Administration
GTG-AD	Green to Gold-Active Duty
GUTC	Government Unit Travel Card
HIV	Human Immunodeficiency Virus
HOR	Home of Record
HRA	Human Resource Administrator
HT	Height
HTR	Hometown Recruiter
IAW	In Accordance With
ID	Identification
IG	Inspector General
IP	International Programs
IPFU	Improved Physical Fitness Uniform
JIIM	Joint, Interagency, Intergovernmental, and Multinational
JTR	Joint Travel Regulation
LCP	Leader Certification Program
LD	Line of Duty
LDP	Leader Development Program
LDRB	Leader Developmental Review Board
LES	Leave Earning Statement
LNO	Liaison Officer
LOG	Logistics
LPS	Lightning Protection System
LREC	Language Regional Expertise and Culture
MCLX	Mission Context Leadership Exercise
MEDOPS	Medical Operations
MIR	Military Institutional Representative
MMR	Measles, Mumps, Rubella

MOA	Memorandum of Agreement
MOI	Memorandum of Instruction
MOU	Memorandum of Understanding
MTR	Master Training Reference
MWR	Morale Welfare and Recreation
NCOER	Noncommissioned Officer Evaluation Report
NDEA	Non-DTS Entry Agent
NET	Not Earlier Than
NLT	Not Later Than
NOK	Next of Kin
NSTP	Nurse Summer Training Program
NTV	Non-Tactical Vehicle
OC	Officer Candidate
OER	Officer Evaluation Report
OIC	Officer in Charge
OTC	Over-The-Counter
OVM	Operational Vehicle Maintenance
PAO	Public Affairs Office
PCS	Permanent Change of Service
PMS	Professor of Military Science
POC	Point of Contact
POV	Privately Owned Vehicle
POW	Privately Owned Weapons
PPE	Personal Protective Equipment
PRT	Physical Readiness Training
PT	Physical Training
PX	Post Exchange
RAB	Regional Affiliation Brief
RAC	Regimental Action Ceremony
ROV	Recreation Off-Highway Vehicle
RSO	Range Safety Officer
RSN	Recruiting Services Network
RTO	Regimental Training Officer

SAAR	System Authorization Access Request
SDAP	Special Duty Assignment Pay
SDF	Louisville International Airport
SGLI	Service Members' Group Life Insurance
SIFT	Selection Instrument for Flight Test
SJA	Staff Judge Advocate
SMP	Simultaneous Membership Program
SNA	Statement of Non-Availability
SOFA	Status of Forces Agreement
SOP	Standard Operating Procedure
SRP	Soldier Readiness Processing
SSN	Social Security Number
STX	Situational Training Exercise
TBP	To Be Published
TDA	Table Of Distribution and Allowance
TDY	Temporary Duty
TF	Task Force
TMC	Troop Medical Clinic
TMP	Transportation Motor Pool
TOC	Tactical Operation Center
TRiPS	Travel Risk Planning System
UCMJ	Uniformed Code of Military Justice
ULLS	Unit Level Logistics System
UMT	Unit Ministry Team
USAR	United States Army Reserve
UTV	Utility Terrain Vehicle
WT	Weight

CST 2016 Task Organization



CST 2016 Staff Organization

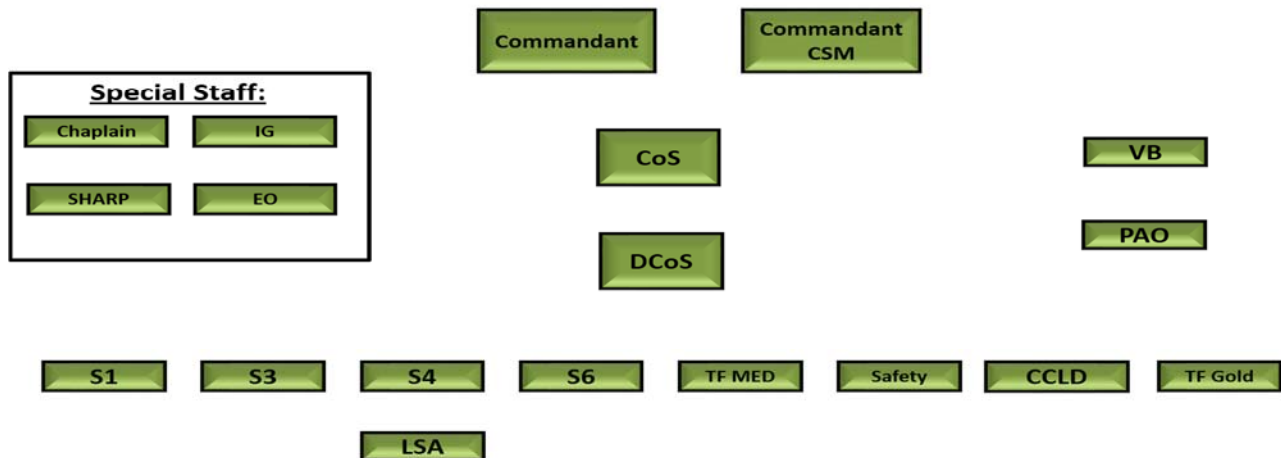


Figure B-1. CST 2016 Task Organization

C-1. CLC Cadet Clothing and Equipment PCC/PCI

1. All Cadets are required to bring the first five pages of the CC CIR 145-5 packing list (Figure C-1, CLC/CIET Cadet Packing List with Signatures and Figure C-2, CLC, CIET and LEM Miscellaneous Items) to CST 2016.

(a) Universities will conduct pre-CST inventory and inspection of Cadet's OCIE and uniforms to ensure serviceability and compliance with the packing list published in this circular. A university cadre member will conduct an inventory and serviceability inspection of each Cadet's uniforms and OCIE prior to departing to CST. The Cadet and cadre member will sign at the bottom of the checklist in the appropriate space provided. The Professor of Military Science (PMS) will validate that the Cadet inspection was completed by signing the packing list in the appropriate space.

(b) The university will maintain one copy of the packing list inventory on file until the Cadet returns from CST. Each Cadet will hand carry one copy (with required signatures) of his/her packing list to CST.

(c) Prior to CIF issue, Regimental Cadre will validate on-hand quantities and serviceability of the equipment by signing the packing list in the space provided.

(d) Each Cadet will hand carry the copy of the CST packing list with them to CIF for reconciliation.

2. Cadets must pack all Clothing and Equipment inside their two duffel bags. All items must be placed inside the duffel bag and secured with a lock (e.g. boots may not be tied to the outside). Personal luggage (e.g. suitcase) is not authorized for use. TSA reserves the right to cut locks and inspect baggage.

3. One complete set of ACUs and IPFU with footwear must be packed in carry-on luggage if traveling by air. One small carry-on luggage item, preferably solid black in color, is authorized to transit one complete set of ACUs and IPFU. This carry-on must be soft-sided (i.e. gym bag) and capable of being folded up and placed inside the duffel bags while at summer training.

4. All ACU accessories must be IAW AR 670-1. ACU patches will not be issued at CST. Special skill badges, name tapes and US Army patches are authorized to be sewn on clothing items Cadets sign for from their programs at the Cadet's expense. They are not authorized to be sewn on clothing and OCIE items drawn from CIF. CIF stocks ACUs from xs/xs to xl/xl.

5. "Under Armour" type/style undershirts are not authorized.

6. Boots must meet the AR 670-1 standard.

7. Optional Commercial Boots – AR 670-1 requires all Soldiers to have one pair each of the clothing initial issue bag item boots. This requirement includes both hot and temperate weather boots. Soldiers may wear commercial boots of a design similar to the army combat boot (tan), 8 to 10 inches in height as authorized by the commander. The boots must be made of tan rough side out cattlehide leather, with a plain toe, and have a tan, rubber outsole. Soldiers may wear optional boots in lieu of the standard issue army combat boots (tan) - hot weather and temperate weather; however, they do not replace issue boots as a mandatory possession item. Optional boots are not authorized for wear when the commander issues and prescribes standard organizational footwear for safety or environmental reasons. Unauthorized boots include, but are not limited to, corcoran jump boots, tanker boots, boots w/ zippers or any other boots not in compliance with AR 670-1. No court type shoes will be worn during CLC.

8. For "off duty activities" while at CST (i.e. 4th of July) the prescribed 'uniform' is khaki pants or conservative-length khaki shorts and School colors or solid color (preferably School and/or ROTC branded) polo-style golf shirt. (NO inappropriate clothing is authorized, which includes: tank tops, t-shirts with foul/profane language, short shorts, etc.) Weather appropriate shoes are allowed, except for open toe shoes. Cadets will be well groomed and professional in appearance, complying with policies in AR 670-1 to include the tattoo and piercing policies.

9. Boot maintenance kit is not required but highly recommended.

10. Any type of notebook is acceptable as long as it fits in the ACU cargo pocket.

11. A 6" Mini-Mag flashlight with a red lens is an acceptable alternative to the elbow type flashlight. Flashlights must have a RED lens. Cadets must bring the required spare batteries and bulbs for the flashlight they bring. Petzl type headlights are authorized, but must conform to red lens standards. These are the ONLY authorized lights - all others will not be allowed.

12. Cadets are authorized to bring additional personal hygiene items other than what is listed; however, items such as curling irons will be stored until the completion of CLC.

13. In addition to school issued safety glasses, Cadets may bring and wear lens glasses issued by their current or previous unit as part of the Rapid Fielding Initiative (RFI) program. Shaded/sunglasses are not authorized.

14. Kevlar helmet complete includes: sweatband, camo cover, chin strap, and helmet band with name. Helmet must be properly fitted for each Cadet. Name may be sewn on Kevlar name tape or may be written in block lettering. Depending on the helmet, tie

downs may change with the cover. Advanced Combat Helmet (ACH) complete includes: Camo cover, chin strap, pads, and helmet band with name. Name may be sewn on Kevlar name tape or may be written in block lettering.

15. Basic Issue Items (BII) are the items issued by the government at the University, CST CIF and the Regiment. Additional Authorized Items (AAI) are not required items but can be purchased at the Cadet's expense to aid training or increase convenience. CST nor the government will pay for AAI. Suggested items include: micro fleece cap, moisture wicking socks, gloves other than US Army issue i.e. moleskin, nomex or shooters type (leather palm) gloves (tan, black, green, ACU pattern).

16. Five Finger Shoes are Not Authorized, otherwise there is no standard color or type of running shoe required.

17. Lensatic compasses must be verified on campus and be accurate within three (3) degrees.

In accordance with Appendix 1, ANNEX F, USACC OPORD 15-08-050, Cadets will report to CST with the items identified in the CST approved packing list. University cadre will inspect cadet equipment to ensure that each cadet has the appropriate equipment according to the appropriate packing list (CLC/CIET) and that the equipment is in serviceable condition. The packing lists are provided on the following pages of this Appendix.

**Cadet Summer Training 16
Non-Contracted Cadet Packing List (Final Version as of 15 MAR 16)**

Cadet Name:	Date:	
MS Level / Host ROTC Program:		
CST Regiment:		
Items issued at Program level:	QTY	Inspector's Initials
CST Packing List w/ all information filled out and signed	1	
Cadet Handbook (recommend issue at programs)		
Camouflage Stick- Green/Loam	1	
550 Cord (10m) (GRN/BLK)	10M	
Protractor, Map	1	
Terrain Model Kit (for use during tactical training)	1	
Belt, reflective (yellow)	1	
Lensatic Compass	1	
US Flag Patches	3	
US Army, ACU Velcro	3	
Tape Name, ACU Velcro	3	
Cadet Command Unit Patch	2	
Ind. Cadet provides the following items for CST 16	QTY	
Civilian Apparel- For 'off duty activities' while at CST (i.e. 4th of July) the prescribed 'uniform' is Khaki Pants or conservative length khaki shorts, School colors or solid Color (preferably School and/or ROTC branded) polo style golf shirt . (NO inappropriate clothing, tank tops, t-shirts with foul/profane language, short shorts, etc.) Weather appropriate shoes with no open toe shoes allowed	2 sets	
Locks (Combination, keys get lost)	3	
Undergarment, cotton	7 (min)	
Washcloths, White or Brown	3	
Bath Towels, White or Brown	3	
Shoes, Shower	1	
Shoes, Running	1	
Socks, Athletic Socks, plain white, (Must cover/above ankle but no higher than mid calf. No stripes or logos)	6	
Identification Tag w/medical tags if required	1 SET	
Note Writing Pad, pocket size	As Req	
Pencils (mechanical 0.5mm), Black Ink Pens	As Req	
Bug spray (DEET)	As Req	
Personal Hygiene Items (min 30 day supply required)	As Req	
Shaving Cream	As Req	
Razor w/4blades	As Req	
Toothbrush	As Req	
Toothpaste	As Req	
Nail Clipper	As Req	
Soap bar w / Soap Container or Bottle(unscented)	As Req	
Comb / Brush (if needed)	As Req	
Deodorant	As Req	
Prescription medications in the original container with attached label (no narcotics). No over-the-counter medications that contain pseudoephedrine. MUST DECLARE DURING MEDICAL IN PROCESSING	As Req	
Laundry Detergent (High Efficiency only)	As Req	

Mandatory Female additional items:		QTY
Sport bras, suitable for running		5
Hair accessories, plain design, matching hair color		As Req
Personal Feminine Hygiene Items (20 days for the Field in the A bag or Ruck Sack)		As Req
Cadet Provides Optional		QTY
Wristwatch		1
Twin Sheet set w/ pillow		1
Mirror, small, portable, shaving		1
Gallon Size Zip-Lock Bags		10
Sewing Kit		1
Moleskin (highly recommended)		1
Hair Dryer		1
Coat Hangers		5
Beads, Pace Count		1
Swimming Suit (conservative style - one piece for females)		1
Camera (optional)		As Req
Shorts, spandex, grey or black, no logo		2
Flashlight or Mini-Mag w/red lens (with extra batteries and bulb)		1
Whistle		1
Bungee Cords, med size (black/brown/green/ACU)		5
Baby wipes/cleansing towelettes		As Req
Sunscreen		As Req
Packing List Validation		
Host School:		Date:
Inspector Rank, Name:		Inspector Signature:
PMS Name:		PMS E-mail and Phone Number
School POC:		
POC Contact Information (email and phone number):		

Cadet Summer Training 16 Contracted Cadet Packing list (Final Version as of 15 MAR 16)					
Cadet Name:					Inspection Date:
MS Level / School:					
CST Regiment:					
Cadets must report to CST with a signed copy of their packing list. PMS will validate that all Cadets have been inventoried prior to departure.					
Clothing Bag Items issued at program level (Uniform Sizes are NSN specific) ¹					
PGC	LIN	NSN	Nomenclature	QTY	Campus Cadre Initials
ALL CLC Cadets			Class B Uniform Complete w/short sleeve shirt, trousers, shoes, socks, black beret with appropriate DUI, shoulder boards w/1 pip, belt w/ buckle, and white undershirt	1 Complete Set	
End of Camp Commissionee Cadets			Army Service Uniform Complete w/ Short Sleeve Shirt, Trousers, Black Beret w/USACC DUI, Shoes, White undershirt, Name plate, belt with brass buckle, black socks, and. (EOCC with assigned branches will bring their respective shoulder boards)	1 Complete Set	
03041	B90343	8414-01-526-5346	Belt, Tan (Riggers)	1	
03787	B60315	8430-01-598-4959	Boots, Combat Hot Weather	1	
03767	B13584	8430-01-593-5752	Boots, Combat, Temperate Weather, Type II, Tan	1	
29294	C03291	8405-01-527-5330	Cap, Synthetic Microfleece, Green	1	
03713	C10345	8465-01-586-0103	Coat, ACU (Permethrin)	4	
03565	J63269	8415-01-566-3774	Gloves, Light Duty Utility, (LDUG)	1	
03140	T00041	8415-01-529-9507	IPFU/APFU TRUNKS, PR	2	
02601	T16401	8415-01-465-7362	IPFU/APFU T-SHIRT, SS	2	
02980	P12029	8415-01-519-9106	Patrol Cap, ACU	2	
02882	S89914	8440-01-508-3357	Socks, (Blk/Gm)	4	
03714	T85614	8415-01-585-9446	Trousers, ACU (Permethrin) (Must Fit Properly)	4	
02982	T24671	8415-01-519-8782	T-Shirt, Cotton, Sand Colored (Moist Wick)	4	
			Belt, reflective (yellow)	1	
93664		8455-01-524-4476	US Flag Patches	3	
29892		8455-01-531-6334	US Army, ACU Velcro	3	
99204		8455-00-000-9995	Tape Name, ACU Velcro	3	
29636		8455-01-528-8869	Cadet Command Unit Patch	2	
OCIE items issued at program level ²					
36096	B14729	8465-01-604-6541	Bag Duffel	2	
06284	B13907	8465-00-530-3692	Bag, Barracks	1	
21267	DA658Z	8465-01-398-0685	Bag, Patrol, Sleeping/FOLIAGE GRN/X-LG	1	
42193	B15825	8465-00-261-6909	Bag, Waterproof	2	
28967	DA6517	8465-01-524-7232	Belt, Molded Waist	1	
77777	DA6506	8465-01416-8517	Bivy Cover Sleeping	1	
04713	C96536	8465-01-115-0026	Canteen, 1 Quart Water Plastic	2	

03113	C28472	8415-01-521-8808	Cover, Helmet	1	
10404	F54817	8465-00-165-6838	Cup, Canteen	1	
03144	DA1556	8415-01-530-2157	Elbow Pads	1	
na	NA	4240-01-516-3460	Eye o/Spec Kit Ball/Laser (1 only)U-VEX	1	
29011	R97425	8465-01-525-0578	Core Rifleman SET, componets listed below A thru H:	1 ³	
29001	DA655K	8465-01-525-0577	A. Fight Load Carrier	1 ea	
29009	DA6593	8465-01-525-0589	B. Pouch, Hand Grenade	2 ea	
29010	DA6562	8465-01-525-0606	C. Pouch, M4 Double Mag (2 Mag Ammo pouch)	3 ea	
29012	DA658H	8465-01-525-0598	D. Pouch, Triple Mag (3 Mag Ammo pouch)	2 ea	
29008	DA6588	8465-01-525-0585	E. Pouch, Utility-Canteen	2 ea	
28970	DA653Y	8465-01-524-5232	F. Hydration System Carrier w/o bladder	1 ea	
28969	DA657E	8465-01524-5250	G. Pack, Assault	1 ea	
28963	DA6508	8465-01-524-7263	H. Waist Pack (Butt Pack) w/straps	1ea	
28701	DA651E	8465-01-519-2304	Hydration System BLADDER	1 ⁴	
na	DA654S	6545-01-530-0929	First Aid Kit (IFAK) (External Med MO)	1	
00526	J67052	4815-01-029-0113	Flight Gloves, Nomex, Sage Green-mns working gloves	1	
			Helmet, Ballistics, Helmet Grd Trp OR Army Combat Helmet	1 ⁵	
34494	K34733	8470-01-092-7527	Helmet, Grd Trp Prchutst		
03129	H53175	8470-01-529-6329	Helmet, Advanced Combat		
10328	DA151M	8415-01-524-5842	Helmet, Band Camouflage (Cat eyes)	1	
03143	DA1588	8415-01-530-2350	Knee Pads	1	
32522	L70789	8405-01-547-2559	Liner, Wet Weather, Poncho	1	
21228	M24944	8465-01-393-6515	Mat Sleeping (Foam Pad or Self inflating)	1	
29128	DA650F	8465-01-524-8368	Pack Frame, Molle	1	
91709	DA654J	8465-01-524-5285	Pack, Patrol Main Molle (RUCKSACK LG)	1	
03091	P05813	8415-01-527-4614	Parka Wet Weather	1	
32523	P17415	8405-01-547-2555	Poncho Wet Weather	1	
28968	DA655V	8465-01-524-7226	Pouch, Sustainment	2	
28966	DA652Z	8465-01-524-7240	Straps, Shoulder	1	
77777	DA659E	8465-01-547-2670	Stuff Sack Compression Blk	1	
29360	T38070	8415-01-527-1551	Trousers, Wet Weather	1	
	DA657S	8465-01-524-8415	Buckle, Male Shoulder	2	
	DA657W	8465-01-524-7241	Load Lifter Attachment	2	
¹ Uniform items must be UCP or OCP pattern					
² OCIE Camouflage patterns can be mixed (UCP with Woodland)					
³ The Core Rifleman Set (8465-01-525-0578) Consist of 8 components (A-H). The components and Qtys are listed to aid in building a complete Core Rifleman Set. Use components to build a complete Core Rifleman Set before ordering a new one					
⁴ Hydration bladders are available in multiple sizes. Ensure the correct bladder is available for the OH hydration carrier					
⁵ Both the Kevlar and ACH are authorized for wear at CST					

Items issued at Program level		
CST Packing List Inventory Signed by Campus Cadre	1	
Cadet Handbook (USACC Provides to Host programs)	1	
Camouflage Stick- Green/Loam	1	
550 Cord (10m) (GRN/BLK)	10M	
Protractor, Map	1	
Terrain Model Kit (for use during tactical training)	1	
Lensatic Compass	1	
Ind. Cadet provides the following items for CST 16:		
	QTY	
Civilian Apparel- For "off duty activities" while at CST (i.e. 4th of July) the prescribed 'uniform' is Khaki Pants or conservative length khaki shorts, School colors or solid Color (preferably School and/or ROTC branded) polo style golf shirt. (NO inappropriate clothing, tank tops, t-shirts with foul/profane language, short shorts, etc.) Weather appropriate shoes with no open toe shoes allowed	2 sets	
Locks (Combination, keys get lost)	3	
Undergarment, cotton	7 (min)	
Washcloths, White or Brown	3	
Bath Towels, White or Brown	3	
Shoes, Shower	1	
Shoes, Running	1	
Socks, Athletic Socks, plain white, (Must cover/above ankle but no higher than mid calf. No stripes or logos)	6	
Identification Tag w/medical tags if required	1 SET	
Note Writing Pad, pocket size	As Req	
Pencils (mechanical 0.5mm), Black Ink Pens	As Req	
Bug spray (DEET)	As Req	
Personal Hygiene Items (min 30 day supply required)	As Req	
Shaving Cream	As Req	
Razor w/4blades	As Req	
Toothbrush	As Req	
Toothpaste	As Req	
Nail Clipper	As Req	
Soap bar w / Soap Container or Bottle(unscented)	As Req	
Comb / Brush (if needed)	As Req	
Deodorant	As Req	
Prescription medications in the original container with attached label (no narcotics). No over-the-counter medications that contain pseudoephedrine. MUST DECLARE DURING MEDICAL IN PROCESSING	As Req	
Laundry Detergent (High Efficiency only)	As Req	
Mandatory Female additional items:		
Sport bras, suitable for running	5	
Hair accessories, plain design, matching hair color	As Req	
Personal Feminine Hygiene Items (20 days for the Field in the A bag or Ruck Sack)	As Req	

Cadet Provides Optional		QTY
Wristwatch		1
Twin size Sheet set w/ Pillow		1 set
Mirror, small, portable, shaving		1
Gallon Size Zip-Lock Bags		10
Sewing Kit		1
Moleskin (highly recommended)		1
Hair Dryer		1
Coat Hangers		5
Beads, Pace Count		1
Swimming Suit (conservative style - one piece for females)		1
Camera (optional)		As Req
Shorts, spandex, grey or black, no logo		2
Flashlight or Mini-Mag w/red lens (with extra batteries and bulb)		1
Whistle		1
Bungee Cords, med size (black/brown/green/ACU)		5
Baby wipes/cleansing towelettes		As Req
Sunscreen		As Req
Packing List Validation		
Host School: _____ Date: _____		Notes:
Inspector Rank, Name: _____	Inspector Signature: _____	
PMS Name: _____	PMS E-mail and Phone Number _____	
School POC: _____		
Phone Number: _____		

Figure C-1: CST 16 CLC and CIET Packing List

APPENDIX D - Cadet Records and CCIMM Checklist

1. Document Preparation Guidance for Cadet Record Items

a. Information Regarding DD Form 93, Record of Emergency Data.

(1) Aliens are not required to complete item 9.

(2) Advise Cadets to carefully consider designating NOK because this is the person initially notified in the event of death or serious injury/illness. Cadets must ensure all information provided for their next of kin is current and accurate. Record the NOKs name and complete telephone number in item 13.

(3) Ensure the information entered on DD Form 93 matches data entered on the SGLI/NOK Validation Document.

b. Information regarding SGLV Form 8286, Servicemen's Group Life Insurance Election.

(1) All contracted Cadets (except aliens) attending CST are eligible for a maximum of \$400,000 SGLI while attending CST, and while proceeding directly to and from FKKY under orders issued by competent authority. Cadets receive full coverage (\$400,000) unless the Cadet desires to waive SGLI or be insured for a lesser amount. Cadets attending CST who desire SGLI coverage will automatically have premiums withheld from their CST pay, unless they are Simultaneous Membership Program (SMP) participants, who are having SGLI premium deductions withheld from their Reserve Component pay.

(2) Cadets electing SGLI coverage must pay the monthly cost of coverage, whether coverage is for one day or the entire month. Insurance in force at the time of completion or termination of an individual's stay at CST or conclusion of CTLT will remain in force until the completion of the month.

(3) All Cadets, except aliens, are required to complete this form at time of contracting. Each Cadet attending CST must review and initial this form not earlier than 1 April 16. If the Cadet desires to change the form, the change must be entered into CCIMM for the information to reach DFAS. Exercise care in completion of this form since it will become effective should death or serious injury occur while a Cadet is enroute to or from FKKY or while attending CST. Ensure strict compliance with the provisions of AR 600-8-1, Government Life Insurance, SGLI Veterans Group Life Insurance, U.S. Government Life Insurance and National Service Life Insurance, Para 11-30, which requires the rights, benefits, and privileges under SGLI be explained to all Cadets prior to completion and during review of the form.

(4) SMP participants, who are presently covered by SGLI with premium deductions being withheld from their drill pay, need not take additional SGLI while attending CST. SMP Cadets must review and initial this form not earlier than 1 April 15.

(5) Cadets not electing SGLI coverage, must annotate the SGLV Form 8286, in his/her own handwriting; "I want no insurance."

CST CADET PERSONNEL RECORDS CHECKLIST			
CADET NAME (LAST, FIRST, MIDDLE NAME, NAME EXTENSION):			HOST SCHOOL:
The following documents must be hand-carried to CST by ALL Cadets. Any incomplete or incorrect packets will cause delay at in-processing and may negatively impact the Cadet's ability to start training.			
INITIAL	QTY	DOCUMENT	REMARKS
	1	Commissioning Packet (if applicable)	
	1	DD Form 93, Record of Emergency Data	Verify CCIMM record contains the same information
	1	DD Form 2983, Recruit/Trainee Prohibited Activities Acknowledgement	Must be signed within one calendar year of CST graduation date
	1	Follow-On Training (copy of orders and travel itinerary required)	Type: Location:
	1	Return Travel Itinerary	Do not schedule flights for prior to 1500 EST on graduation day. EOCC may depart after 1700 EST on commissioning day.
	1	Valid Common Access Card (CAC) with known PIN (Contracted Cadets Only)	A new CAC is required if expiration date is within 60-days of CST report date. Fort Knox does not waiver the DoD proof of identification requirements for replacement CAC while in training. Ensure Cadets travel with 2 forms of valid identification (example: driver's license and university identification card).
	1	Enterprise Email Account (CLC Only)	Address:
	1	Family information for those attending graduation / commissioning (see security notice, below)	Name(s): Email: Date(s) of Birth:
	1	Family Member VIP Information (Elected Official or General Officer)	Name / Position:
	1	COER Support Form	
	Optional	Medical Records / Physical Profile	All supporting documents for change in medical status after the initial record review IAW USACC Cir 145-5.
	1	Medical Consent Form	Required for Cadets under 18-years old; see USACC Cir 145-5 for appropriate forms
	1	Verify all bank and accounting information in CCIMM	Student/Cadet Information \ Pay Tab
	Optional	Early Release Request (if applicable)	
	Optional	Post-Graduation Release to Family Member Request	
HRA NAME, PHONE NUMBER AND EMAIL ADDRESS:			
<p>Security Notice: Fort Knox is an active military installation and all parties entering are subject to a security screening. Based on the family information provided, <u>Directorate of Emergency Services (DES)</u> is conducting advanced screening for all individuals you identify as attending Family Day or graduation activities. Questions about this process may be directed to the DES at (502) 624-6118/6818.</p>			

Figure D-1. CST Cadet Personnel Record Checklist

OFFICER APPOINTMENT CHECKLIST

The following must be completed prior to executing the DA Form 71, OATH OF OFFICE:

Cadet seeking Appointment: (Last, First Mi.) _____

SSN: _____ Proposed Date of Appointment: _____

Host Program: _____

Academic Program: _____

___ Cadet is on a signed officer nomination (scroll).

1. Reserve of the Army for most Cadets Signed Date: _____

2. RA for Green to Gold ADO/CST Cadre/GBRs Signed Date: _____

3. AMEDD for 2LT's selected as Army Nurse or Medical Service Corps:

Signed Date: _____

___ Cadet is a United States Citizen.

___ Cadet requires no waivers. If a waiver(s) was required, it has been approved.

(Age, civil conviction, RE Code, dependency, etc.)

1. Type of waiver: _____ Approval Date: _____

2. Type of waiver: _____ Approval Date: _____

3. Type of waiver: _____ Approval Date: _____

___ Cadet has a qualified physical. Date: _____ (less than 2 years old)
Medical Exam (SF Fm 88 & 93) or DODMERB Fm 2351 and 2492, 2808 and
2807-1, and medical waiver (if applicable) on hand and ready for iPERMS.

___ Cadet has completed all Military Science requirements. CLC, Military History, etc)

___ Cadet has a "SECRET" security clearance. Date Granted: _____

- MI branched Cadets – Top Secret initiated (Active Duty only)
- OD (EOD) Cadets – Top Secret initiated (Active Duty only)

___ Cadet meets age requirements.

___ Cadet passed an Army APFT within 60 days of commission/meets AR 600-9.

1. APFT Date: _____

2. Ht:_____ Wt:_____ BF%_____ GO / NO GO

3. Memorandum from the PMS regarding compliance with height/weight standards and APFT results.

___ Bachelors Degree conferred _____ Date:_____

___ Urinalysis completed with a negative result within 90 days of commission.

1. Date of Urinalysis: _____

2. Date results received and verified:_____

___ If SMP, coordination for ARNG or USAR discharge has been made for the day prior to appointment. SMP Contract -DA Fm 4824-R USAR or NGB Fm 594-1 as applicable is on hand and ready for iPERMS.

___ If selected for commissioned service in the ARNG or USAR, provide the following:

1. LOA or VHR

2. UIC: _____

3. Paragraph: _____

4. Line Number: _____

5. Branch/AOC: _____

___ If required, Cadet meets minimum English Aptitude (ECL or OPI) for appointment.

I validate, as the appointing authority, that Cadet_____

meets all eligibility requirements for appointment. (Last, First MI)

JOHN E. DOE

RANK, BRANCH

Professor of Military Science

(Electronic Signature) (CAC Enable)

CST END OF COURSE COMMISSIONEE FILE FOLDER			
CADET NAME (LAST, FIRST, MIDDLE NAME, NAME EXTENSION):			HOST SCHOOL:
The following documents must be hand-carried to CST by ALL End of Course Commissionees. Any incomplete or incorrect packets will cause delay at in-processing and may negatively impact commissioning.			
	QTY	DOCUMENT	REMARKS
	1	Request for Commissioning Memorandum	
	1	USAR Memorandum of Appointment	
	1	Regular Army Memorandum of Appointment	
	1	Transcript with degree conferred/award date	
	1	Memorandum from Registrar	Only required if transcript does not have degree conferred/award date
	1	DA Form 705 (APFT Card)	Must be within 60 days of commissioning
	1	DA Form 5500/5501 (Body Fat Worksheet – Male/Female)	Must be within 60 days of commissioning (if applicable)
HRA NAME, PHONE NUMBER AND EMAIL ADDRESS:			
Request HRA information so commissioning documents can be corrected if required and commissioning documents can be emailed after commissioning in a timely manner.			

Figure D-2. Officer Appointment Checklist

CONSENT FOR MEDICAL AND DENTAL CARE OF MINOR

Name of Cadet: __

Social Security Number: _____

School: __

Occasionally, a Cadet will require medical or dental care while at Fort Knox. Except in an emergency, a doctor or dentist cannot provide treatment without first obtaining consent from an authorized individual. In the case of a Cadet under the age of 18, authorized individuals include parents, guardians, and persons designated by a parent or guardian. As the parent or guardian of a Cadet under the age of 18, please tell us how we can contact you to obtain consent in the event your child requires medical or dental care.

Names of Parents/Guardians:

Address (es) of Parents/Guardians:

Telephone Number(s) of Parents/Guardians:

MEDICAL POWER OF ATTORNEY

You may authorize your child, or any adult, to act in your place and give consent for medical or dental treatment. If you wish to do so, please check the appropriate box (es) below and complete the remainder of this form. You will need to have your signature notarized.

I authorize _____ (name of Cadet) to consent to medical or dental care for himself or herself. I certify he or she is at least 16 years of age.

I authorize _____

_____ (name, address, and telephone number of third party) to consent to medical or dental care. I certify this individual is at least 18 years of age.

The person(s) named above is (are) authorized to consent to any and all medical and dental treatment deemed necessary by a duly licensed physician or dentist, and to execute any consent required by medical or dental authorities incident to the provision of medical, surgical, or dental care to Cadet _____. I authorize the person(s) named above to perform any and all acts, deeds, and things whatsoever as fully and effectually as I might and could do in my own person if personally present. I do hereby ratify and confirm each of the lawful acts of the person(s) named above. I intend for this to be a Durable Power of Attorney, which shall continue to be effective if I become disabled, incapacitated, or incompetent. Unless sooner revoked or terminated by me, this document shall become null and void on _____. (This document may be valid for up to three years.)

Date _

Parent or Guardian X _____

NOTARIZATION

CONSENT FOR MEDICAL AND DENTAL CARE OF MINOR

Name of Cadet: __

Social Security Number: _____

School: _____

State of __

County of _____

I, the undersigned, certify I am a duly commissioned, qualified, and authorized notary public. Before me personally, within the territorial limits of my warrant of authority, appeared Grantor, who is known to me to be the person who is described herein, whose name is subscribed to, and who signed this Power of Attorney as Grantor, and who, having been duly sworn, acknowledged this instrument was executed after its contents were read and duly explained, and such execution was a free and voluntary act and deed for the uses and purposes herein set forth.

In witness whereof, I have hereto set my hand and affix my official seal on
_____.

X_____ My Commission Expires: _____ Notary Public

CONSENT FOR MEDICAL AND DENTAL CARE OF MINOR

Privacy Act Statement

1. **AUTHORITY:** The authority for the collection of personal information is 10 United States Code Section 3013.
2. **PRINCIPAL PURPOSE:** The purpose for soliciting this information is to determine those persons possessing legal authority to consent for medical and dental care for Cadets under the age of 18.
3. **ROUTINE USES:** Any information you disclose can be provided to members of the Department of the Defense who have a need for this information in the performance of their official duties. In addition, any information may be disclosed to the U.S. Department of Justice when necessary in the defense of litigation brought against the Department of Defense or against members of the agency as a result of actions taken in their official capacity.
4. **DISCLOSURE MANDATORY OR VOLUNTARY – THE EFFECT OF NOT PROVIDING INFORMATION:** Providing the information is voluntary. There is no adverse effect to you for not furnishing the information. However, the failure to provide information may result in the denial of, or a delay in furnishing, no emergency medical or dental care to Cadets under the age of 18.

Figure D-3. CONSENT FOR MEDICAL AND DENTAL CARE OF MINOR

CULP Personnel Check list

CULP CADET RECORD CHECKLIST			
Name:			
SSN:			
Cycle:			
CULP CADET RECORD CHECKLIST			
ITEM #	DESCRIPTION	YES	NO
1	AD-PDT orders (6 copies)		
2	Travel Orders and Amendments (1 Copy)		
	Copy of Cadet Contract		
3	DD Form 93 , Emergency Data (1 Copy)		
4	SGLV-Serviceman's Group Life Insurance (1 Copy) .		
5	CC Form 139-R		
6	Two sets of ID tags including necessary medical tags		
7	CAC ID Card		
8	CDC Form 731 , International Certificate of Vaccination (YELLOW SHOT RECORD)		
9	Completion Certificate for AT-1		
10	Completion Certificate for SERE-100		
11	ISO-PREP (PRMS) Enrollment Certificate		
12	Completion Certificate for COCOM specific Human Rights Training		
13	Copy of Security Clearance Verification or JPAS		
14	Copy of Tourist Passport Information Page & Visa Page		

15	Copy of Official Passport Information Page & Visa Page		
----	--	--	--

NOTE: HRAs will collect copies of the listed records and assemble a Soldier Readiness Packet. Documents must be uploaded. Upload instructions will be published in future FRAGORD.

Figure D-4. CULP Personnel Check list

APPENDIX E - CST Medical Records

INFORMATION PAPER

Subject: Cadet Summer Training DD Form 2807-1.

1. Purpose: To provide information on how to fill out DD Form 2807-1 for Cadet Summer Training

2. Facts:

a. Background. Cadet Summer Training (CST) physicals historically used varying paper forms and mailed documents between institutions. The Army has directed reduction in paper usage and costs and increase in permanent filing of documents. To meet these changes there will be changes to CST physical documentation and process.

b. The mandatory electronically fill enable DD Form 2807-1 will be posted to IKROme USACC Surgeons page

<http://IKROme.usaac.army.mil/web/usacc/surgeon>.

c. Instructions for DD Form 2807-1

(1) Fill-in blocks 1-4.

(2) Blocks 5, 6a and b are already completed.

(3) Block 6.c, select "Commissioning" if contracted Cadet or "ROTC Scholarship Program" if pending a contract or "other" Flight Physical.

(4) Block 7.a. use Military Science (MS) year number (i.e. MSIII). If Simultaneous Membership Program (SMP) or Green to Gold (G2G), include current enlisted rank and component. If civilian, leave blank. Block 7b leave blank.

(5) Block 8 annotate any medications, herbal supplements, vitamins, and over the counter medications. Then in block 29, write the additional information of Medication name, dose, and condition requiring the medication, start date (year and month): OR STATE NONE.

(6) Block 9, list any allergies with a note in block 29 of the reaction to those allergens. I.e. hives, shortness of breath, diarrhea, vomiting, or my mom told me.

(7) Blocks 10-28, answer yes if at any time in your life you had these conditions. Block 18 is for females only. If yes and addressed in DODMERB then write "See DODMERB PE" and state current status of the condition (resolved without issues, resolved with the following limitations, stable with explanation of what made it stable and if unstable explain). If new since DODMERB PE, give a short description of the

condition with age, when it started, end date if applicable, treatment, sequelae (i.e. I cannot run), explanation of medications used if not listed under block 8, provider name and or hospital, and current status of the condition (i.e. resolved, resolving, stable, unstable). If needed, you may continue on block 30, just ensure to start the explanation with "written by (your name)" and after the last entry fill-in the next line with (---) Nothing Follows (---) all the way across. Sample: 15.c. See DODMERB PE has resolved without any limitations. Another sample: 12.h. At age 20 I sprained my left ankle while running was treated with Motrin and ice by Dr Beaumont, I do not recall the dates, but resolved in less than 6 months without any issues, I continue to participate in basketball, softball and track without any ankle issues.

- d. The DD Form 2807-1 should be electronically provided to the school in fillable PDF format and processed per the regulations, policies and circulars.
- e. Do not sign the DD Form 2807-1.
- f. The DD Form, 2807-1 will be loaded in the Cadets electronic folder in the CST medical records sharepoint.
- g. Instructions detailing processing of CST medical records in sharepoint will be addressed in an annual FRAGO to the CST OPOD.

CST MEDICAL RECORD CHECKLIST			
NAME (LAST, FIRST, MI):		HOST SCHOOL:	
<input type="text"/>		<input type="text"/>	
<p>The following documents must be electronically filled out; exceptions are DODMERB physical and Shot records which must be scanned in PDF format. All documents must be uploaded to CST Medical Records SharePoint.</p> <p>Use the following Naming convention: CADET LAST NAME, CADET FIRST NAME MI, Last Four SSN, Document Name. I.E. Smith, Jane L 1111 DD 2808.</p> <p>Any incomplete or incorrect packets will delay Cadets Medical clearance to attend CST.</p>			
QTY	DOCUMENT	REMARKS	
<input type="text"/>	1 Registration	Form needed to create electronic medical record. <input type="text"/>	
<input type="text"/>	1 DD Form 2807-1	Fill out PDF version electronically. Report of Medical History (3 page form); Complete items 1 - 29, pages 1 & 2; Complete name and SSN on page 3. http://ikrome.usaac.army.mil/web/usacc/surgeon <input type="text"/>	
<input type="text"/>	1 DD Form 2808	Fill out PDF version electronically. Report of Medical Examination (3 page form); Complete items 1 – 16. Name and SSN automatically populates on page 2 and 3. http://ikrome.usaac.army.mil/web/usacc/surgeon <input type="text"/>	
<input type="text"/>	1 DODMERB Physical	DD form 2351 and DD form 2492 (SMP MEPS PE with DODMERB Qualified stamp). Cadet's ENTRANCE medical examination; Include initial medical consultation and tests, evaluated for entry into the ROTC Program; Include a copy of any subsequent medical examinations. <input type="text"/>	
<input type="text"/>	1 Shot Records or DD2766	PDF format. Provider/clinic completed document only. Only SMP/G2G may use DD 2766 from MEDPROS. https://medpros.mods.army.mil/MEDPROSNew/default.aspx <input type="text"/>	
<input type="text"/>	1 DD Form 2005	Privacy Act Statement – Health Care Records. Administrative information must be typed the information: name in signature block, may only use last four of SSN, and date signed. Most likely will have to pen sign. http://www.dtic.mil/whs/directives/forms/dd/ddforms2000-2499.htm <input type="text"/>	
<input type="text"/>	As Req'd Medical Waiver	MUST provide proof of approved waiver for a medical disqualification. DODMERB letter and USACC memo <input type="text"/>	
<input type="text"/>	As Req'd Memorandum For Record	For Cadets whose medical examinations have been lost, misplaced, destroyed, etc. <input type="text"/>	
<input type="text"/>	As Req'd Cadet Command form 131-R	Only for medical waivers and determinations not already in progress. <input type="text"/>	
<input type="text"/>	As Req'd Other Medical Documentation	Include all medical documentation generated since the Cadet's initial physical. Flight physical (FP) requests <input type="text"/>	

Figure E-1. CST Medical Record Checklist

Cadet Mini-Registration

Please type your response in the provided fields. Date _____

Cadets Last name _____ First name _____ Middle name _____

Social Security # _____ Gender M F

Date of Birth (DD/MM/YYYY) _____

Street Address _____

City _____ State _____ ZIP _____

Telephone (Home) _____ (Cell) _____

Host School _____ FICE CODE _____

School HRA Telephone _____

School _____

City _____ State _____ ZIP _____

SMP Unit Name _____ UIC _____

SMP Unit POC & Telephone _____

SMP Unit Street Address _____

SMP City _____ State _____ ZIP _____

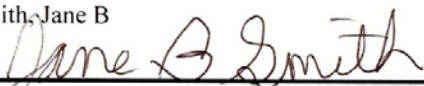
Are you a Service Member? Yes No If yes, Army Regular Reserves
National Guard.

Are you a Dependent of a Service Member? Yes No

If yes: Sponsor's Social Security # _____

List known allergies and reaction: None _____

Figure E-2. CST Medical Record Mini Reg

PRIVACY ACT STATEMENT - HEALTH CARE RECORDS		
<i>THIS FORM IS NOT A CONSENT FORM TO RELEASE OR USE HEALTH CARE INFORMATION PERTAINING TO YOU.</i>		
1. AUTHORITY FOR COLLECTION OF INFORMATION INCLUDING SOCIAL SECURITY NUMBER (SSN) Sections 133, 1071-87, 3012, 5031 and 8012, title 10, United States Code and Executive Order 9397.		
2. PRINCIPAL PURPOSES FOR WHICH INFORMATION IS INTENDED TO BE USED This form provides you the advice required by The Privacy Act of 1974. The personal information will facilitate and document your health care. The Social Security Number (SSN) of member or sponsor is required to identify and retrieve health care records.		
3. ROUTINE USES The primary use of this information is to provide, plan and coordinate health care. As prior to enactment of the Privacy Act, other possible uses are to: Aid in preventive health and communicable disease control programs and report medical conditions required by law to federal, state and local agencies; compile statistical data; conduct research; teach; determine suitability of persons for service or assignments; adjudicate claims and determine benefits; other lawful purposes, including law enforcement and litigation; conduct authorized investigations; evaluate care rendered; determine professional certification and hospital accreditation; provide physical qualifications of patients to agencies of federal, state, or local government upon request in the pursuit of their official duties.		
4. WHETHER DISCLOSURE IS MANDATORY OR VOLUNTARY AND EFFECT ON INDIVIDUAL OF NOT PROVIDING INFORMATION In the case of military personnel, the requested information is mandatory because of the need to document all active duty medical incidents in view of future rights and benefits. In the case of all other personnel/beneficiaries, the requested information is voluntary. If the requested information is not furnished, comprehensive health care may not be possible, but CARE WILL NOT BE DENIED. This all inclusive Privacy Act Statement will apply to all requests for personal information made by health care treatment personnel or for medical/dental treatment purposes and will become a permanent part of your health care record. Your signature merely acknowledges that you have been advised of the foregoing. If requested, a copy of this form will be furnished to you.		
SIGNATURE OF PATIENT OR SPONSOR Smith, Jane B 	SSN OF MEMBER OR SPONSOR 000-00-1234	DATE 20141218

DD FORM 2005, FEB 76

PREVIOUS EDITION IS OBSOLETE.

Adobe Professional 7.0

Figure E-3. Example of DD Form 2005

CADET INITIAL ENTRY TRAINING (CIET) – MEDICAL OPERATIONS PRE-PARTICIPATION PHYSICAL FORM - *MEDICAL HISTORY FORM*
 Name (Print): _____ Gender: Male Female

DATE OF EXAM: ___/___/___
 Age: ___ Date of birth: ___/___/___

Are you now or have you ever been treated for any of the following:

Allergies:

	YES	NO	EXPLAIN				
Asthma	<input type="checkbox"/>	<input type="checkbox"/>					
Diabetes	<input type="checkbox"/>	<input type="checkbox"/>					
Hypertension (high blood pressure)	<input type="checkbox"/>	<input type="checkbox"/>					
Heart Condition	<input type="checkbox"/>	<input type="checkbox"/>					
Skipped or irregular heart beats	<input type="checkbox"/>	<input type="checkbox"/>					
Migraine Headaches	<input type="checkbox"/>	<input type="checkbox"/>					
Ear/Sinus problems/ear tubes	<input type="checkbox"/>	<input type="checkbox"/>					
Heat Injury/stroke/rhabdomyolysis	<input type="checkbox"/>	<input type="checkbox"/>					
Psychiatric/psychological and emotional difficulties	<input type="checkbox"/>	<input type="checkbox"/>					
Learning Disorders (i.e. ADHD, ADD)	<input type="checkbox"/>	<input type="checkbox"/>					
Bleeding disorders	<input type="checkbox"/>	<input type="checkbox"/>					
Fainting spells/passed out/head injury	<input type="checkbox"/>	<input type="checkbox"/>					
Thyroid Disease	<input type="checkbox"/>	<input type="checkbox"/>					
Kidney Disease	<input type="checkbox"/>	<input type="checkbox"/>					
Sickle Cell Disease	<input type="checkbox"/>	<input type="checkbox"/>					
Seizures	<input type="checkbox"/>	<input type="checkbox"/>					
Sleep disorders (i.e. sleep apnea)	<input type="checkbox"/>	<input type="checkbox"/>					
GI Problems (i.e. abdominal, digestive)	<input type="checkbox"/>	<input type="checkbox"/>					
Surgery List when and what type:	<input type="checkbox"/>	<input type="checkbox"/>					
Serious injury/concussion When and what:	<input type="checkbox"/>	<input type="checkbox"/>					
Mononucleosis	<input type="checkbox"/>	<input type="checkbox"/>					
Have you ever had an injury (e.g. sprained muscle or ligament tear, or tendonitis, that caused you to miss an athletic event) If yes, circle affected area below:	<input type="checkbox"/>	<input type="checkbox"/>					
Have you had any fractured bones or dislocated joints? If yes, circle below:	<input type="checkbox"/>	<input type="checkbox"/>					
Have you had a bone or joint injury that required x-rays, MRI, CT, surgery, injections, rehabilitation, Physical Therapy, a brace, a cast, or crutches? If yes, circle below:	<input type="checkbox"/>	<input type="checkbox"/>					
Head	Neck	Shoulder	Upper Arm	Elbow	Forearm	Hand/ fingers	Chest
Upper Back	Lower Back	Hip	Thigh	Knee	Calf/ Shin	Ankle	Foot/ Toes
FEMALES ONLY							
Have you ever had a menstrual period	<input type="checkbox"/>	<input type="checkbox"/>					
How old were you when you had your first menstrual period?	AGE: _____						
How many periods have you had in the last 12 months	# _____						

MEDICATIONS:
 List all medications currently used. (If additional space is needed, please photo copy this part of the health form.)
 Inhalers and EpiPen Information must be included, even if they are for occasional or emergency use only.

Medication: _____
 Strength: _____ Frequency _____
 Reason for medication: _____
 Date Started _____
 Temporary Permanent

Medication: _____
 Strength: _____ Frequency _____
 Reason for medication: _____
 Date Started _____
 Temporary Permanent

Medication: _____
 Strength: _____ Frequency _____
 Reason for medication: _____
 Date Started _____
 Temporary Permanent

Medication: _____
 Strength: _____ Frequency _____
 Reason for medication: _____
 Date Started _____
 Temporary Permanent

Medication: _____
 Strength: _____ Frequency _____
 Reason for medication: _____
 Date Started _____
 Temporary Permanent

Be sure to bring medications in the original containers and make sure they are NOT expired, including inhalers and EpiPens (approved). You SHOULD NOT STOP taking any maintenance medications. If applicable, ensure you bring two pairs of glasses and prescription.

Figure E-4. Safe to Train Physical

CADET INITIAL ENTRY TRAINING (CIET) – MEDICAL OPERATIONS PRE-PARTICIPATION PHYSICAL FORM - MEDICAL HISTORY FORM

Name (Print): _____ Date of birth: _____
 Height: _____ Weight: _____ Meets Height/Weight Limits Yes No Pulse: _____ BP: _____ / _____ (_____ / _____)
 Vision R 20/ _____ L 20/ _____ Corrected: YES NO Pupils : EQUAL UNEQUAL

	NORMAL	ABNORMAL	ABNORMAL FINDINGS	INITIALS**
MEDICAL				
Eyes	<input type="checkbox"/>	<input type="checkbox"/>		
Ears	<input type="checkbox"/>	<input type="checkbox"/>		
Nose	<input type="checkbox"/>	<input type="checkbox"/>		
Throat	<input type="checkbox"/>	<input type="checkbox"/>		
Pulses	<input type="checkbox"/>	<input type="checkbox"/>		
Lungs	<input type="checkbox"/>	<input type="checkbox"/>		
Heart	<input type="checkbox"/>	<input type="checkbox"/>		
Abdomen	<input type="checkbox"/>	<input type="checkbox"/>		
Skin	<input type="checkbox"/>	<input type="checkbox"/>		
Genitalia (males only) ***	<input type="checkbox"/>	<input type="checkbox"/>		
Inguinal Hernia	<input type="checkbox"/>	<input type="checkbox"/>		
Emotional Adjustment	<input type="checkbox"/>	<input type="checkbox"/>		
MUSCULOSKELETAL				
Neck	<input type="checkbox"/>	<input type="checkbox"/>		
Back	<input type="checkbox"/>	<input type="checkbox"/>		
Shoulder/arm	<input type="checkbox"/>	<input type="checkbox"/>		
Elbow/forearm	<input type="checkbox"/>	<input type="checkbox"/>		
Wrist/hand	<input type="checkbox"/>	<input type="checkbox"/>		
Hip/thigh	<input type="checkbox"/>	<input type="checkbox"/>		
Knee	<input type="checkbox"/>	<input type="checkbox"/>		
Leg/ankle	<input type="checkbox"/>	<input type="checkbox"/>		
Foot	<input type="checkbox"/>	<input type="checkbox"/>		
OTHER				
Glasses (contacts)	<input type="checkbox"/>	<input type="checkbox"/>		
Braces	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>		

Allergies (to what agent, type of reaction, treatment)

I certify that I have, today, reviewed the health history, examined this person and approved this individual for participation in:

- CIET Cleared without restriction
 CIET Cleared with recommendations for further evaluation or treatment for:

Not cleared for: Physical Fitness Activities, Specific Activities:

Reason:

HCP Printed Name _____ MD / DO / NP / PA-C _____ Signature: _____ Address: _____ City, State, Zip _____ Office Phone: _____ Date: _____

HT/WT Standards		MAX	MAX	MAX	MAX
HT (inches)	Minimum WT	Male age 17-20	Male age 21-27	Female Age 17-20	Female Age 21-27
58	91			122	124
59	94			127	128
60	97	139	141	132	134
61	100	144	146	136	137
62	104	148	150	140	141
63	107	153	155	145	147
64	110	158	160	149	151
65	114	163	165	154	156
66	117	168	170	160	160
67	121	174	176	163	166
68	125	179	181	168	171
69	128	184	186	173	176
70	132	189	192	178	181
71	136	194	197	183	186
72	140	200	203	189	191
73	144	205	208	194	196
74	148	211	214	199	203
75	152	217	220	205	208
76	156	223	226	210	213
77	160	229	232	216	219
78	164	235	238	222	224
79	168	241	244	227	230
80	173	247	250	233	236

Figure E-4. Safe to Train Physical (continued)

Letter Head

ATCC-xxDate

MEMORANDUM FOR Commandant, Cadet Summer Training, Fort Knox KY, 40121

SUBJECT: Request for Class 1A Flight Physical at the Cadet Leader Course (CLC)

1. I am requesting a Class 1A Flight Physical for _____ (Cadet's full name) from the _____ (School Name).
2. Cadet ___ took the Selection Instrument for Flight Training (SIFT) on _____ (date) with a score of _____.
3. SIFT Score was entered in CCIMM Training module on _____ (date).
4. I have discussed with this Cadet his/her desires to branch aviation and based on his/her performance as the Cadet's PMS he/she has demonstrated the potential to branch aviation.
5. Point of contact is the undersigned at email and phone number.

PMS NAME
Rank, Branch
Title

Figure E-5. Flight Physical Request

APPENDIX F – Cadre In-Processing Checklists

CST CADRE IN-PROCESSING CHECKLIST			
CADRE NAME (LAST, FIRST, MIDDLE NAME, NAME EXTENSION):			HOST SCHOOL:
The following documents must be hand-carried by ALL personnel supporting CST. Any incomplete or incorrect packets will cause delay in in-processing and may negatively impact ability to start training.			
INITIAL	QTY	DOCUMENT	REMARKS
	1	Servicemembers' Group Life Insurance (SGLV)	Military only
	1	DD Form 93, Record of Emergency Data	Military only
	1	DD Form 2982, Recruiter/Trainer Prohibited Activities Acknowledgement	ALL cadre-must be signed within one calendar year of scheduled CST departure date
	Optional	Personnel Records	Bring all documents needed to update DD93/SGLV (marriage certificate, divorce decree, birth certificates, etc)
	1	Officer Record Brief / Enlisted Record Brief	Military only
	1	Joint Personnel Adjudication System (JPAS) verification of security clearance.	Printed confirmation is required prior to gaining computer access at Fort Knox.
	1	Valid Common Access Card (CAC) with known PIN	Fort Knox does not waiver the DoD proof of identification requirements for replacement CAC while in training. Ensure Cadre travel with 2 forms of valid identification.
	Optional	Medical Records	USACC military only-All supporting document for change in medical status to update MEDPROS.
	1	Enterprise Email Account	Address:
	1	Cadre Pre-Certification Memorandum	See CST Execution OPORD
		OF-346 (US Gov Motor Vehicle Operator's Identification Card), DA Form 348 (Equipment Operator's Qualification Record), and 15-PAX Van Certification	
PMS or OIC NAME, PHONE NUMBER AND EMAIL ADDRESS:			
<p>All USACC Military Personnel: IAW USACC directive, 100% of USACC military personnel must complete Soldier Readiness Processing during in-processing. Fort Knox will repeat all over the age of 40 PHA labs unless complete after 1 April 2016 within a MTF. The SRP Site will determine the required medical and personnel stations based upon each individual's status in MEDPROs and Army field personnel information systems. All military personnel will utilize the full services available within this process to sustain individual readiness.</p>			

Figure F-1. Cadre In-Processing Checklist

LIEUTENANT IN-PROCESSING CHECKLIST		
Name:		
Phone/email address:		
Active Duty Date:		
School:		
CST Assignment:		
Report Date:	Depart Date:	# Days:
Required CST Documents: These documents must be scanned and sent in an encrypted email to: Anthony.j.baptiste.civ@mail.mil, and cc to Shannon.a.viau.civ@mail.mil The subject line must read: 2LT PERSONNEL RECORDS, 2LT LAST NAME, FIRST NAME (HOST SCHOOL NAME)		
ITEM #	DESCRIPTION	CHECK
1	One complete sets of orders and approved 1610s to include amendments	
2	W4 Employee Withholding Allowance (2014 or 2015 versions)	
3	DD Form 2058 Statement of Legal Residence (most recent version)	
4	DD Form 2058-1 State Tax Exemption (if applicable) (most recent version)	
5	DA Form 5960 (BAH), Need copy of marriage/birth certificate and copy of court order for child support, if applicable (most recent version)	
6	ATZK-CM 3564 Uniform Allowance Statement	
7	DA 3685 Pay Election (most recent version)	
8	SF 1199 Direct Deposit with a voided check (most recent version)	
9	Advance Pay Request for Accession Officers (USACC version)	
10	DD 93 Emergency Data (copy) (most recent version)	
11	SGLV 8286 Servicemen's Group Life Ins Election and Cert.	
12	NGB Form 22 and Discharge Order if applicable	
13	DA 71 Oath of Office (most recent version)	
.		
Required Personnel Documents (hand carry the following to CST):		
ITEM #	DESCRIPTION	CHECK
1	Military Personnel Record	
2	DA 31 (If selected for Immediate Active Duty, leave form must be effective the date of commission (or depart from school) through CST report date.	
3	DD 1610	
4	DD 1610 OBC	
5	DA 71 (Oath of Office)	
6	DA 705 (APFT Score Card)	
7	Medical Record and commissioning physical	
9	Immunization Record	

Figure F-2. 2LT In-Processing Checklist

APPENDIX G – POV Storage SOP

a. Responsibilities.

(1) The TF Warrior and Leader have overall responsibility for the Cadet POV storage area.

(2) Regimental Cadre. The Regiment will execute this SOP, ensuring only authorized Cadets use the POV Storage Area, accessible through coordination with CST Transportation and ensure only authorized POVs are placed in the POV Storage Lot. The Regiment will coordinate with the CST Transportation cell for access to the POV storage lot and ensure HFL Form 45 and HJB Form 49 are used to inventory and document the condition of incoming and outgoing vehicles. A logbook, containing all forms, will be maintained in the Regimental TOC. Vehicle keys will be retained and secured in the Regimental TOC.

(3) Cadet. Each Cadet using the POV Storage Lot will ensure the POV has proper state registration, a current driver's license, and vehicle insurance. Cadets will complete HFL Form 45 and ensure only authorized items are stored in the vehicle. Cadets must remove POVs from the lot within 48 hours from CST completion or from the time the Cadet is dismissed from CST.

b. Operating Procedures.

(1) Vehicle In-Processing.

(a) Upon arrival at CST, Cadets with POVs will report to the Regimental in-processing area and notify the Regimental Cadre of the need to place POV in the POV Storage Area.

(b) The Regimental Cadre will verify the vehicle has a valid state registration and current insurance coverage and will verify the Cadet has a valid driver's license.

(c) The Cadet will complete HFL Form 45 and POV Storage Agreement (Fig R-2). The Cadet will initial the top right of HFL Form 45 indicating he or she understands the conditions for the use of the Cadet POV Storage Lot. A copy of HFL Form 45 will be placed in the vehicle, a copy will be given to the office of the TF Warrior or Leader, and the original will be kept with the Regimental logbook.

(d) A joint inspection will be conducted by the Cadet owner of the POV and a representative from the Regimental Cadre to verify all information indicated on HFL Form 45 is correct. The inspecting Cadre will sign, date and print their name on the bottom of the form to indicate the completion of the inspection.

(e) In extreme circumstances and approved by the TF Warrior and Leader, the Cadet may allow a personal representative to pick up the POV on behalf of the Cadet. The Cadet will, prior to reporting to CST, obtain a notarized Special Power of Attorney (POA). The POA should specifically refer to the Make, Model, Year, Color, VIN as stated on the HFL Form 45 the Cadet completed. The HFL Form 45, Section II, should specifically refer to the POA. A copy of the POA will be attached to the HFL Form 45. The Cadet will give the original POA to his or her representative.

(f) HJB 49 (POV Inspection Checklist, Fig R-3) will be filled out by the Regimental Cadre Representative and placed in the Cadet POV logbook.

(g) The CST Cadet POV Storage Lot In/Out-Processing Inspection Checklist will be filled out and maintained in the Cadet POV Storage logbook and maintained at the Regimental Operations Center.

(h) The POV Storage Agreement will be filled out and signed by the Regimental Cadre conducting the inspection and by the Cadet.

(2) Disposition of the POV.

(a) Remove all personal property from the POV - Loss of personal items left in vehicle may not be compensable by the government. All personal and military items such as clothes, tool, CDs, etc, should be removed and stored with your personal property.

(b) Identify a point of contact in case of emergency regarding the POV - In case there is an emergency concerning the POV, it will be the necessary for the Regimental Cadre to have the name, unit, address, and telephone number of a POC.

(c) Make copies of the vehicle's registration, the insurance card, and the Cadet's driver's license. The POV registration and proof of insurance are necessary

for the Cadet to store the POV in the POV Storage Lot. Copies of these three (3) documents will be included in the packet.

(d) Ensure the vehicle inspection form (HJB 49) is properly filled out and correctly reflects pre-existing damage to the POV. Ensure inspector correctly annotates the condition of the vehicle prior to placement in POV storage.

(e) Provide copies of the following: One (1) copy of POA (if required), three (3) copies of the registration, and three (3) copies of proof of current insurance.

- (f) Two (2) copies of the entire packet will be reproduced. The original will remain with the Cadet keys in the Regimental Logbook, one (1) copy will be placed in the Cadet's POV, and one (1) copy will go in the office of the TF Warrior or Leader Logbook.

(g) Vehicle Keys will be secured in the Regimental Operations Center.

(3) Vehicle Out-processing.

(a) Within 48 hours after the Cadet completes or has been dismissed from CST, the Cadet will remove their POV from the POV Storage Facility. The chain of command will be notified if the Cadet fails to remove the POV within 48 hours. If no action is taken within five (5) days, the vehicle will be considered abandoned. The Military Police will be notified to remove it from the installation.

(b) A Regimental Representative will coordinate with the TF Warrior or Leader Operations Cell, building 5931, for removal of Cadet vehicles from the POV storage lot. The Regimental Cadre will out-process stored POVs. The copy of HFL Form 45 placed on the dashboard during in-processing will be returned and placed in the logbook along with the original. The original copy will be signed and dated by the owner or authorized individual upon leaving the area and turned into the TF Warrior or Leader Operations Cell for retention until the end of CST.

DISPOSITION OF POV DURING OWNER'S ABSENCE

FIGURE G1: Cadet POV Registration Form HFL Form 45 (Front)

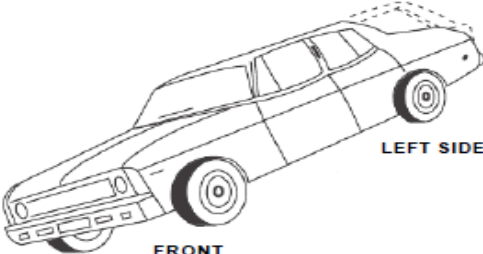
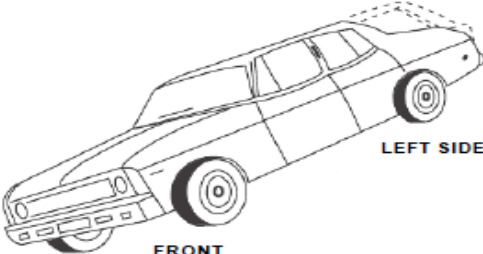
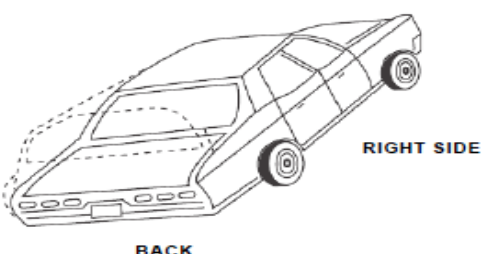
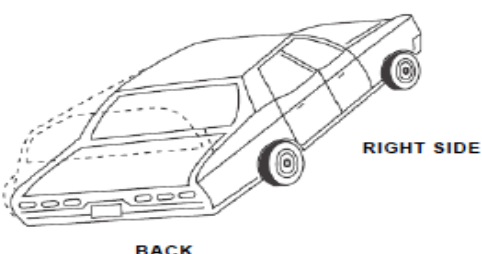
DISPOSITION OF POV DURING OWNER'S ABSENCE <small>For use of this form see I Corps and Fort Lewis RSOP</small>					
PRIVACY ACT STATEMENT					
<p>AUTHORITY: Title 5 U.S.C. 301, Executive Order 9397. PRINCIPAL PURPOSE(S): To administer programs devoted to the well-being of Army personnel and other authorized users and specifically to identify individual owners and provide contact information concerning personally owned vehicle(s) stored in the vehicle storage lots for personnel who have deployed. ROUTING USES: These records or information contained therein may specifically be disclosed outside the DoD as a routine use pursuant to 5 U.S.C. 552a(a)(3). DISCLOSURE: Disclosure of information is voluntary. Failure to provide the requested information will result in the denial of use of the long-term POV storage lots.</p>					
INSTRUCTIONS					
(All Required Information will be Printed in Ink)					
<p>1. Sections I - May be completed in advance, odometer block will be completed upon turn-in. 2. Distribution of copies: a. Copy No. 1 will remain on file with the the Soldier's unit POV Representative. b. Copy No. 2 will be given to Soldier turning in the POV. c. Copy No. 3 will remain in the vehicle while in storage and placed on dash board face down.</p> <p>Temporary POV parking is made available, without gratuity, while owner is absent due to military requirements. Valuables will be removed from POV. POV will be picked up within 60 days after deployment or disposed of IAW existing DOD Directives and/or Regulations. Owner's initials: _____</p>					
SECTION I PRE-DEPLOYMENT					
PRINT OWNER'S NAME (Last, First, MI)		RANK	SSN (LAST FOUR)	ORGANIZATION	
MAKE	MODEL	YEAR	COLOR	LICENSE No.	STATE
VIN NUMBER			POST DECAL	ODOMETER	
SIGNATURE OF OWNER			DATE		
NAME OF UNIT INSPECTOR		GRADE/RANK	SIGNATURE OF UNIT INSPECTOR		DATE
<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  <p>FRONT</p> </div> <div style="text-align: center;">  <p>LEFT SIDE</p> </div> <div style="text-align: center;">  <p>RIGHT SIDE</p> </div> <div style="text-align: center;">  <p>BACK</p> </div> </div>					
DESCRIPTION OF DAMAGE PRIOR TO DEPLOYMENT					

FIGURE G1: Cadet POV Registration Form HFL Form 45 (Back)

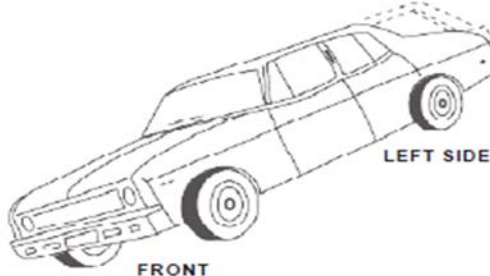
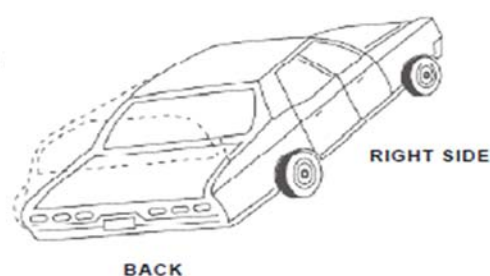
SECTION II			
THE FOLLOWING INFORMATION IS TO BE WRITTEN ON THE BACKSIDE OF THIS FORM AND PLACED FACE UP ON DASH BOARD.			
SOLDIER'S NAME: _____			
ORGANIZATION: _____			
UNIT CONTACT NUMBER: _____			
SECTION III - POST DEPLOYMENT			
PRINT OWNER'S NAME (Last, First, MI)	RANK	SSN (LAST FOUR)	ORGANIZATION
SIGNATURE OF OWNER		DATE	
NAME OF UNIT INSPECTOR	GRADE/RANK	SIGNATURE OF UNIT INSPECTOR	DATE
POV IS IN THE SAME CONDITION PRIOR TO DEPLOYMENT <input type="checkbox"/> YES <input type="checkbox"/> NO (If no, please specify)			
CONDITION OF POV (Record marks, exposed metal and/or structural damage)			
 <p>LEFT SIDE</p> <p>FRONT</p>		 <p>RIGHT SIDE</p> <p>BACK</p>	
DESCRIPTION OF DAMAGE UPON RETURN FROM DEPLOYMENT			

FIGURE G-2: Cadet POV Inspection Form HJB Form 49

POV INSPECTION CHECKLIST			
For use of this form, see Fort Knox Reg 385-10			
OWNER/OPERATOR'S NAME: _____			
UNIT: _____		DUTY PHONE: _____	
YEAR/TYPE VEHICLE: _____		MILEAGE: _____	
ITEM	SAT	UNSAT	REMARKS
1. LIGHTS			
a. Headlights	<input type="checkbox"/>	<input type="checkbox"/>	_____
b. Taillights	<input type="checkbox"/>	<input type="checkbox"/>	_____
c. Backing lights	<input type="checkbox"/>	<input type="checkbox"/>	_____
d. Emergency flashers	<input type="checkbox"/>	<input type="checkbox"/>	_____
e. Turn signal indicators	<input type="checkbox"/>	<input type="checkbox"/>	_____
f. Brake lights	<input type="checkbox"/>	<input type="checkbox"/>	_____
2. GLASS			
a. Windshield	<input type="checkbox"/>	<input type="checkbox"/>	_____
b. Rear window	<input type="checkbox"/>	<input type="checkbox"/>	_____
c. Rear-view mirror	<input type="checkbox"/>	<input type="checkbox"/>	_____
3. EXHAUST SYSTEM			
4. WINDSHIELD WIPERS/WASHERS			
5. HORN			
6. STEERING SYSTEM			
7. BRAKE SYSTEM			
a. Driving brakes	<input type="checkbox"/>	<input type="checkbox"/>	_____
b. Emergency brake	<input type="checkbox"/>	<input type="checkbox"/>	_____
8. TIRES (including spare and changing equipment)			
9. SUSPENSION SYSTEM/SHOCK ABSORBER/S/SPRINGS			
OVERALL RATING	<input type="checkbox"/>	<input type="checkbox"/>	_____
COMMENTS			

(d) Cadet POV Storage Checklist:

- CLEAN YOUR POV INSIDE AND OUT**
 - This makes the inspection of your vehicle easier and eliminates the potential for **Rodents** entering your vehicle or accumulation of odor because of food left inside the vehicle.

- REMOVE ALL PERSONAL PROPERTY FROM YOUR POV**
 - Loss of personal property left in your vehicle may not be compensable by the government. All personal property such as shoes, clothes, tools, CD's, CD cases, tapes, car seats, TA-50, paperwork, etc should be removed and stored with your **Personal Property**.

- REMOVE ALL PORTABLE ACCESSORIES FROM YOUR POV**
 - Remove portable radios, tape players, CD players, DVD players, speakers, amplifiers, etc. If these items can be removed from your vehicle, it is **HIGHLY RECOMMENDED** they be removed.

- MAKE SURE ALL FLUID LEVELS ARE AT THE PROPER LEVEL**
 - Having all fluid levels in your vehicle at the proper levels prior to storage will decrease your chances of having any problems with your vehicle when you pick it up.

- HAVING PROPER TIRE AIR PRESSURE IN ALL 4 TIRES**
 - It is **highly recommended** you have the proper tire air pressure in all tires during storage. This will help keep your tires in good condition and from going flat during storage.

- DOCUMENTS REQUIRED TO STORE YOUR POV?**
 - HFL 45 and HJB 49 Completed by Cadre.
 - Proof of Insurance and Registration.
 - I.D. Card.
 - Power of Attorney for pick up of vehicle (if applicable)

FIGURE G-3: Cadet POV Storage Checklist