

## SECTION A – GENERAL INFORMATION

### CHAPTER 1 GENERAL

#### 1. REFERENCES.

- a. AR 145-1, Senior Reserve Officers' Training Corps Program: Organization, Administration and Training.
- b. TRADOC Reg 145-1, Basic and Advanced Camp Program.
- c. Cadet Command Reg 145-3, Precommissioning Training and Leadership Development.
- d. Cadet Command Tactical SOP
- e. Cadet Command Cir 145-00-1, Administrative Preparation for the ROTC Advanced Camp, published annually.
- f. Cadet Command Cir 145-00-2, Advanced Camp Cadet Information, published annually.
- g. Cadet Command Cir 145-00-3, Advanced Camp Cadre Information, published annually.
- h. Additional references applicable to specific chapters or sections are listed therein.

#### 2. CAMP CONCEPT.

- a. Cadet Command's mission is to **COMMISSION** the future leaders of the US Army. Within that framework the camp mission is to **TRAIN** cadets to Army standards, **DEVELOP** leadership and **EVALUATE** their officer potential. Advanced Camp is the single most important block of training in the career of the Army cadet. It is often the first exposure to the Active Army and it is the only arena where cadets from various college campuses undergo a common, high quality training experience.
- b. Training at camp uses small unit tactical training as the vehicle for evaluating cadet potential to serve as a commissioned officer. Advanced Camp is intentionally tough and introduces stress. Throughout the five weeks cadets encounter physical and mental obstacles which challenge them personally, as soldiers, and as leaders. Cadets gain self-confidence as individuals and enhance collective cohesion and esprit through platoon competition.
- c. Advanced Camp training is sequenced in a logical, building-block manner that allows an efficient flow of training for each cycle. Training covers basic military skills in individual and squad levels needed for the tactical exercises and culminates with tactics instruction at the platoon level.

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d. Evaluation is constant and begins shortly after the cadet arrives. The tactical officers and NCOs advise, coach, and, ultimately, render an official evaluation of the cadet's potential to serve as an officer.

3. **TREATMENT OF CADETS.** Cadre will ensure that cadets are treated with respect, both as adults and as future officers. No one will require cadets to participate in any activity that may be construed as degrading to human dignity. All individuals in leadership positions at camp will ensure that all cadre members are oriented on proper treatment of cadets and cadre relationship with cadets. Practices prohibited include:

a. Shouting at a cadet in an aggressive manner or using profanity or derogatory language.

b. Relieving a cadet.

c. Ridiculing cadets in the presence of other cadets.

d. Mass punishment, undue harassment, and any type of physical contact with cadets.

e. Socializing, fraternization, and exercising undue familiarity with cadets.

f. Undue punishment or degrading criticism in evaluating a cadet's performance.

g. Hazing of any form.

4. **MILITARY COURTESY.**

a. Cadet and cadre leadership will enforce high standards of military courtesy and discipline at all times.

b. Address Cadets as “Cadet \_\_\_\_” with respect and dignity. Cadets may also be addressed as Mister or Miss in conjunction with their last name.

5. **CADET/CADRE RELATIONSHIPS.** It is the responsibility of each Advanced Camp cadre member to understand the problems of sexual harassment and improper relationships between cadre and cadets and to maintain the highest standards of honesty, impartiality, and conduct to ensure the proper performance of our Advanced Camp mission. Neither behavior will be tolerated and, upon occurrence, will be dealt with expeditiously and personally by the Camp Commander.

a. **Sexual Harassment.**

(1) Sexual harassment is a form of discrimination that involves unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature when any of the following occurs:

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(a) Submission to or rejection of such conduct is made either explicitly or implicitly 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 that person.

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

(2) Any cadre member who:

(a) 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 is engaging in sexual harassment.

(b) Makes deliberate or repeated unwelcome verbal comments, gestures, or physical contact of a sexual nature is engaging in sexual harassment.

### b. **Improper Relationships Between Members of Different Ranks.**

(1). The regulatory restriction found in AR 600-20 prohibits relationships between members of different rank that involve:

(a) The appearance of partiality or preferential treatment

(b) The improper use of rank or positions for personal gain, which is prejudicial to good order, discipline, and morale.

(2) Because of the superior-subordinate relationship which exists between cadets and cadre at Advanced Camp, personal and romantic relationships between cadets and cadre are strictly prohibited. All cadre members will conduct themselves in a manner that cannot be misinterpreted by cadets or others as being partial or preferential.

### c. **Reporting Offenses.**

(1) Regimental TACs will discuss the topics of sexual harassment and improper relationships with their cadet regiments. Committee Chiefs will discuss these topics with their cadre, direct support, and Reserve Component personnel.

(2) Individuals who have been subjected to sexual harassment or improper advances will report it to their Chain of Command, or if that is not possible, to take the matter to the Inspector General.

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### **CHAPTER 2 CAMP ORGANIZATION**

#### **1. COMMAND AND STAFF.**

- a. Commander, Fourth Region, is the Camp Commander.
- b. Deputy Camp Commander and Chief of Staff are responsible for the detailed conduct of the camp, organization for effective operations and for establishing procedures whereby breaches of discipline will be promptly reported to the commander concerned for appropriate action.
- c. Commander, I Corps and Fort Lewis, provides, within existing capabilities and mission priorities, necessary equipment, facilities, augmentation and support personnel for the ROTC Advanced Camp.
- d. The United States Army Reserve Command provides augmentation personnel.

#### **2. ADVANCED PLANNING ORGANIZATION.**

- a. The staff organization during the advanced planning phase parallels the camp organization. Personnel from Headquarters, Fourth Region, fill staff coordinator positions for each camp staff area of responsibility. These staff coordinators normally serve on the camp staff to provide continuity between the planning and execution phases.
- b. The staff coordinators will form a pre-camp planning committee to coordinate and take action on matters prior to the beginning of camp. This committee will function under the supervision of the Region Chief of Staff and its activities will be coordinated by the Deputy, Training Division.

#### **3. ORGANIZATION DIAGRAM:** See Figure A-1.

### **CHAPTER 3 DUTIES AND RESPONSIBILITIES**

**1. COMMAND GROUP FUNCTIONS.** Exercises command and control over all advanced camp personnel, elements, activities, and resources. Specific duties are listed below.

- a. **Camp Commander.**
  - (1) Responsible for the overall execution of advanced camp.
  - (2) Serves as convening authority for cadet boards.
  - (3) Is the approving authority for cadet early release.

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- b. **Deputy Camp Commander.**
  - (1) Monitor cadet training.
  - (2) Monitor committees' training and evaluation of cadets.
  - (3) Assume duties of Camp Commander in his absence.
- c. **Chief of Staff.**
  - (1) Supervise/coordinate staff operations.
  - (2) Assume duties of Camp Commander in absence of CC or DCC.
  - (3) Submit Daily Report to Cadet Command.
- d. **Commandant of Cadets.**
  - (1) Set standards for regimental training and discipline.
  - (2) Responsible to the Camp Commander for command and control of cadet regiments.
  - (3) Refer cases for cadet performance boards, as appropriate.
  - (4) Review the board results and forwards the findings to Camp Commander.
  - (5) Coordinate and administer Leader Stakes Competition.
  - (6) Supervise the implementation of the Regimental Physical Security Plan.
  - (7) Supervise operation of LNO Sections.
  - (8) Supervise Cadet Holding Company Operations.
  - (9) Lead for end of camp commissioning.
- e. **Deputy Chief of Staff.**
  - (1) Maintain appearance and operation of camp headquarters.
  - (2) Schedule and prepare the camp conference room for briefings or meetings.
  - (3) Monitor and control parking of vehicles and traffic circulation.
  - (4) Coordinate and maintain Camp Commander's daily schedule.
  - (5) Manage activities of Camp HQ admin support personnel.

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### **f. Chief, Cadet Boards.**

- (1) Supervise operation of the Cadet Boards Section.
- (2) Serve as one of two Board Presidents.
- (3) Ensure that boards are properly convened and that a thorough and impartial examination is conducted IAW AR 145-1, AR 15-6, and guidance from the Camp Commander.
- (4) Make recommendations through the Commandant of Cadets and Deputy Camp Commander to the Camp Commander concerning disposition of cadet board cases.
- (5) Ensure that a Board President counsels non-scholarship cadets who decline to appear before an Evaluation Board.

### **g. Camp Command Sergeant Major.**

- (1) Supervise NCO operations.
- (2) Reinforce Army Regulation, Camp SOP, Morale, Discipline and conduct of all cadre and cadet assign to Advanced Camp.
- (3) Monitor the conduct of training for Platoon Tactical NCOs.

### **h. IG. Serve as the Inspector General.**

i. **Region LNO.** Represent the Region Commander on all matters pertaining to cadets and cadre. Participate in boards, keep MIRs apprised of marginal cadet information, and counsel cadets in absence of MIR.

## **2. STAFF FUNCTIONS.**

### **a. PERSONNEL & ADMINISTRATION DIVISION (P&A).**

- (1) Perform cadre In- and Outprocessing and weigh-in.
- (2) Provide cadre personnel accounting and strength reports
- (3) Provide cadre support including evaluations and academic reports for Active, Reserve and National Guard personnel assigned to camp and coordinating with ROTC Regions for promotion orders, finance documents and leave processing
- (4) Coordinate camp mail support and oversee mailroom. Process official mail.
- (5) Coordinate civilian personnel support including time cards, hiring and personnel actions.

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- (6) Publish appropriate camp regulations, orders, and daily bulletins.
  - (7) Request, and distributing forms and publications.
  - (8) Authenticate correspondence.
  - (9) Operate copying and distribution center, including daily distribution pickups at 4th Region Headquarters.
  - (10) Coordinate morale support services including Post Exchange services, barber shop, drink vending machines, postal stamps sales, ATM support, Cadet/Cadre T-shirt sales, newspaper (USA Today) vending machines.
  - (11) Develop, process and complete cadet and cadre awards.
  - (12) Compile and publish the P&A Advanced Camp After Action Report.
  - (13) Issue temporary vehicle passes.
  - (14) Coordinate Accessions Briefings for camp cadre.
- b. **CADET PERSONNEL DIVISION (CPD).**
- (1) Perform cadet in/outprocessing actions.
  - (2) Process cadet personnel actions to include initiation of medical waivers. Coordinate cadet personnel actions with other regions having cadets at the Fort Lewis camp.
  - (3) Coordinate cadet pay matters.
  - (4) Prepare and distribute cadet strength reports and statistical reports.
  - (5) Receive and maintain cadet personnel and medical records. Return records to appropriate schools upon completion of camp.
  - (6) Coordinate and provide necessary paperwork for the commissioning of cadets at camp.
  - (7) Conduct orientation of all cadets scheduled for Cadet Troop Leader Training (CTLT), Air Assault, and Airborne Training upon conclusion of Advanced Camp.
  - (8) Issue orders or amendments on cadets selected to attend CTLT, Air Assault, and Airborne Training upon conclusion of Advanced Camp.
  - (9) Arrange for issue and turn-in of Government Transportation Requests for cadet travel.

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(10) Issue and account for, as required, cadet identification (ID) cards and tags.

(11) Coordinate cadet physical examinations and urinalysis.

(12) Complete Preparation for Overseas Replacement (POR) on all cadets selected for attendance at the Northern Warfare Training Course, Air Assault - Hawaii, or CTLT outside the continental United States.

(13) Advise units of cadets who should not take the APFT because of medical profile or incomplete medical examinations.

(14) Advise the Deputy Camp Commander and the Camp Commander on early releases from camp.

(15) Advise the camp staff and process all actions concerning Cadet Personnel Management matters.

(16) Coordinate and process Accession Photos.

### **c. TRAINING DIVISION.**

(1) Conduct all committee instruction.

(2) Coordinate and publish training schedules.

(3) Determine requirements for training facilities. Request required facilities and manage utilization.

(4) Procure, maintain, and issue training aids, to include MILES and regimental tactical equipment for Squad and Platoon STX.

(5) Request appropriate aviation assets to support training.

(6) Coordinate the Camp Commander's rehearsals of training with the committees and the command group.

(7) Coordinate use of assigned Training Division classrooms.

(8) Overwatch physical training, administration of the Army Physical Fitness Test (APFT), and other regimental taught training, as appropriate.

(9) Coordinate orientation and preparation requirements for cadets attending the Northern Warfare Training and Air Assault Courses.

(10) Manage the issue and turn-in of ammunition with the Installation Ammunition Management Office and supporting units.

(11) Coordinate cadet movement to training and other military transportation requirements with RM and installation as required.

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- (12) Assign billets for ROTC cadre.
- (13) Oversee the operation of the Camp Tactical Operations Center.
- (14) Coordinate and conduct Regimental Affiliation Ceremonies.
- (15) Coordinate and conduct Graduation/Commissioning Ceremonies.
- (16) Coordinate and conduct Branch Orientation
- (17) Arrange and monitor medical support.
- (18) Develop the camp stationing plan.

d. **RESOURCE MANAGEMENT (RM).**

- (1) Administer and manage camp logistics.
- (2) Coordinate transportation requirements.
- (3) Develop camp logistics support concept.
- (4) Maintain supply demand data for future camp planning.
- (5) Establish and supervise the operation of camp dining facilities.
- (6) Monitor the preparation and maintenance of cadet facilities by host units.
- (7) Ensure primary user accountability of camp buildings.
- (8) Monitor engineer job orders and work requests.
- (9) Ensure refuse collection in the camp area.
- (10) Coordinate laundry support.
- (11) Coordinate grass cutting in training and billet areas.
- (12) Ensure emplacement of chemical latrines and inspection of all field latrines.
- (13) Coordinate dust abatement as required.
- (14) Provide Camp Fire Marshal.
- (15) Obtain end-of-camp costs from Madigan Army Medical Center and various activities of Fort Lewis.

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(16) Extract from Fort Lewis financial reports the direct charges to Fourth Region mission funds.

(17) Provide (telephonically to the appropriate region headquarters) the direct charges to that region's mission funds.

(18) Consolidate cost data for report preparation, to include identification of costs by appropriation and major command.

(19) Provide copier support for camp operations.

### **e. EVALUATION SECTION.**

(1) Execute the cadet evaluation system using the Leadership Development Program (LDP) methodology.

(2) Conduct TAC Staff and Training Committee Evaluator training.

(3) Forward two copies of the Cadet Evaluation Report (CC Form 67-9) for each cadet who successfully completes Advanced Camp to appropriate battalion commanders and one copy to respective Region Headquarters within two weeks of camp closure.

(4) Conduct evaluation training for Training Division training committees

### **f. PROTOCOL SECTION.**

(1) Maintain liaison with the Deputy Camp Commander/Chief of Staff, Secretary to the General Staff and the Protocol Officer, I Corps and Fort Lewis, to obtain early notification of all visitors and to ascertain the Commander's desires concerning itineraries and/or agendas.

(2) Prepare and distribute the itinerary for each official visitor.

(3) Arrange billets, transportation, reception, and escort of visitors when this service is not provided by the Protocol Officer, Fort Lewis.

(4) Prepare a camp information brochure for each visitor.

### **g. EDUCATOR'S VISIT SECTION:** Coordinate and conduct the Educators' Visit.

### **h. PUBLIC AFFAIRS OFFICE (PAO).**

(1) Conduct public relations programs to gain and maintain public understanding, good will, and support of ROTC.

(2) Disseminate advanced camp information to appropriate information media in accordance with advanced camp policies.

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(3) Maintain liaison with, receive, and escort civilian and military media representatives, and assist them in obtaining material relating to advanced camp.

(4) Supervise preparation of Hometown News Release Information Forms and providing forms to the US Army Hometown News Center.

(5) Distribute command information materials to cadets.

(6) Publish and distribute the Advanced Camp newspaper.

(7) Provide information and/or news articles on camp activities to the official Fort Lewis newspaper.

(8) Prepare and distribute the camp yearbook.

(9) Provide photo support.

### **i. INFORMATION MANAGEMENT OFFICE (IMO).**

(1) Provide automation equipment for all staff sections, committees, and regiments. Maintain operational status of equipment throughout camp.

(2) Set-up and maintain communications network.

(3) Provide handheld Motorola radios and base stations.

(4) Set-up and monitor radio network. Coordinate Motorola (UHF and VHF) frequency assignments and single channel FM frequencies with I Corps, G-6 Frequency Manager. Coordinate User Group assignments and programming for Motorola UHF radios with the 1115<sup>th</sup> Signal Battalion (DOIM).

(5) Coordinate with AAFES for pay phone installation and service, and monitor operational status.

(6) Coordinate with 1115<sup>th</sup> Signal Battalion (DOIM) for desk phone service in all staff buildings, regiment HQs, and cadre billets.

(7) Provide Help Desk support for all automation equipment, radio equipment, phones, and CCIMS. Provide technician support (troubleshooting) for all work orders phoned into the Help Desk.

(8) Provide CCIMS training and on-going assistance to all staff sections, regiments and committees.

(9) Provide CCIMS operations cell for centralized processing of certain CCIMS data, i.e., unit assignments, status changes, etc.

**3. I Corps ROTC SUPPORT MISSION COMMANDER (RSMC) FUNCTIONS.** The RSMC is responsible for the coordination and command and control of all I Corps,

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tenant unit, and installation support of ROTC Advanced Camp. The RSMC is a component of I Corps and coordinates all support through I Corps G3 Operations. The RSMC Command and Control (C2) cell oversees the following:

a. Regimental Host Unit (RHU). Prepares billets for occupation and provides base support (administrative, logistical) for assigned regiment.

b. Staff Augmentees.

(1) Physical Security Liaison Officer (LNO) - Responsible for establishing, operating, and closing down the ROTC Advanced Camp arms rooms (buildings 4D11, 7D11) in accordance with I Corps and Army Physical Security Regulations. Oversees the Sergeant of the Guard cell within the RSMC C2 headquarters.

(2) Transportation LNO - Responsible for coordinating and executing transport of equipment to and from training areas (i.e. Milvans, Conexes, Bleachers, etc.).

(3) Engineer Support - Responsible for assisting in training area/range preparation and maintenance prior to and throughout the conduct of camp. Improves/Maintains roads to and from Training Areas and Ranges.

(4) Medical Support - Provides/Oversees medical training support requirements (medics/field ambulances). Ensures appropriate I-Corps training committee representatives receive required preventive medicine training.

(5) Budget - Tracks/Reports all I Corps unit expenditures to support Advanced Camp.

c. I Corps training committee support elements.

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### CHAPTER 4 GLOSSARY OF TERMS

Advanced Camp at Fort Lewis	Official TRADOC term for the camp. Used in historical documents.
Advanced Camp	Day-to-day title for the ROTC Advanced Camp
Cadet	Official term for a student enrolled in ROTC. Used in written correspondence such as board actions, certificates, etc.
Camp Noncommissioned Officer of the Day (CNCOD)	Primary assistant to the COD.
Camp Officer of the Day (COD)	Represents the Camp Commander during non-duty periods. Performs staff duty functions.
Company Evaluation Officer/NCO (CEO/CENCO)	Primarily responsible for the daily evaluation of cadets in company-level leadership positions.
Company Tactical Officer (CTO)	ROTC MAJ/CPT (with PTO experience) assigned to each cadet company. Primarily responsible for supervision and quality control of the evaluation process at platoon level.
Mister/Miss	Spoken title for cadets. Used in oral communications and less formal correspondence.
Platoon Tactical NCO (PTNCO)	ROTC SFC/MSG in each platoon. Assists PTO.
Platoon Tactical Officer (PTO)	ROTC CPT/MAJ in each platoon. Prime responsibility for evaluating cadet's performance.
Regiment Tactical Officer (RTO)	Senior ROTC officer in the regiment. Normally a LTC PMS.
Regiment Tactical NCO (RTNCO)	Senior ROTC NCO in the regiment. Normally a SGM.
Regiment Tactical SGM (RTSGM)	Interchangeable with RTNCO.

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### **CHAPTER 5 REQUIRED DOCUMENTS AND REPORTS**

**1. AFTER ACTION REPORT (AAR).** Staff sections/activities will prepare after action reports in accordance with format at Figure A-2. Submit AARs in 5 copies to the Training Division prior to the close of your committee, staff section or regiment. Place AARs in preprinted AAR folders with the staff title and year clearly labeled on the front. Regimental AARs go through the Commandant of Cadet, Staff AARs will be approved by Chief of Staff, and Committee AARs by the Deputy Camp Commander. Once approved by an O-6, all AARs folders will then go to 4<sup>th</sup> Region Training Division. Place AARs in paper and disk form in preprinted AAR folders with Regiment and year clearly labeled on the front.

#### **2. CAMP EVALUATION REPORT (RCS ATCC-190(RA)).**

a. Camp operations, historical information, manpower and cost data, and recommendations regarding future camps. Regions must forward (to whom?) recommendations for future camps separately not later than 15 July annually.

b. Responsibilities.

##### **(1) Training Division.**

- (a) Has overall responsibility for compiling the report.
- (b) Prepare the Camp Commander's narrative statement based on Commander's guidance.
- (c) Provide copies of the Master Training Schedule for inclusion in the report.
- (d) Provide recommendations regarding training and operations for future camps not later than 10 July annually.
- (e) Provide ammunition expenditure data and pertinent comments on training ammunition allocations.

##### **(2) P&A.**

- (a) Provide manpower data for ROTC cadre, assigned in support of camp.
- (b) Provide recommendations regarding personnel and administration for future camps not later than 15 August annually.

##### **(3) RM.**

- (a) Provide recommendations regarding logistical and data systems operations for future camps not later than 10 July annually.
- (b) Provide completed TRADOC Form 202-R (Cost Requirement) or substitute directed by Cadet Command for inclusion in the report.

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(c) Provide completed TRADOC Form 203-R (Manpower Requirement) for inclusion in the report.

### **(4) Evaluation.**

(a) Provide recommendations regarding evaluation functions for future camps not later than 10 July annually.

(b) Provide cadet performance data on camp completion requirements.

### **(5) Protocol.**

(a) Provide recommendations regarding Protocol operations for future camps not later than 10 July annually.

(b) Provide a listing by institution of visiting educators along with a summary of their significant comments and observations.

(c) Provide a listing of other visitors identifying the organizations they represent and the dates of their visit.

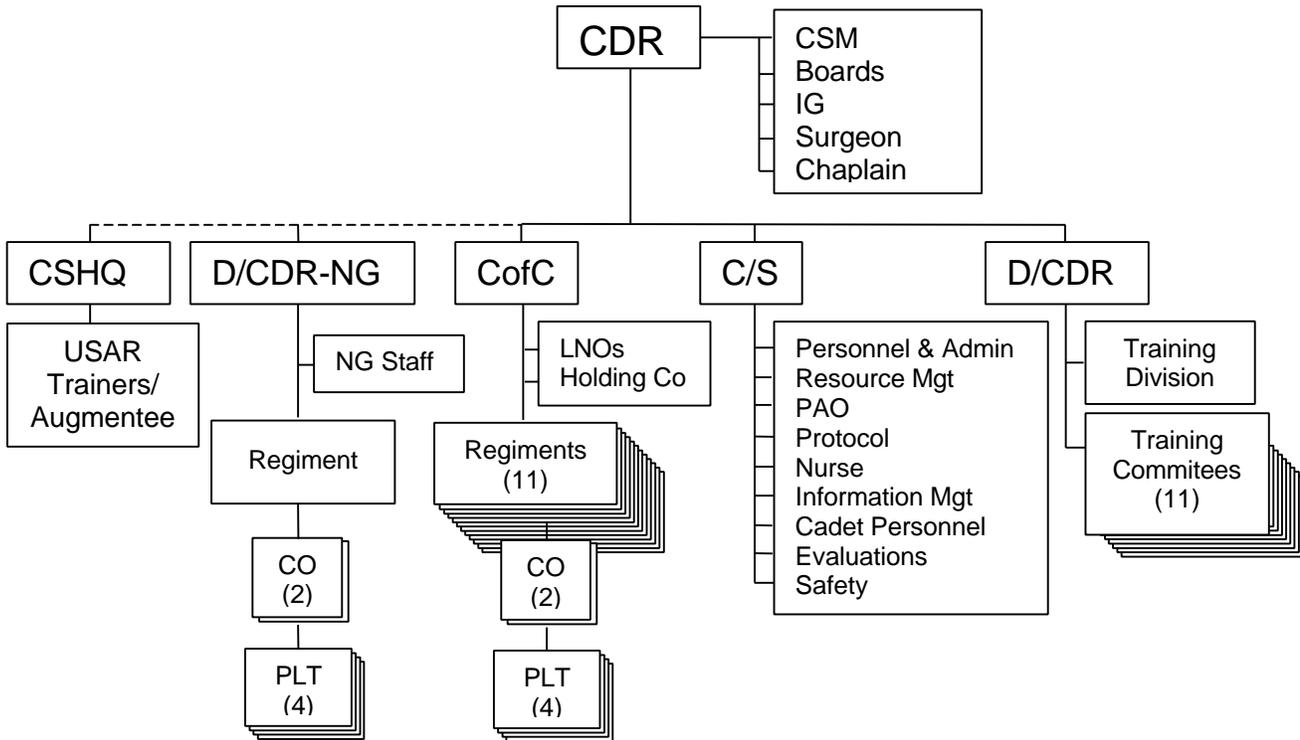
**(6) Public Affairs.** Provide recommendations regarding PAO operations and functions for future camps not later than 10 July annually.

c. Coordinating instructions.

(1) Submit all required input for the Camp Evaluation Report to the Training Division, ATTN: Deputy, Training Division.

(2) Submit all required input for the camp evaluation report, other than recommendations regarding future camps, not later than 15 working days after close of camp.

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**CAMP ORGANIZATION**

**FIGURE-A-1**

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### AFTER ACTION REPORT FORMAT

#### 1. MISSION AND ORGANIZATION.

##### a. **Mission.**

- (1) Mission statement.
- (2) Significant duties and responsibilities.

##### b. **Organization.**

- (1) Current year.
  - (a) Advanced Camp TDA.
  - (b) Advanced Camp Organization Chart.
  - (c) Manning Roster (highlight key personnel).
- (2) Next year.
  - (a) Proposed Advanced Camp TDA.
  - (b) Proposed Advanced Camp Organization Chart.
  - (c) Proposed Key Personnel Roster

2. **NARRATIVE SUMMARIES AND RECOMMENDATIONS.** A separate section should be established for each major organizational area. Each division/subdivision will be addressed as follows:

- a. Activities prior to camp.
- b. Activities during camp.
- c. Activities for termination of camp.
- d. Significant problems encountered.
  - (1) Problem.
  - (2) Discussion.
  - (3) Recommended solution.

#### 3. FACILITIES, SUPPLIES, AND SERVICES.

##### a. **Facilities.**

(1) Facilities for current year. Include buildings, ranges, training areas, etc. and show how to set up (use diagrams, sketch maps, photographs, etc.).

### FIGURE A-2

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(2) Proposed changes to facilities for next year.

### b. **Supplies.**

(1) Supplies for current year. List all supplies (expendable and non-expendable) and equipment required that is not shown in the TDA.

(2) Proposed changes in supplies and equipment next year. NOTE: Address ammunition, fuel, and rations in this subsection, if appropriate.

### c. **Services.**

(1) Current year. Indicate services utilized that were not provided by organic camp support (e.g., latrine pumping, telephone service, AG reproduction, office machine repair, transportation services, etc.) and frequency or schedule of utilization.

(2) Next year. Recommended changes to required services, i.e., additional services needed, deletions, increases or decreases in services provided, changes to schedule of servicing, etc.

## 4. **PUBLICATIONS AND OTHER DOCUMENTS.**

a. **Publications.** List all publications required at camp for reference.

b. **Working documents.** Provide sample copies of working documents, as appropriate, that were used at or generated for Advanced Camp that would assist the people operating that committee or staff element next year. Examples of such documents are internal SOPs, Master Training Schedules, Camp Bulletins, Lesson Plans, Directives, Training Notes, Briefing Outlines/Narratives, Handouts, Maps, etc.

c. **Blank forms.** Provide sample copies of blank forms that are used specifically to accomplish necessary functions during Advanced Camp, e.g., Cadet Inprocessing Card, Cadre Outprocessing Record, Request for Training Aids, etc.

5. **MISCELLANEOUS.** Provide any information not covered elsewhere that would be of assistance to the individuals tasked to do the job next year.

6. **SUMMARY.** Was the mission accomplished? If so, in what manner? If not, why not? Should we do it the same way next year? Should things be changed? If things are changed, how will it improve the camp? Any other comments along this line.

### **FIGURE A-2 (Cont.)**