

**DEPARTMENT OF THE ARMY
Headquarters, U.S. Army Cadet Command
Fort Monroe, Virginia 23651-5000**

05 April 2000

Expires 15 December 2000

**Reserve Officers' Training Corps
2000 ROTC ADVANCED CAMP: ADMINISTRATIVE PREPARATION**

Summary. This circular provides information to all Senior ROTC battalion with cadets attending the 2000 ROTC Advanced Camp and National Guard Headquarters with officer candidates attending the Officer candidates School (OCS) Phase III at Fort Lewis.

Suggested Improvements. Send comments and improvements on DA Form 2028 to Commander, U.S. Army Cadet Command, and ATTN: ATOD-TT, Fort Monroe, Virginia 23651-5000.

Applicability. This circular is applicable to all cadets and officer candidates attending Advanced Camp and the OCS Phase III at Fort Lewis. For convenience, the terms he, him and his represent both male and female genders.

Distribution to HQ Cadet Command, brigades, Battalions and headquarters of 1st, 2nd, and 4th Regions ROTC, 205th Regiment WAANG.

1. Please incorporate the following changes to the previously issued draft of Cadet Command Circular 145-00-01, dated 28 January 2000. Instructions for all changes are formatted to reference, by page number, the previously annotated text first (Noted by "AS READS"), followed by the corrected text (Noted by "SHOULD READ"). All corrections to information within appendices are highlighted in yellow within the appendix itself. Changes/Updates to any relevant appendices can be found at the end of this document.

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AS READS: **CONTENTS**
 ROTC CAMP CADRE (S: 1 MARCH)

SHOULD READ: ROTC CAMP CADRE (S: 1 MAY)

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AS READS: ROTC CAMP CADRE. PARAGRAPH C
 NLT 1 MARCH 2000

SHOULD READ: NLT 1 MAY 2000

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AS READS: CADET CYCLE ASSIGNMENTS AND ADVANCED
 CAMP ORDERS. PARAGRAPH C
 1 APRIL 2000

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AS READS: CADET RECORDS AND REPORTS. PARAGRAPH C
 NLT 20 APRIL 2000

SHOULD READ: NLT 2 MAY 2000

PAGE 11

AS READS: 23. REPORTING OF CADET'S ESTIMATED TIME OR ARRIVAL.

SHOULD READ: PARAGRAPH INTENTIONALLY DELETED (BLOCK OUT PARAGRAPH)

APPENDIX I-1

SEE EXAMPLE PROVIDED (CHANGES ARE HIGHLIGHTED IN YELLOW)

Cdt Cmd Cir 145-00-01, Change 1

APPENDIX I – Example Cadre Travel Order, Format 400 for Advanced Camp

«Appropriate Letter Head»

TDY ORDER

DATE

«Last Name», «SSN», «Rank», «University»

You are to proceed on temporary duty as shown below and are to return to your permanent station upon completion of the duty. You will submit a travel voucher for this travel IAW (i) below.

TEMPORARY DUTY AT: Fort Lewis, Washington

PURPOSE: To attend the USA ROTC Cadet Command Advanced Camp 2000.

REPORT DATE: «report date»

***EARLY REPORT NOT AUTHORIZED**

NUMBER OF DAYS: «days (tdy, pass, leave and travel inclusive)»

PROCEED DATE: «days (tdy, pass, leave and travel inclusive)»

DEPARTURE DATE: «date»

SECURITY CLEARANCE: N/A

MODE OF TRAVEL: POV or GTR

ACCOUNTING CLASSIFICATION:

***EXCEPTIONS TO EARLY RPT: GUAM, HAWAII, PUERTO RICO, AMERICAN SAMOA**

Additional Instructions: (a) Personnel will report to Building #9D31, NET 0800 and NLT 1630 hours on the date listed above. Weapons will not be transported incident to travel. (b) Duty Uniform for Camp: BDU's w/boots. (c) Travel will be at Government expense, GTR Cost is \$_____. Use of privately-owned conveyance is authorized for the convenience of the individual and will be limited to constructive cost of common carrier transportation plus transportation to and from the airport. (Number of POV miles, one-way:_____). Reimbursement will be at the current rate as prescribed in JFTR Volume 1, U4125-A, para 2. In and around mileage is not authorized. Individuals driving government vehicles in support of Advanced Camp are allowed travel days in conjunction with JFTR. If delayed en route, notify your chain of command. If you cannot contact your chain of command, call the P & A Division at 1-(253)-967-9890. (d) If travel is by common carrier, mode of transportation will be determined by the Transportation Officer who will issue a round trip GTR as required. Purchase of airline ticket thru private travel agency is not authorized. Excess baggage reimbursable up to \$100 is authorized. Paid receipt from the airline required for reimbursement. (e) Guidance concerning settlement of travel claims upon return from Camp and claims for Family Separation Allowance will be provided to each cadre member when in-processing at Camp. (f) Billeting will be provided on contract basis at no cost to the individual. Government meals are available and directed. (g) Rental car not authorized. (h) Service member will be attached to the above command for administration of award and UCMJ actions. (i) Within five working days after completion of travel, request for reimbursement will be submitted on DD Form 1351-2 (Travel voucher or sub-voucher) with 3 copies of settlement, orders and receipts to Defense Finance & Accounting Service-Rome, ATTN: DFAS-RO/FPT, 325 Brook Road, Rome, NY 13441-4527.

Format 400

FOR THE COMMANDER:

DISTRIBUTION:
INDIVIDUAL (5)

GARY A. LEWIS
CHIEF, PROGRAM AND BUDGET

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