

25 May 1999

Reserve Officers' Training Corps

CADET TROOP LEADER TRAINING (CTLT)

Summary. This pamphlet provides guidance on the administration and conduct of CTLT.

Applicability. This pamphlet applies to all subordinate units and participating installations for Reserve Officers' Training Corps (ROTC) CTLT.

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

Suggested improvements. Send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) through channels to Commander, U.S. Army Cadet Command, ATTN: ATCC-TT, Fort Monroe, Virginia 23651-5000. Suggested improvements may also be submitted using DA Form 1045 (Army Ideas for Excellence Program (AIEP) Proposal).

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* This Pam supersedes Cadet Command Circular 145-11, 12 May 1998.

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Chapter 1
Introduction

1-1. Purpose. To provide guidance for the conduct of the ROTC CTLT Program.

1-2. References. References are listed in Appendix A.

1-3. Explanation of abbreviations and terms. Glossary contains abbreviations and explanations of special terms used in this publication.

1-4. Responsibilities.

a. Commander, U.S. Army Cadet Command, will:

(1) Request CTLT spaces from host installations and major commands on or about 1 August each year for the following summer. Message will announce desired CTLT time frames based on Advanced Camp graduation dates. See para 1-4c.

(2) Provide region allocations not later than (NLT) 30 November.

(3) Provide each installation a consolidated (CTLT, Drill Cadet Leader Training (DCLT), Nurse Summer Training Program (NSTP), Mounted Maneuver Training (MMT), etc.) assignment list reflecting the names of cadets to be assigned to each installation, by name, school, brigade, region, branch, category, and date of assignment, NLT 30 April.

(4) Provide one POC (Cadet Professional Development Training (CPDT Coordinator)) at Cadet Command level for host installation and subordinate command staff coordination. This POC is assigned to the Director of Training, ATTN: ATCC-TT, (757) 727-3865. The Cadet Command CPDT Coordinator (CPDT OIC) conducts the initial staff coordination and planning from August through May each year. The CPDT OIC is responsible for planning, preparing, and consolidating all After Action Reports (AARs). Additionally, the CPDT OIC will conduct direct coordination with Cadet Command Resource Management, Cadet Command Chief Nurse, Cadet Command Information Management Office, Installation Project Officers (IPO), and the United States Military Academy.

(5) Provide one POC (CPDT Project Officer) at Advanced Camp. The Advanced Camp CPDT Project Officer (CPO) conducts close coordination from June to August. The CPO mission is to conduct direct coordination with the Installation Project Officers (IPO), Region LNOs, and Advanced Camp Cadet Personnel.

The position is an annual tasking to a subordinate Region. The CPO works at Advanced Camp for the CPDT OIC. The Advanced Camp CPO works with Advanced Camp cadet-personnel primarily with the out-processing section, ATTN: ATOD-PC, (206) 967-3254/3.

b. Commanders, U.S. Army ROTC Regions will—

(1) Allocate quotas to subordinate units.

(2) Provide to Cadet Command, ATTN: ATCC-TT, an installation assignment list reflecting the names of cadets to be assigned to each installation, by branch, category, and date of assignment, NLT 1 April.

(3) Select regions to provide the Advanced Camp CPO.

c. Commanders of host installations and major commands will—

(1) Provide spaces designating branch and category (App B) to Commander, U.S. Army Cadet Command, ATTN: ATCC-TT, Fort Monroe, VA 23651, NLT 15 November.

(2) Assign project officers at major unit and installation levels to assist in implementing the CTLT program. This Installation Project Officer (IPO) is responsible for getting allocations from subordinate commanders and determining feasibility regarding billeting and mess for prospective cadets.

(3) Provide HQ Cadet Command an annual AAR. See section VI, paragraph 3-12.

1-5. Program objectives. Program objectives are to—

a. Increase each cadet's leadership experience by assigning cadet to a platoon leader or like position with specific responsibilities and opportunities to lead soldiers.

b. Familiarize cadets with the command, training, administration, and logistical functions of assigned units.

c. Expose cadets to the on-duty and off-duty environment of the junior officer.

d. Familiarize cadets with the Junior Officer Development System and OPMS XXI.

1-6. Concept. Each summer ROTC MS III cadets perform the duties of junior officers in basic entry

branches. Predominately, the CTLT program begins immediately after cadets successfully complete Advanced Camp. The CONUS CTLT tours with Active Component units are three weeks in duration. OCONUS (Germany, Korea) CTLT tours are four weeks in duration. Cadets in CTLT maintain the same status held while attending Advanced Camp in regard to travel, pay, medical benefits, and allowances.

Chapter 2 ROTC CTLT Spaces and Assignments

2-1. General. Along with CTLT, Cadet Command may offer variations of specialized summer training programs such as the Nurse Summer Training Program (NSTP), Drill Cadet Leader Training (DCLT), Mounted Maneuver Training (MMT), Advanced Individual Academic Development (AIAD), Cadet Intern Program (CIP), and Cadet Field Training (CFT).

a. The CTLT program affords cadets the opportunity to be assigned as a platoon leader or like position in an active army unit. Cadets may train in garrison or on a field training exercise for the entire CTLT period.

b. The NSTP is a three-week clinical elective offered at military hospitals and medical centers throughout CONUS and selected OCONUS sites. NSTP provides qualified nurse cadets opportunities to develop and practice leadership skills in a clinical environment. Nurse cadets work side-by-side with an Army Nurse Corps officer preceptor. Preceptors ensure cadets are provided learning experiences that integrate military skills, leadership, clinical nursing, administrative, and interpersonal skills. Preceptors evaluate cadets in accordance with the current memorandum of instruction. NSTP is scheduled after Advanced Camp. Nurse cadets must apply for an allocation through the PMS and complete a clinical unit application for the Brigade Nurse Counselor. The Command generally has 200-300 allocations yearly. Authorization to attend NSTP must be approved by the Command Chief Nurse.

c. The DCLT program sends cadets to initial entry training (IET) units such as basic combat training (BCT). Cadets work with drill sergeants in the training of new soldiers.

d. The MMT program provides an overview of the combat arms branches. Cadets are introduced to the equipment, tactics, and challenges of the Heavy Combined Arms Team in order to provide a basis for understanding the employment of heavy forces on future battlefields. The course is not gender specific. This training experience is in cooperation with the United

States Military Academy.

e. The AIAD program involves research or practical experimental work with cadets and faculty at the United States Military Academy at West Point or the training may be with the Army Corps of Engineers throughout the world. Cadets who want to attend AIAD must apply for an allocation through the PMS. The Command has five to ten allocations annually.

f. The CIP offers cadets the opportunity to work at the Pentagon or other agencies around Washington, DC, to see how the Army Staff functions. Such allocations will be limited in number and will be advertised separately for the special selection criteria. Cadets who want to attend CIP must apply for an allocation through the PMS. The Command has approximately twenty allocations annually.

g. Cadet Field Training (CFT) is hosted by the United States Military Academy. This eight-week program is designed to develop the leadership skills of sophomore cadets. Only MS II cadets attend. Seven weeks of CFT are conducted at Camp Buckner, New York, a part of the West Point Military Installation, and one week at Fort Knox, KY, for MMT. The Command has approximately twenty-four allocations annually.

h. Cadet Command requests installations and major commands to provide CTLT spaces by branch, unit assigned, and category. Cadet Command then allocates these spaces to each ROTC region.

i. Region commanders determine the selection process internal to their regions.

j. Region commanders have authority for disposition of cadets who have been selected for CTLT and incur a hardship while participating in training or have a compassionate reason that precludes successful completion.

k. Cadets in the Simultaneous Membership Program (SMP) are eligible to participate in CTLT; however, non-SMP cadets have priority of the allocations. SMP cadets are last priority for CTLT assignments. The rationale is that SMP cadets already receive leadership training and experience with the units to which they are currently assigned.

2-2. Spaces.

a. Installations and major commands will determine the number of spaces available within the following categories:

(1) Category A -- male cadets only, combat arms.

(2) Category B -- male or female cadets, combat arms.

(3) Category C -- male or female cadets, combat support or combat service support.

b. More than one cadet may be assigned to a company-sized unit to fill available leadership positions.

(1) Cadets in CTLT should work with both officer and enlisted personnel.

(2) For the best leader development, the entire period of CTLT should be spent in a field-training environment.

c. USAREUR and Korea CTLT spaces are available for all cadets. Cadets must receive antiterrorism force protection (AT/FP) level I, individual awareness training, as well as additional vaccinations prior to deployment. Level I training is structured for either negligible risk, a medium or higher risk, dependent on the location of CTLT. This training is conducted ICW preparations for overseas replacement (POR) prior to travel overseas.

2-3. Dates. CTLT is conducted in cycles immediately following graduation of Advanced Camp. CTLT cycles normally begin on or about 10 July and terminate on or about 28 August.

Chapter 3 Service with Units

Section I Status of Cadets and Military Courtesy

3-1. Status.

a. ROTC cadets are not subject to the Uniform Code of Military Justice (UCMJ) and are not eligible for command. They will not be placed in any position requiring them to act directly for the commander such as duty officer, handling of any public funds, or records pertaining to same; nor in any position requiring an officer's certificate. Cadets will not be issued weapons where the use of deadly force may be authorized. Subject to these limitations, cadets may perform any duty normally assigned to lieutenants, including officer-of-the-guard or officer-of-the-day, if such duties are performed under the supervision of the staff duty officer.

b. While serving in leadership positions, ROTC cadets are not authorized to issue orders to individual enlisted members; however, commanders are encouraged to ensure that cadets are given courtesies and respect normally reserved for officers of the U.S. Army. Their military rank is above that of enlisted personnel, but below that of commissioned or warrant officers.

c. Socially, ROTC cadets will be treated as junior officers sharing fully in the normal social and recreational opportunities available to officers of the command. Cadets should live in Bachelor Officer Quarters (BOQs) when possible (JFTR, paragraph U4400) and should be extended guest privileges in the Officers' Open Mess. Existing regulations do not preclude cadets from drinking alcoholic beverages; however, cadets will be required to conform to post regulations and state laws. Cadets are granted off-duty privileges as officers within the combat readiness limitations of the unit to which assigned.

d. Initial orientation for the ROTC cadet will be that normally given a newly assigned officer (App C).

3-2. Duties.

a. Cadets will serve as platoon leaders or in an equivalent officer position and will perform duties that are normally given a newly assigned second lieutenant.

b. Cadets have a background in military courtesy, dismounted drill, small arms marksmanship, instruction techniques, squad and platoon tactics, and other basic subjects. The cadet's familiarity with larger units, crew-served weapons, tactics, and administration beyond the platoon level is limited. With adequate guidance and preparation time, cadets can be expected to contribute to the accomplishment of unit training missions. Emphasis should be placed on the cadet becoming a part of the unit as rapidly as possible so that he/she can make a substantive contribution to the accomplishment of its mission.

3-3. Military courtesy. Cadets will serve in officer positions. Enlisted personnel will be encouraged to salute cadets and address them as "Sir" or Ma'am" or by their title and surname (e.g., "Mister Jones" or "Miss Jones"). Official correspondence will refer to them as cadets (e.g., "Cadet Jones"). Cadets will not be referred to as "third lieutenants." Commanders will ensure the personnel of his/her command understand these instructions.

**Section II
Permissive Parachute Jumping**

3-4. Participation. Cadets are allowed to perform permissive parachute jumping when participating in CTLT with Airborne units. The cadet must be a graduate from the U.S. Army Airborne School and attend refresher training in accordance with HQDA guidance.

3-5. Authorization. Approval authority for cadet permissive parachute jumping is the Commanding General, Cadet Command. Approval requests must be sent to Commander, U.S. Army Cadet Command, ATTN: ATCC-TT, Fort Monroe, Virginia 23651-5000, no later than 30 May annually.

**Section III
CTLT Counseling and Evaluations**

3-6. Performance. The CTLT evaluation is designed specifically to assist in the cadet's development process. Its primary purpose is to enhance the cadet's development--not to rate his/her performance. Unit commanders should counsel individual cadets concerning their performance prior to completion of CTLT. The cadet can gain a great deal from his/her CTLT experience if counseling is accomplished while the CTLT experience is fresh.

TNG Event	OER/NCOER	Evaluations
CTLT	OER	No
DCLT	NCOER	No
NSTP	No	AER
CIP	OER	No
CFT	No	Yes
MMT	No	Yes (LDP)
AIAD	OER	No

3-7. Procedures.

a. Cadets assigned to CTLT, CIP, and AIAD will be exposed to the officer evaluation system used by the U.S. Army as they prepare DA Form 67-9-1 (Officer Evaluation Report Support Form), DA Form 67-9-1a (Junior Officer Developmental Support Form), and receive counseling and a final DA Form 67-9 (U.S. Army Officer Evaluation Report). Each company, troop, or battery commander will evaluate each cadet assigned to the unit. The same criteria used for evaluating newly commissioned second lieutenants will be used for evaluating cadets since they will be serving as junior officers. An accurate description of the cadet's strengths and weaknesses is desired. The counseling will ultimately go to the cadet's Professor of Military Science (PMS). Refer to Appendix D for more details regarding evaluations.

b. Cadets assigned to CFT, DCLT, MMT, or NSTP

do not receive OERs. CFT Cadets receive the formal and informal evaluations from their USMA cadre. Cadets assigned to DCLT locations will receive an NCOER consistent with their training counterparts. MMT is an extension of the Advanced Camp and LDP evaluations will continue consistent with Advanced Camp. NSTP provides each cadet an AER for academic credit. The report will ultimately go to the cadet's Professor of Military Science.

**Section IV
Uniform and Insignia**

3-8. On-duty and off-duty uniform. Cadets are prepared to participate in field training and will wear the BDU. By exception only, cadets will have the Army green uniform. Cadets assigned to the Cadet Intern Program (CIP) with duty at the Pentagon will wear the Class B uniform daily. Cadets will wear the cadet second lieutenant rank insignia and distinctive ROTC insignia. They will wear appropriate civilian clothing while off-duty. Cadets will wear appropriate uniforms IAW Cadet Command Regulation 670-1, Uniform Wear and Appearance.

3-9. Restrictions. As far as practical, cadet uniforms will conform to the uniform worn by officers of the unit to which they are assigned. Cadets will not wear shoulder patches or unit citations of their assigned units.

**Section V
Operation of Motor Vehicles/GSA**

3-10. Operation of military/GSA vehicles. Cadets are not authorized to operate military vehicles or be licensed to operate military vehicles while participating in CTLT.

3-11. Privately owned vehicles (POV). Cadets may be authorized to drive their POV to and from the training site providing authority to do so is contained in their orders (JFTR Vol I, para U7001). Payment for in-and-around travel at training sites is not authorized. Personnel are discouraged from lending privately owned vehicles to cadets.

**Section VI
Program Evaluation**

3-12. Evaluation of ROTC CTLT Program.

a. By 20 September each year, installations and major subordinate command project managers are asked

to provide an evaluation of the program (RCS exempt IAW AR 335-15, paragraph 5-28) to Commander, U.S. Army Cadet Command, ATTN: ATCC-TT, Ft Monroe, VA 23651. Comments should include answers to the following questions:

(1) Did the program accomplish Cadet Command's goal of providing practical leadership experience for cadets?

(2) What problems in administration of the program were encountered and how may they be resolved to add to the success of future CTLT Programs?

(3) How many cadets, by branch, by cycle, did the installation receive this year?

(4) By branch assignment, how many cadets can the unit reasonably support for next year?

b. Regions will provide HQ, Cadet Command with an after action report (AAR) to include as a minimum (RCS exempt IAW AR 335-15, paragraph 5-2e(1)):

(1) Region comments and recommendations.

(2) Recapitulation of quotas allocated, number of quotas filled, and number of installations that hosted the program.

c. Forward after action reports to Commander, U.S. Army Cadet Command, ATTN: ATCC-TT, NLT 20 September.

**Chapter 4
Administrative Details**

4-1. Orders.

a. Each school will initiate orders (see App E) in conjunction with Advanced Camp orders. Orders will assign cadets to duty with Active Component installations or to duty with Reserve Component units. Cadet Personnel at Advanced Camp will prepare endorsements and changes to original orders prior to cadets arriving at their gaining units. Headquarters at active duty installations will issue orders assigning cadets to subordinate units. A copy of these orders should be sent to the cadet's ROTC region.

b. Orders will indicate as a minimum the following:

(1) CTLT is defined as field training authorized by 10 USC 2109(a).

(2) The Defense Finance Accounting Service (DFAS) at Rome, NY, will make the payment for CTLT travel. Travel vouchers will be submitted NLT 5 working days to DFAS Rome, 124 Chappie James Blvd, Rome, NY 13441-4511 after completion of travel. Battalion commanders are responsible for ensuring travel vouchers are submitted promptly by CTLT attendees.

(3) JFTR, Vol. I, Chapter U7150 applies for travel to and from place of training.

(4) Cadets will be furnished meals and quarters without charge. During periods of travel, scholarship cadets are authorized per diem. See JFTR, Vol. I, Chapter U7150, E, 2f.

(5) The following, as a minimum, must be submitted with the voucher:

(a) Three copies of the CTLT orders with any amendments.

(b) Memorandum copy of the transportation request (TR), if furnished (white copy).

(c) Two copies of DD Form 730 (Receipt for Unused Transportation Requests and/or Tickets Including Unused Meal Tickets) when all or part of the TR is not used (obtained from the transportation officer).

4-2. Reporting.

a. Cadets may report for CTLT to assigned unit either in a group travel status or individually. The CPO will provide detailed information concerning the method and time of arrival of cadets. The CPO conducts a telephonic hand-off with the IPO. Ideally, the CPO calls the IPO the day prior to the cadets arriving with flight arrival locations and times, senior cadet in charge if it is group travel, and the expected number of cadets.

b. With the exception of emergency leaves (paragraph 4-10 below), IPOs are not authorized to extend or reduce CTLT tour length without prior approval of the CPDT Coordinator at Cadet Command. Immediately notify the CPDT coordinator if a cadet is released at the installation level.

4-3. Morning report. Cadets are not accountable under Standard Installation/Division Personnel System (SIDPERS). Cadets will use CTLT orders and the sign-in and sign-out roster of units assigned to for accountability purposes.

4-4. Cadet identification card. Cadets will have a DD Form 2A (Active Duty Military ID Card) (RF) (Red) identification card prior to reporting to CTLT. The ID Card by itself does not authorize any privileges. However, this identification card with a valid set of orders is sufficient for all identification purposes at the cadet's CTLT installation. Cadets are authorized access to all installation facilities, i.e., commissary, military clothing sales, Post Exchange, and Morale Welfare and Recreation sites.

4-5. ROTC liaison visits. Officers from HQ, Cadet Command and the regions may conduct liaison visits to assist cadets. Visits may be made at critical times in the program, such as arrival and departure period. Installations new to the program and those with large numbers of cadets (over 20) will be given priority. Liaison officers will determine time and length of visits in coordination with the post project officers.

4-6. Hospitalization. Cadet Command Pam 145-4, Appendix P, contains policies and procedures for ROTC cadets attending CTLT. Report hospitalization of a cadet immediately to the Cadet Command project officer. Refer to AR 40-3.

4-7. Discipline. Disciplinary problems with cadets are not anticipated; however, inform the Cadet Command project officer of any serious breaches of discipline that may occur. Correct minor infractions on the spot as appropriate. Violations of civil law will be prosecuted by civil authorities as required.

4-8. Billeting.

a. CONUS. Billeting charges for cadets are coordinated by specific ROTC regions. Each installation falls under the control of one of three ROTC regions. Regions coordinate and contract billets for installations in the same area of the country as their schools. Basically, First Region has the East Coast; Second Region has the middle and Fourth Region west of the Mississippi River. Since region boundaries change, contact the region POC to confirm billing, as required. Complete billing addresses for Cadet Command: HQ Cadet Command, ATTN: ATTC-RP, Fort Monroe, VA 23651

b. OCONUS (USAREUR, Korea). Installation project officers must coordinate with housing/billeting managers prior to offering CTLT positions to ensure government billeting is available. Installations hosting cadets should provide government-controlled, permanent party, unaccompanied housing. Consider the use of transient housing where permanent quarters are not available. The HQ, USAREUR, Eighth Army billeting

office and contracting command will provide annual guidance for billeting procedures. Cadets will not be billed.

4-9. Messing. Cadets participating in CTLT will use the field ration dining facilities without charge to the individual. Policy procedures for charging subsistence costs to the DA open allotment is provided by HQDA. There will be no exception to this policy. AR 30-1 governs procedures for subsisting cadets. Department of Defense Military Pay and Allowances Manual (DODPM). Paragraph 80401d(3) applies for government meals furnished without charges.

a. Installation commanders will issue each cadet a DD Form 714 (Meal Card Control Book) over stamped with the words "ROTC." Meal procedures in AR 30-1, paragraph 6-23, apply.

b. The dining facility, in accordance with AR 30-1, will maintain DA Form 2970 (Subsistence Report and Field Ration Request). Enter information concerning ROTC cadets on Section E of DA Form 2970. Additionally, installations are required to maintain DA Form 2969-1-R (Food Cost and Feeding Strength Summary, U.S. Army Reserves) in accordance with AR 30-5.

4-10. Emergency leave. Cadet emergency leave requests will be processed through the post/unit project officer. Approval criteria is the same as for active duty personnel. Immediately notify the appropriate region project officer of an approved emergency leave. This allows for the appropriate change to be made to the cadet's pay status. The CTLT period terminates when the cadet arrives at his/her home of record (HOR).

4-11. Clothing and equipment. Cadets will be issued organizational clothing and equipment (CTA 50-900), as needed by the host installation/major command unit. Property that is damaged or lost by a cadet will be accounted for IAW AR 735-5. If a cadet is involved in any property accountability problems, the appropriate region of origin must be notified, ATTN: Logistics Officer, to process possible collection action.

4-12. Awards. Cadets may not be awarded Active Army awards. Cadets may accompany their units through Expert Infantryman Badge (EIB) training and testing but they may not be awarded the badge.

4-13. Information activities. The Advanced Camp project officer initiates information for the hometown news release program during outprocessing. Host units are encouraged to generate news and future releases.

The Advanced Camp project officer and units participating in this program will give a DD Form 2266 (Information for Hometown News Release) to each assigned cadet. The local installation information office will process these forms.

4-14. Pay and allowances.

a. Cadet Pay. Pay entitlements are authorized IAW DODFMR base rate. Pay entitlements are authorized from the day of arrival at Advanced Camp to the last day of the CTLT period. Input for pay entitlements begins at the ROTC battalion level through the use of the ROTC Mission Management System Camp Module. Transactions will be verified at the inprocessing/arrival of Advanced Camp. All applicable finance data (mailing address, financial institution information, dependents for tax purposes, SGLI deduction, federal and state tax information, etc.) must be reviewed 30-45 days prior to departure to Advanced Camp/CTLT training.

b. HQ, Cadet Command Resource Management (RM) Pay/Operations Division will utilize the battalion/region-developed input to start and stop the base pay entitlements while attending Advanced Camp and follow-on CTLT. Cadet Management as part of the normal camp processing will process changes of individuals (drops, early releases). For "adds and extensions," Cadet Management must work directly with HQ, CC RM Pay/Operations Division to adjust pay as required.

c. Procedures for payment –

(1) JFTR, Volume 1, paragraph U7150-F2, governs the travel and transportation allowances of ROTC cadets.

(2) DOD 7000.14-R, paragraph 80408, prescribes rate of pay for cadets undergoing CTLT.

d. CTLT cadets are paid twice a month as a continuation of Advanced Camp through the ending date of the CTLT period. Leave and earnings statements (LES) are sent to the home of record once departed from Advanced Camp. CTLT cadets are not authorized interim payments from Defense Military Pay Offices (DMPO's). All CTLT cadets must establish a checking or savings account by direct deposit electronic fund transfer (EFT) to an established financial institution prior to the end of the school year. This is a mandatory requirement for each cadet and must be included in the pre-camp data provided to the region headquarters. Direct deposit is required of all cadets attending Advanced Camp/CTLT training.

e. Base pay benefits are paid by electronic fund transfer approximately every 15 days (normal mid-month, end-of-month cycles) after inprocessing at Advanced Camp. During Advanced Camp, the LESs are provided at the camp location. After Advanced Camp, LESs are sent to the cadet's home of record.

f. Address all pay related questions to HQ, Cadet Command RM Pay/Operations Division for prompt resolution, DSN 680-4633/3679, (757) 727-4633/3679 or Toll Free 1-888-297-6971.

g. The ROTC battalion commander must ensure cadets submit travel vouchers within 5 days after completion of travel. All cadet travel payments are made by DFAS-RO/FPT, 124 Chappie James Blvd., Rome, NY 13441-4511.

h. CTLT is training prescribed by the Secretary of the Army in accordance with the provisions of Title 10, US Code, Section 2109A. The provisions of DODFMR, paragraph 80408, apply.

**Appendix A
References**

**Section I
Required Publications**

- AR 5-9
Intra-service Support Installation Area Coordination with FORSCOM/TRADOC Supplement 1
- AR 30-1
The Army Food Service Program
- AR 30-5
Food Cost and Feeding Strength Summary (RCS CSGLD-1596 (R5))
- AR 37-104-3
Military Pay and Allowance Procedures, Joint Uniform Military Pay System-Army (JUMPS-Army)
- AR 145-1
Senior ROTC Program: Organization, Administration, and Training
- AR 335-15
Management Information Control System
- CTA 50-900
Clothing and Individual Equipment

DODFMR 7000.14-R, Volume 7, Part A Department of Defense Financial Management Regulation

**Section II
Related Publications**

- AR 210-130
Laundry and Dry Cleaning Operations
- TRADOC Reg 145-7
CTLT
- CC Reg 670-1
Uniform Wear and Appearance
- CC Pam 145-4
ROTC Enrollment, Retention and Disenrollment Criteria Policy and Procedures

**Appendix B
Sample of CTLT Space Report Format**

(RCS: ATCC-12)

Number/ Installation CTLT Periods	Unit	Branch	Category
Installation/ Post Name	30 Jul-17 Aug	1-1 IN	IN 3A
		1-1 FA	FA 4A
		5th SI	SC 3C
	4 Aug-25 Aug	1-1 IN	IN 1A
		1-1 AD	AD 5B

**Appendix C
Duties and Responsibilities of Cadet Supervisors**

- C-1.** This information is intended as a guideline to accomplish the objectives and goals of the CTLT Program.
- C-2.** Entrance interview/orientation with battalion level commander/supervisor. Specifics of the unit to include-
 - a. Unit mission(s).
 - b. Unit history.
 - c. Unit personnel status.
 - d. Concept of training.
 - e. Organization of unit; e.g., personnel staff, sub-units, capabilities.

- f. Commander's philosophy of command.
- g. Unit maintenance status.
- h. General readiness condition.
- i. Social, geographic, and technical orientation of unit.
- j. Cadet's assignment, duties, tasks, and responsibilities.

C-3. Principal duties of installation or Reserve Component project officer.

- a. Ensure cadets receive welcome letter and/or installation welcome/information packet prior to their arrival.
- b. Brief unit sponsors.
- c. Become familiar with Cadet Command Reg. 145-11.
- d. Provide Cadet Command project officer with installation or unit reporting instructions NLT 1 January.
- e. Provide any special duty requirements to Cadet Command project officer NLT 1 January.
- f. Ensure that installation facilities are aware of cadet's authorization to utilize facilities; e.g., Post Exchange, laundry, and officers' club.
- g. Notify Cadet Command project officer in the event of:
 - (1) Serious incident involving ROTC cadet.
 - (2) Cadet's early departure due to emergency leave.
 - (3) Criminal action involving ROTC cadet.
 - (4) Disciplinary action involving ROTC cadet.
- h. Incorporate unit comments into installation CTLT evaluation report and forward to Cadet Command project officer.
- i. Forward cadet OERs to ROTC regions.
- j. Coordinate for BOQ space.

C-4. Principal duties of unit sponsor officer.

- a. Ensure issue of DD Form 714 (Meal Card).
- b. Coordinate issue of necessary clothing and equipment from installation central issue facility or unit supply.

C-5. Objectives while cadet is serving tour of duty in company level unit. The intent is to expose cadets to a wide variety of experiences in order to be well informed about the branches of the Army before returning to campus and submitting their choices for branch accession. The following are examples of performance objectives that may be used to challenge and expose cadets to on-duty and off-duty experiences:

- a. Maximum participation in field training.
- b. Discuss unit training and readiness status with company level commander.
- c. Discuss PAC concept of SIDPERS, unit's garrison operations, and additional duty assignments with First Sergeant.
- d. Discuss specific duties of OIC or NCOIC of primary and additional duties (i.e., NBC, physical security, supply, communications, motor pool, training, fire and safety, and mess) with key officers and non-commissioned officers.
- e. Independently lead unit in routine daily activities.
- f. Train soldiers and conduct inspections.
- g. Complete an OER Support Form and Junior Officer Developmental Support Form (JODSF) within 3 days.
- h. Lead PT for at least a platoon size organization.
- i. Visit the Post Museum.
- j. Consume a meal in all dining facilities on post.
- k. Conduct at least one counseling session with a subordinate.
 - l. Visit a soldier that has been in the hospital more than 24 hours.
 - m. Visit a Warrant Officer in a motor pool to learn purpose and the importance of maintenance operations.
 - n. Fly in the Aviation flight simulator.

- o. Ride in an Army helicopter.
- p. Go to the post communications center.
- q. Visit the post Emergency Operation Center (EOC).
- r. Live fire a weapon system.
- s. Conduct a ride-along with unit MPs.
- t. Inventory an arms room.
- u. Visit EIB, EFMB, Airborne, or Air Assault Training.
- v. Play golf, bowl, swim, fish, etc. Do things that would allow cadets to experience the Army quality of life and MWR opportunities.
- w. Allow the cadet to manage the amount of time spent on each challenge so as to not distract from the primary mission to perform duties as Platoon Leader. Hold the cadet accountable as the officer in charge, not as assistant, deputy, or acting platoon leader.

C-6. Exit interview with all supervisors to include professional counseling of cadets' tour of duty, DA Form 67-9.

Appendix D CTLT Counseling and Evaluations

D-1. Purpose. To expose cadets to the officer and noncommissioned officer evaluation system used by the U.S. Army. Most (CTLT, CIP, AIAD) cadets are treated as new 2LTs and receive counseling and a final DA Form 67-9 under the current Officer Development System (ODS). The cadets attending CTLT will prepare DA Form 67-9-1a (JODSF). Cadets attending DCLT will be given an NCOER. Cadets attending MMT (LDP) and CFT (USMA) or other similar training opportunity will receive evaluations consistent with respective headquarters. NSTP cadets receive an Academic Evaluation Report based on their clinical training.

D-2. Evaluation activities at the conclusion of the CTLT period.

- a. Cadets will complete the significant accomplishment portion of DA Form 67-9-1a (JODSF).
- b. The rater or unit commander will counsel cadets on their duty performance. They complete the DA Form

67-9, providing a copy to the evaluated cadet, ensuring a copy of that report reaches the appropriate ROTC region not later than two weeks after completion of each CTLT period.

D-3. Evaluations.

a. The first officer in the chain-of-command should evaluate cadets. Due to the limited time of CTLT, there is no requirement to complete the senior rater portion.

b. Evaluation should be based on goals and objectives developed by the cadet and his/her junior officer evaluator on the DA Form 67-9-1a (JODSF). The junior officer evaluator, cadet, and company commander should discuss the form in the first days of the assignment.

c. All written evaluations should be objective and specific comments should focus on strengths and weaknesses observed. Narratives should be constructive so they may assist cadets and cadre in developing programs to improve leader skills. Cadets should be counseled on their CTLT performance and receive a copy of the completed report before departing the unit.

Appendix E Orders Format

E-1. In FY 99 (Oct 98) Cadet Command RM will fund all CTLT travel orders. Accounting classifications will be provided to each battalion to be used in preparing the orders based on the guidelines below.

E-2. Typical orders format.

DEPARTMENT OF THE ARMY
Department of Military Science/Region
(School/Region)
(Location)

ORDERS (Number) (Date)
(Name), (SSN), (MS CLASS), CADET, USA (REGION)
ROTC PROGRAM, (UNIVERSITY), (LOCATION), (ZIP
CODE), (FICE CODE)

You are authorized to travel at government expense as indicated.

AUTHORITY: 10 U.S. Code 2107, AR 145-1 and CDT
Cmd Reg. 145-11.

DESTINATION:

CURRENT MAILING ADDRESS:

HOME OF RECORD:

PURPOSE: Attend Cadet Troop Leader Training
(CTLT).

CTLT period from (Date) through (Date).

REPORTING DATE:

ORDERS (Number) (SCHOOL) (DATE)

ACCOUNTING CLASSIFICATION:

- PAY: (Number from RM)
- ALLOWANCES: (Number from RM)
- PER DIEM: (Number from RM)
- TRAVEL: POV (Number from RM)
- AIR (Number from RM)

SECURITY CLEARANCE:

ADDITIONAL INSTRUCTIONS:

- (a) You are authorized to travel from (Location) to destination indicated above and return to (Location).
 - (b) CTLT is defined as field training (Title 10, USC, Sec 2109A). Payment of per diem is not authorized.
 - (c) Travel is authorized by GTR.
 - (d) Base pay entitlements will be IAW DODFMR Table 1-2-5 through the DJMS-RC/ROTC Cadet Pay System by electronic fund transfer (EFT) directly to the cadet's account. Travel vouchers will be submitted IAW requirements to the applicable Region Headquarters.
 - (e) Chapter 7, Part A of the Joint Federal Travel Regulation (JFTR), governs travel to and from place of CTLT.
 - (f) Cadets will be furnished meals and lodging without charge at CTLT installation. Billeting costs will be processed on SF Form 1034. HQ (Region, RM Division) will make payment. POC at this headquarters is (Name, DSN and COMMERCIAL Telephone Number).
 - (g) Traveler is required to file a DD Form 1351-2 and submit the following, as a minimum, with the voucher:
 - (1) Three copies of CTLT orders with amendments.
 - (2) Memorandum copy of Trans. Request (TR).
 - (3) Two copies of the DD Form 730, when all or part of the TR is not used. To be reimbursed for unused tickets, the ticket must be turned in prior to the date of travel indicated on the ticket.
 - (h) Cadets will have a panoramic radiograph and SF 603 completed and on file at their Bn or SMP unit.
 - (i) During CTLT, cadets will wear the ROTC 2LT (Silver Disk) insignia of rank on military uniforms.
 - (j) Cadet is required to wear identification (ID) tags at all times, in compliance with these orders.
 - (k) Reimbursement of Passport and Visa (if required) is authorized.
- Format: 405
 (NAME OF PMS/REGION LNO)
 (RANK, BRANCH)
 PMS/Region LNO
- DISTRIBUTION:**
 Each Indiv (15)
 (Transportation),
 (Location) (Zip Code) (2)
 HQ, (Region), ATTN: ROTC-G1-CP (5)
 HQ, (Region), ATTN: RM (1)
 PMS (1)
 Cdr, CTLT Unit/Location (5)
 Cdr, (Region), ATTN: (OFFICE SYMBOL)

Glossary

Abbreviations

AAR	After Action Report
AER	Academic Evaluation Report
AIAD	Advanced Individual Academic Development
AT	Annual Training
BDU	Battle Dress Uniform
BOQ	Bachelor Officers' Quarters
CFT	Cadet Field Training
CIP	Cadet Intern Program
CONUS	Continental United States
CPDT	Cadet Professional Development Training
CPDT OIC	Cadet Professional Development Program Officer In Charge
CPO	Advanced Camp CPDT Project Officer
CTLT	Cadet Troop Leader Training
CTLT OIC	Cadet Troop Leader Training Officer In Charge
DAO	Defense Accounting Office
DCLT	Drill Cadet Leader Training
DFAS-IN	Defense Finance & Accounting Service Indianapolis
DJMS-RC	Defense Joint Military Pay System - Reserve Component
DJMS-RC/ROTC	Defense Joint Military Pay System Reserve Component/ROTC
DMPO	Defense Military Pay Office
EIB	Expert Infantryman Badge
GTR	Government Transportation Request
HOR	Home of Record
HQDA	Headquarters, Department of the Army
IPO	Installation Project Officer
JFTR	Joint Federal Travel Regulation
LES	Leave and Earnings Statement
MMT	Mounted Maneuver Training
MPV	Military Pay Voucher
MS II	2d Year Military Science ROTC student
MS III	3 rd Year Military Science ROTC student
NLT	Not Later Than
NSTP	Nurse Summer Training Program
OCONUS	Outside Continental United States
PMS	Professor of Military Science
POV	Privately Owned Vehicle
ROTC	Reserve Officers' Training Corps
SIDPERS	Standard Installation/Division Personnel System
SMP	Simultaneous Membership Program

Cadet Command Pam 145-9

TR Travel Request
UCMJ Uniform Code of Military Justice

USAREUR United States Army, Europe
USMA United States Military Academy

STEWART W. WALLACE
Major General, U.S. Army
Commanding

OFFICIAL:

/S/
JOHN W. CORBETT
Colonel, GS
Chief of Staff

DISTRIBUTION:
A, B, C