

**CCR 145-3  
Reserve Officers Training Corps Precommissioning Training and Leadership  
Development**

**Original Document Date:** 09/01/05

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**Revision Date:** 09/20/06

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**Summary:**

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This regulation provides command policy and procedural guidance for the standardization and execution of Basic Officer Leader Course (BOLC) I training and leadership development, on Campus in all Army Reserve Officers' Training Corps (ROTC) programs, and policy and guidance for U.S. Army Cadet Command staff and cadre training.

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**Summary of Changes:**

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CCR 145-3, chap 3, Para 6(g), changed verbiage to Skid or "helicopter-style" rappels are authorized only from a fixed tower (not from airborne helicopters) . Australian or other advanced rappels are not authorized.

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**POC/Impact:**

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**Applicability.** This regulation applies to all personnel assigned to all elements of U.S. Army Cadet Command. Department of the Army directives take priority over this regulation.

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**Supplementation.** Do not supplement this regulation without prior approval from Commander, U.S. Army Cadet Command, (ATCC-T), Fort Monroe, VA 23651-5000. This regulation supersedes Cadet Command Regulation 145-3, 1 June 2004.

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**Forms.** There are no blank forms in this regulation. Please refer to the appropriate regulation, pamphlet or circular.

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**Suggested Improvements.** Send comments and suggested changes on [DA Form 2028](#) through channels to Commander, U.S. Army Cadet Command, (ATCC-T), Fort Monroe, VA 23651-5000. Suggested improvements may also be submitted using [DA Form 1045](#) (Army Ideas for Excellence Program (AIEP) Proposal).

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**Please ensure that you have the following software loaded: *Acrobat Reader 4.0 or >*.**

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**Details:**

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Chapter 1, Introduction TOC

**1-1. Purpose.** This regulation sets policies, assigns responsibilities, and provides guidance for planning, developing leaders, and executing the on-campus portion of the Basic Officer Leader Course I: Senior Reserve Officers Training Corps (SROTC or ROTC) (BOLC I: ROTC). It standardizes the implementation of the Military Science and Leadership (MSL) curriculum and cadet training. This regulation also sets policy and procedural guidance and assigns responsibilities for U.S. Army Cadet Command (USACC) staff and cadre training and development.

**1-2. References** See [Appendix A](#).

**1-3. Explanation of Abbreviations and Terms**

Please refer to [Section I](#) and [Section II](#) (also referenced in the Table of Contents [Glossary](#)).

**1-4. Responsibilities**

a. The Commanding General, USACC, is responsible for the execution of the ROTC program and coordinates for the Commanding General, U.S. Army Accessions Command (USAAC), the implementation of BOLC I tasks by the United States Military Academy,

active component Officer Candidate School (OCS), and the Army National Guard OCS programs conducted by the state military academies.

b. ROTC region commanders have overall responsibility for managing, monitoring, and reviewing battalion implementation of the ROTC Program.

c. Brigade commanders exercise command and control of assigned battalions. They oversee leadership assessment and cadet evaluation. They review the planning, execution, and results of training, particularly for units that have not attained satisfactory results in the previous year. They coordinate joint training efforts among two or more battalions and organize brigade-level exercises such as Ranger Challenge or drill and marksmanship competitions.

d. Professors of Military Science (PMS) also serve as battalion commanders for their respective ROTC program. They are responsible for the following actions: **TOC**

(1) Developing, executing, and evaluating a college-level ROTC program that:

(a) Meets the academic standards set forth by higher headquarters and the host institution to be worthy of academic credit for the Military Science & Leadership (MSL) Program.

(b) Complies with this regulation.

(c) Trains each cadet to the appropriate level on each BOLC I task.

(d) Assesses each cadets leadership performance over time and develops cadets leadership potential in a positive climate.

(e) Develops mentally agile, adaptive leaders, encourages innovation and critical thinking, inculcates the Warrior Ethos, facilitates military socialization and promotes officership.

(2) Provides a mutually beneficial channel of communication between the military and the academic community.

e. Commanders at all levels conduct risk assessments either formally during the planning process of a training event or informally if developing a hasty plan. Commanders institute the proper measures of safety into every facet of training conducted on and off campus.

Cadre will consult [CCR 385-10](#), The Cadet Command Safety Program, for forms and guidance on the risk management process and minimum required safety measures for each of the various types of training events.

f. The Deputy Chief of Staff, G-3, has overall responsibility for managing, monitoring, reviewing, and implementing all cadet training and leader development activities as well as coordinating USACC staff and cadre training and development courses through the School of Cadet Command.

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## Chapter 2, ROTC On-Campus Training **TOC**

### 2-1. The Warrior Ethos **TOC**

The Warrior Ethos is the foundation for the American Soldiers total commitment to victory in peace and war. American Soldiers have absolute faith in themselves and their team.

While exemplifying the Army Values, American Soldiers:

- **will always place the mission first**
- **will never accept defeat**
- **will never quit**
- **will never leave a fallen comrade**

All Soldiers, regardless of branch, specialty, function, or battlefield location, are prepared to engage and destroy the enemies of the United States in close combat.

It is absolutely critical that Army ROTC cadre understand, embrace, and exemplify the Warrior Ethos in order to prepare their cadets for positions of responsibility and trust as officers in the United States Army. It is also vitally important that cadets develop and internalize the Warrior Ethos as they make the transition from student to leader.

### 2-2. Officer Education System Overview **TOC**

a. The Officer Education System (OES) is designed to develop skills, knowledge, and abilities to support the Warrior Ethos required of Army officers. It provides training and education at various developmental stages throughout an officers service to the nation.

b. The structure of OES provides for progressive and sequential leader development. The Basic Officer Leader Course (BOLC) is a three-phased course that is the Officer Initial Military Training (IMT) component of the OES. The pre-commissioning level, BOLC I, is comprised of two components: military skills/professional knowledge and professional military education (PME) requirements. Second Lieutenants from all commissioning sources attend BOLC II, which is designed to further develop competent and confident warrior leaders. BOLC III focuses on branch specific technical training.

### 2-3. Leadership Development **TOC**

a. The Leadership Development Program (LDP) is the cornerstone of BOLC I: ROTC training and leadership development. The LDP is an individual-focused system of structured leadership opportunities, assessment and feedback on the 16 leadership dimensions and the 7 Army values. The performance indicators for each dimension provide both assessors and cadets clear definition and sample performance of the leadership behavior expected. See [APPENDIX H, LDP HANDBOOK](#).

b. Cadre plan several leadership opportunities for cadets each semester. Training and other activities on campus and during field exercises provide the battalion ample opportunity to observe and assess cadet leadership, and give cadets feedback in terms of leadership dimensions. Cadre and MSL IV cadets conduct leadership assessments on each cadet leader, conduct group after action reviews, and provide timely, private developmental feedback to the cadet. Cadre analyze LDP assessment results over time to

determine trends and coach individual cadets to develop their leadership potential. The goal is that each cadet consistently earns satisfactory (or better) ratings in every leadership dimension and all seven Army values.

## 2-4. Professional Military Education (PME)

PME requirements make up the BOLC I component of the OES described in Paragraph [2-2](#).

The PME component consists of four parts: baccalaureate degree; completion of MSL Advanced Course (MSL 301, MSL 302, MSL 401, MSL 402, and corresponding Leadership Labs) and LDAC; completion of Enhanced Skills Training Program (ESTP) unless exemption standards are met; and completion of an American Military History course, and a staff ride or battlefield tour. Substitutions, deferments, waivers, and exemptions to the PME requirements are covered in Paragraph [4-4](#) of this regulation.

a. Baccalaureate degree. Cadets must achieve a cumulative GPA of 2.0 on a 4.0 scale or its equivalent and possess a baccalaureate degree conferred by an accredited 4-year degree granting institution. Exemptions are listed in [AR 145-1](#), Chapter 6, Section II: The Early Commissioning Program.

b. MSL Advanced Course (MSL 301, MSL 302, MSL 401, MSL 402, and Leadership Labs) and LDAC are founded on the BOLC I common core tasks, Army values, and the 16 leader dimensions consisting of attributes, skills, and actions. They are taught in such a way to develop critical thinking, mental agility and adaptiveness--critical skills for company grade officers in the Contemporary Operating Environment.

(1) BOLC Common Core Tasks, see [Appendix D](#). The column titled initial indicates those tasks addressed during the Basic Course (MSL I and MSL II) or any authorized placement credit program. The appendix displays where each task is covered in the Advanced Course curriculum and LDAC.

c. Enhanced Skills Training Program (ESTP) assesses and develops ROTC cadets communication, problem solving and analytical skills through diagnostic adaptive assessments and skills enhancement training in basic mathematics, English grammar, and reading. Cadets who complete ESTP or meet the established exemption criteria meet the minimum academic standard required of a commissioned officer.

(1) ESTP Requirements.

(a) The ESTP or exemption standards must be met prior to commissioning. Cadets will benefit most from ESTP if it is completed during the MSL II or MSL III year.

(b) Cadets must meet the common "academic assessment standard" as part of their PME and prior to commissioning. ESTP assists cadets in meeting the standard and is a commissioning requirement.

(c) Cadets must complete the ESTP Math through Math Tier 2 level, ESTP Reading through Reading Tier 3 level and ROTC English within 15-weeks of first log-on and prior to commissioning.

(2) Battalion responsibilities. The PMS will:

- (a) Inform all cadets of the ESTP requirements prior to contracting.
- (b) Determine ESTP exemption status using paragraph [4-4.c\(4\)](#) and the table in [Appendix B](#) for all contracted and prospective cadets (all cadets eligible for contracting), and test those who are not exempt.
- (c) Using the ESTP User Progress Graph Report, verify that each cadet completes ESTP prior to commissioning.
- (d) Report cadet ESTP enrollment, progress and completion in the appropriate Cadet Command Information Management System (CCIMS) module. Report cadet completion in the campus Cadet Evaluation Report (CER).
- (e) Appoint a battalion ESTP representative to administer the program and monitor cadet progress. Schedule ESTP training through the ESTP website ([www.ESPhelp.com](http://www.ESPhelp.com)) for the battalion ESTP representative.
- (f) Request and fund additional or roll-over passports for cadets requiring multiple passports to complete ESTP. The battalion will submit requests for additional passports and account information rollover using the format specified in [Appendix C](#). **TOG**
  - (1) Submit supporting information identifying when issues arose and a description of the events and actions taken to resolve each issue on each passport rollover request.
  - (2) Include, in the request, descriptions which detail dates, summaries of actions taken, and correspondence with the affected cadet, university IT department, ESTP Technical Helpdesk, ESTP Education Helpdesk, and HQ USACC personnel for each rollover request where cadets were prevented from completing ESTP due to circumstances outside the cadets control.
  - (3) In cases of severe connectivity or software problems, include information explaining that no alternative computer (personal, ESTP Lab, or university lab) equipment was available during the passport period.
- (3) HQ, USACC will:
  - (a) Fund one passport per cadet.
  - (b) Activate rollover passports and move cadet assessment information to rollover account profiles.
  - (c) Determine the funding source (Battalion or HQ) for rollover requests based on both the description of the issue and the actions taken to resolve it.
  - (d) Transfer funds from battalion accounts semi-annually on **15 January** for the summer and fall semesters and **15 June** for the spring semester for each approved rollover request incurred.
- (4) ESTP for designated English as a Learned Language (ELL) cadets.

(a) ELL cadets are authorized one passport per semester, funded by Cadet Command, in order to take advantage of the English as a Second Language (ESL) tutorial components available within the ESTP program.

(b) For information regarding ESL tutorials cadre may contact their ESTP Dedicated Education Consultant or the program manager.

(c) ELL cadets participating in summer course work are authorized a passport only if ESTP-trained cadre are available to supervise, mentor, and tutor the cadet as necessary to ensure program execution.

(5) Restrictions. Participating students and auditing students as defined in [4-5 \(b\)](#) and [\(c\)](#) are restricted from participating in the ESTP program.

(6) Exemptions and waivers. See paragraph [4-4c.\(4\)](#).

d. Military History (refer to [TRADOC Reg. 350-13](#), Instruction in Military History, Paragraph 3-3). Prior to commissioning, cadets will complete a one-semester or equivalent college-level course in American military history offered by the college history department or the ROTC Military History Course. Additionally, cadets will participate in a staff ride or battlefield tour.

(1) The college-level course in American military history should develop the students' awareness of the relationship of the military establishment to society, particularly in the United States. Further, the course should develop their interest in the evolution of war and the progression of military professionalism, give them an awareness of the history and purpose of joint operations, discuss the role of history in understanding their profession, and encourage the viewing of American military history from a joint perspective. [TOC](#)

(2) Faculty assigned to teach the ROTC Military History Course should attend the Military History Instructor Course (MHIC) conducted by the Combat Studies Institute at Fort Leavenworth, KS. Schedule attendance for the MHIC through Brigade to Region.

(3) The MSL Department will ensure cadets participate in a staff ride or battlefield tour prior to commissioning. This staff ride or battlefield tour can be conducted in conjunction with the ROTC Military History Course, or as a separate activity during the school year. The intent is to involve cadets in a formal analysis of a battle. Preliminary study is required in order to prepare cadets for the exercise.

(a) Travel to a nearby battlefield site is encouraged. Choose a site that can be reached in a single day and still leave time for the exercise. Military or commercial air travel for this purpose is prohibited. Battalion funds will not be used to contract or pay for commercial tours or overnight lodging. University funds or other funds raised by cadet fundraisers may be used for tours and lodging subject to the university/college policy. Transportation costs are the responsibility of the battalion. Battalion funds may be used for one cadet meal in conjunction with the exercise.

(b) The staff ride or battlefield tour requirement may be met by using sand table exercises, board games of famous battles, or other simulations. While this is not considered an optimum solution, this method should be considered when a battlefield site

is not located within a radius of approximately 150 miles from the academic institution.

## **2-5. Physical Training (PT)** TOC

a. Within USACC, battalions will execute a PT program that adequately prepares cadets for LDAC, CPDT, and commissioning adhering to the Army standard while instilling a fitness ethos. PMSs are urged to exercise discretion, flexibility and good judgment in designing their PT programs since a program that might work well in a military environment could be counterproductive on a college campus where students have numerous competing interests and time commitments.

b. Basic Course Cadets: Physical training is highly encouraged for all Basic Course (MSLI & MSLII) cadets. While Basic Course contracted cadets are no longer required to participate in mandatory PT, they are required to pass the APFT and height/weight screening using Army standards once each semester IAW with their contract.

c. Advanced Course Cadets: Physical training is required for all Advanced Course (MSLIII & MSLIV) cadets. All Advanced Course cadets are required to pass the APFT and height/weight screening using Army standards once each semester IAW their contract.

d. Completion Cadets and ECP lieutenants. Cadets and ECP lieutenants will maintain monthly contact with the PMS per the signed cadet/PMS MOA. Cadets and ECP lieutenants will participate in a physical fitness program as prescribed by the PMS. Cadets and ECP lieutenants must pass the APFT and height/weight screening once a semester.

## **2-6. Water Training** TOC

All cadets must pass both the Swimming Diagnostic Test and the Combat Water Survival Test (CWST) prior to attendance at LDAC and commissioning. Cadets who fail these tests may train to meet the swimming test requirements in a variety of ways such as: through a university sponsored swim course or through arrangements with off-campus facilities/organizations (YMCA, Red Cross-Level IV Instruction, or MWR facilities on base/post that are trained and authorized to conduct swim training) or through qualified cadre. These tests should be administered as early as possible in the cadet life-cycle to allow early identification of and remediation for weak/non-swimmers.

a. Swimming Diagnostic Test. The swimming diagnostic test consists of:

-Swimming **10-continuous minutes** using one or a combination of four strokes (backstroke, crawl stroke, sidestroke, or breaststroke) with no associated minimum distance.

-After a minimum of 10 minutes rest, the cadet must then tread water for **5 continuous minutes**.

b. CWST. CWST is validated at LDAC and is a commissioning requirement. The CWST will be administered on campus before attendance at LDAC. The CWST consists of a 15-meter swim in Battle Dress Uniform (BDU), sneakers, load bearing equipment (LBE) with M-16; 3-meter drop from a diving board blindfolded with weapon and LBE, removing blindfold and swimming to side of pool without losing weapon; and equipment removal after entering water in which the cadet discards weapon and LBE and swims to side of pool. The

CWST is then validated at LDAC.

c. Universities without swimming facilities for testing or lessons may request funding through their chain of command to USACC G-3 for approval. Cadet Command will fund any contracted cadet who requires lessons and is unable to get them through university assets. Cadet Command will also fund non-contracted MSLII cadets identified by the PMS as having a high propensity to contract.

d. Brigade commanders are the waiver authority for cadets who do not meet either the Swimming Diagnostic Test or the CWST for LDAC attendance but must then ensure the swim requirement is met prior to commissioning. The CG USACC is the waiver approval authority for cadets who are not able to pass either test prior to commissioning.

## **2-7. Field Training Exercise (FTX)**

a. Battalions will conduct or participate in two FTXs per school year (one per semester fall and spring) of at least **24 hours** in duration each, excluding travel time; Battalions are restricted to a maximum of **96 hours** per school year. Waiver authority for this requirement is the brigade commander. The CG's intent is that the fall FTX is to focus on internal battalion training and serve as a bonding/growing experience for all of the cadets in the battalion. The spring FTX should be a joint FTX with at least two other programs in a replicated LDAC environment with the focus towards preparing MSL IIIs for LDAC.

b. Where possible, battalions will train at active/reserve military installations to take advantage of organic training resources at a reduced cost. When military installations are not available or to supplement training at installations, battalions will identify and obtain permission to train at local training facilities owned by the university, state/local government or private parties. Cadre will only billet a single gender in open-bay barracks.

c. Battalions are encouraged to use MSLIII and MSLIV cadets to assist in the planning and coordination of FTXs. Planning training events will place cadets in progressively more difficult situations and allows cadre to modify conditions in order to maximize the training benefit to the cadets.

d. All contracted MSLIII and MSLIV cadets will participate in FTXs. The PMS may direct the participation of contracted MSLI and MSLII and allow the participation of non-contracted cadets at their discretion. Battalions receive funding for 50% of their MSLI and MSLII cadets to attend FTXs. Battalions receive funding for 100% participation of MSL III and MSL IVs. Programs do not receive any additional FTX funding for completion cadets. Cadet Command will pay for **one hot meal per cadet per 24-hour period** and requires that schools work the details of each meal through their RM POC. During Brigade or combined FTXs, the Acquisition Team will only execute one contract versus coordinating multiple vendors.

## **2-8. Confidence and Team Building**

a. Units are encouraged to conduct mentally and physically challenging events to develop cadet self-confidence, teamwork, and the ability to overcome fear. When conducted with appropriate risk assessment and management, extracurricular events such as Bataan Memorial Death March, leader reaction courses, obstacle or confidence courses, rope bridging, rappelling, water training or activities similar to LDAC confidence training accomplish this purpose and enhance recruiting and retention. At a minimum, battalions

are encouraged to conduct confidence and team building events for all prospective LDAC attendees as a part of LDAC preparation. However, there is no additional funding available for this training so each PMS must analyze whether his/her budget will support the additional training. These events will not replace or be substituted for the MSL Leadership Labs.

b. Events falling into the category of adventure training such as white-water rafting, cross-country skiing, paint ball, marathons and other miscellaneous activities may provide some residual training benefit and are permitted. This type of activity is considered outside of the scope of the curriculum, and as such, will not be funded using Army funds.

University funds or other funds raised through cadet fundraisers can be used for activities, meals and lodging subject to the university/college policy. **Cadet Command will not fund meals, transportation, per diem or any other costs for adventure training.**

As with all training activities, this must be on the training calendar with an approved risk assessment at the appropriate level. Participation by cadets in adventure training activities is voluntary.

## 2-9. English as a Learned Language (ELL) Program

a. Any cadet for which English is not his/her primary or native language is a prospective participant in the English as a Learned Language (ELL) program. All cadets attending universities in Puerto Rico are considered prospective participants in the program. Cadets at other institutions are eligible for testing/training based on PMS assessments of the cadets ability to read, understand and speak English.

b. The Puerto Rico Language Training Detachment conducts English language training in Puerto Rico therefore; Cadet Command will not fund any additional programs or language training for cadets in Puerto Rico. The PMS is responsible for identifying all contracted ELL cadets, ensuring English Comprehension Level Test (ECLT) and Oral Proficiency Interview (OPI) are conducted in accordance with the ELL Program guidelines listed below, encouraging the testing of non-contracted ELL cadets, submitting ELL quarterly reports to the USACC G-3, and initiating disenrollment for cadets not meeting ELL Program requirements. Funding for language training (tutoring) for ELL cadets at universities outside Puerto Rico will be considered on a case-by-case basis by HQCC. Requests should be submitted through the USACC G-3.

c. ELL cadets identified as such by their PMS will be administered the ECLT. If the score on this initial ECLT is **below a 90**, the cadet will be enrolled into the ELL Program. If the initial ECLT score is **90 or above**, then the OPI will be administered. If this OPI score is **below 2+/2**, the cadet will be enrolled into the ELL Program. The ELL commissioning requirement is considered met if a cadet meets or exceeds both the ECLT score of **90** and the OPI score of **2+/2** during any one subsequent ECLT/OPI testing session. The cadet will not be required to participate further in the ELL program.

d. Non-scholarship Basic Course (BC) ELL cadets are not required to take the ECLT or OPI; however, they should be encouraged to strive to attain the MSL II course progression requirements listed below by the conclusion of the Basic Course. Cadets may not enter the Advanced Course (AC) unless they meet the established requirements below.

- Non-scholarship BC course progression goal: ECLT 70 and OPI 1+/1+

e. The PMS will inform scholarship BC ELL cadets of the MSL course progression requirements within the ROTC ELL program prior to contracting these cadets. The PMS will arrange for the testing of these cadets in their first semester of ROTC to assess their ECLT level and OPI level if appropriate. Contracted BC cadets have until the end of the second semester of ROTC to achieve the MSL course progression requirements listed below or face disenrollment proceedings. Cadets may not enter the AC unless they meet the established requirements below.

- Contracted MSL I course progression requirement: ECLT 70
- MSL BC course progression requirements: ECLT 70 and OPI 1+/1+

f. AC ELL cadets who fail to meet the MSL course progression requirements listed below have until the end of the first semester each year to achieve the MSL course progression requirements listed below or face disenrollment proceedings.

- MSL III course progression requirements: ECLT 75 and OPI 2/1+
- MSL IV course progression requirements: ECLT 80 and OPI 2/2
- Commissioning requirements: ECLT 90 and OPI 2+/2

g. Summer training, Cadet Professional Development Training (CPDT). ELL cadets must have attained an OPI score and an ECLT score prior to the start date of the training. The PMS will not allow students to attend summer training or CPDT if these scores have not been met. Scores are non-waiverable.

(1) LTC: ECLT 75 and OPI 2/1+

(2) LDAC and CPDT:

LDAC: ECLT 80 and OPI 2/2

CPDT: ECLT 80 and OPI 2/2

LDAC Commissionee: ECLT 90 and OPI 2+/2

h. ELL Testing Materials and Support may be available at the local Military Entrance Point (MEP) stations or supporting military installations. Contact the Cadet Command ELL program manager at the USACC G-3 if local testing support is unavailable.

## **2-10. Alternate Flight Aptitude Selection Test (AFAST)**

a. AFAST test materials are controlled items and will be inventoried and maintained IAW [AR 611-5](#). Loss of AFAST test materials requires an [AR 15-6](#) investigation. Each battalion administering the AFAST examination must have a test account with Army Personnel Testing (APT) Program, Education Division, AHRC-PDE, an appointed Test Control Officer (TCO) and Assistant Test Control Officer (ATCO). Inventory results are required quarterly.

Electronic reconciliations are required semi-annually (May/Nov) IAW [AR 611-5](#), and Army Personal Testing Policy Memorandums.

b. AFAST must be taken prior to the cadet's attendance at LDAC.

## 2-11. Defense Language Aptitude Battery TOC

To increase the pool of potential language personnel, the Department of the Army will ensure the automated Defense Language Aptitude Battery (DLAB) is available at appropriate locations, potentially including recruiters, Military Entrance Processing Stations, ROTC staff, and Service Academy staffs, to identify recruits/cadets with language learning potential at the beginning of career training.

## Chapter 3, Cadre Training TOC

### 3-1. Brigade Leader's Training Program (BLTP) TOC

a. This annual course is specifically designed under the direction of the Chief of Staff, Deputy Commanding General and Commanding General for all Brigade and Region Commanders and their Sergeants Major. The focus of the course is to standardize Cadet Command issues, policies, and to identify and recommend solutions to outstanding (unresolved) CC issues. This is also an opportunity for experienced brigade commanders to pass on lessons learned to the newest brigade commanders.

b. The BLTP can be **3-5 days** in length and the training location may change from year-to-year as determined by the Commanding General and the command group. USACC G-3 is the responsible agency for this course and all questions can be referred to their office. Attendance is mandatory for region and brigade commanders and command sergeants major.

### 3-2. Distance learning - School of Cadet Command (DL-SOCC) Courses TOC

a. General Information. All new cadre including military, civil servants and contract employees assigned to senior ROTC units at battalion, brigade, region and HQ, USACC are required to enroll in the DL-SOCC orientation **within 2 weeks** of arrival at the unit or prior to arrival at a resident SOCC course whichever occurs first. Early enrollment is authorized and encouraged. University employees not employed directly by the government at the battalion are not required (but are highly encouraged) to enroll in DL-SOCC.

(1) The course must be completed within **45 calendar days** from the date of enrollment (the day of enrollment is day 1 of the 45-day period) and prior to attending any resident course at the SOCC. Completion of DL-SOCC is the primary focus of newly assigned cadre.

(2) The DL-SOCC program automatically assigns the orientation subjects to be completed based on the cadre members job title/duties.

(3) The DL-SOCC is an orientation and not a school course for certification. Completion of DL SOCC does not count toward promotion points.

(4) TPUs. Enrollment is not mandatory. However, the ROTC battalion commander can require a TPU under his/her command to enroll. A TPU will have **45 calendar days** to complete the orientation. Enrollment in DL-SOCC does not count toward promotion or

retirement points.

b. Course managers at each region will control and monitor student enrollment, and completion progress using the Computer Managed Instruction (CMI) software. **Within 2 weeks** of arrival at the ROTC unit, the individual must contact the Region REO by email to enroll in DL-SOCC and receive a system ID and Password. The following enrollment data is required:

- (1) Full name.
- (2) Rank.
- (3) SSN.
- (4) Duty Status (Active Duty, AGR, DAC, Contract, TPU).
- (5) School name.

(6) Job Title/Duties (choose from the following only: BDE CDR., BDE nurse, XO, BDE SGM, PMS, APMS, SMSI, HRA/NCO, Supply Tech/NCO, Training NCO, Training Officer, Admin Officer, Recruiting Officer, or Staff).

(7) E-mail address (provide an address to be entered into the enrollment database if the individual's ROTC E-mail is not set up).

### 3-3. School of Cadet Command (SOCC) Resident Courses

a. Pre-Command Course (PCC).

(1) The purpose of this course is to prepare Cadet Command's senior leaders to train the cadre who will recruit, retain, develop leaders and commission the future officer leadership of the United States Army. The course includes instruction on creating a good command climate, developing effective recruiting, scholarship management, leveraging campus resources, enrollment, contracting, retention, disenrollment, accessions, leadership development and training safety. PMSs, SMSI, BDE Cdrs, their Sergeants Major, Region Cdrs, and their Sergeants Major must attend the course. Region and brigade staff personnel may attend this course on a space available basis. Incoming PMSs and SMSIs may attend this course up to **45 days** prior to their reporting date but **NLT 120 days after being assigned** to Cadet Command. No PMS or SMSI may begin a second school semester without having attended the PCC even if it is within the **120 days of arrival**. Requests for exceptions to this policy must be sent to the Deputy Chief of Staff, G-3 (ATCC-TR) U.S. Army Cadet Command.

(2) This two-week course is conducted at Fort Monroe, Virginia and is hosted by the School of Cadet Command. Individuals seeking a class slot must call or email their **Brigade Headquarters**. Brigades are responsible for ensuring compliance with attendance **within 120 days** of assignment.

b. Recruiting Operations Officers (ROO) Course. 

(1) The purpose of this course is to train and prepare newly assigned Recruiting Operations Officers (ROOs) to recruit the Scholar, Athlete, Leader (SAL) prospects for

Army ROTC. Brigade ROOs and Nurse Counselors will also attend this course. The course includes instruction on product knowledge, market analysis, salesmanship, formulation of a campus marketing strategy, and identifying enabling tools and how to techniques to aid the mission. Successful completion of the course is required to certify as a battalion ROO.

(2) Professors of Military Science (PMSs) at each battalion designate one Assistant PMS (APMS) to serve as the ROO for the full period of that officers assignment and ensure that the ROO is enrolled/attends the resident ROO Course for training and certification **within 60 days** of assignment or designation. Requests for an exception to policy will be addressed through the Deputy Chief of Staff, G-2 (ATCC-OR) at Cadet Command. ROO designation may be made from either military or civilian contract APMSs, but every effort will be made to identify the officer with the right skill set for this key position when a vacancy is pending.

(3) This two-week (**11 class days**) course is conducted at Fort Monroe, Virginia and hosted by the School of Cadet Command. Personnel performing these duties may attend this course of instruction by contacting their brigade training POC.

c. Human Resource Assistant (HRA) Course.

(1) The purpose of the course is to train and certify Human Resource Assistants in the unique aspects of their duties in ROTC units. The HRA Course highlights the Cadet Command Information Management System (CCIMS), scholarships, cadet pay, scholarship payment process, contracting, accessions packets, enrollment/disenrollment, processing waivers, and other performance skills.

(2) This one-week course is conducted at Fort Monroe, Virginia and hosted by the School of Cadet Command. Personnel performing these duties may attend this course of instruction by contacting their brigade training POC for roster submission.

d. Logistics Course (LOG). [TOC](#)

(1) The purpose of the course is to train and develop Supply Technicians competent in the unique aspects of their duties in ROTC units. The Logistics Course highlights accountability and responsibility, requesting and receiving supplies, Government Purchase Card credit card instruction, Government Services Administration (GSA) vehicles, budget management, and other performance skills.

(2) This four-day course is conducted at Fort Monroe, Virginia; and hosted by the School of Cadet Command. Personnel performing these duties may attend this course of instruction by contacting their brigade training POC for roster submission.

e. The Faculty Development Course (FDC).

(1) The purpose of this course is to provide all incoming teaching cadre (APMS and MSI) the tools, training and resources required to execute college-level classroom instruction and ROTC specific training. All teaching cadre are required to complete the identified DL-SOCC modules prior to attendance.

(2) This one-week course is conducted at the School of Cadet Command Fort Monroe, VA and through MTTs. All attempts will be made to have cadre attend in a TDY en route status prior to arrival at their university. For those that cannot accomplish TDY en

route, they will attend at the earliest possible class date. Individuals will coordinate with their respective Region and Brigade for attendance.

### 3-4. Quality Assurance and Faculty Certification TOC

a. The quality of our leadership development and training programs hinges on the knowledge and preparedness of the PMS and the teaching cadre. The Deputy Chief of Staff, G-3, plays a command-wide role in the promotion and maintenance of quality assurance of Army and academic standards by working closely with all Military Science and Leadership Departments, assisting with the development of new programs, the review or revision of existing programs for both cadre and cadets, and the assessment and measurement of program effectiveness.

b. The PMS must ensure that every instructor is prepared to present instruction or training. The PMS will:

(1) Verify that each teaching cadre has met the requirements of ROTC Faculty Certification.

(a) Has completed DL-SOCC and attended the appropriate SOCC course(s).

(b) Has an ROTC Blackboard account, is enrolled in the Cadre Instructional Materials course and other appropriate Blackboard courses, and has reviewed the Blackboard Instructor Help Files located within [rotc.blackboard.com](http://rotc.blackboard.com).

(2) Conduct cadre performance assessments through observing, identifying, and recording areas of strength and weakness; review and summarize cadet critiques; compile cadet critiques and personal observations; and annotate results on the Instructor Evaluation Report, located within the DL-SOCC "**Teaching Excellence**" module. At a minimum, the PMS must observe one class and one lab per semester.

(3) If cadre is in need of additional training and/or a refresher course, the PMS will implement a developmental action plan to remedy any such deficiencies. The PMS is encouraged to seek out and make use of available university faculty development programs. The PMS is also encouraged to seek assistance from the HQCC faculty development staff within the USACC G-3.

### 3-5. Medical Support for Training TOC

a. Minimum essential medical support is required for all training activities, from the classroom to the field firing range, IAW Memorandum, HQ TRADOC, ATTG-IS, 13 Dec 99, subject: TRADOC Medical Support to Training Policy. Note that the minimum level of medical support for all training outside the classroom is a certified combat life saver (CLS) with up to date CLS bag. The CLS cannot be a cadet under any circumstances regardless of the cadets training.

b. The base level support, Advanced Trauma Life Support (ATLS) must be available for all training activities. Advanced Trauma Life Support facilities are capable of responding to an incident, and providing the necessary interim support, transportation, and definitive clinical treatment within 1 hour. Definitive clinical treatment for ATLS is defined as either a physician or a physicians assistant providing trauma care.

- c. Activities classified as high-risk require additional medical support to complement the ATLS capability. The matrix in [Appendix G](#) lists the training activities identified as high or extremely high risk, and show the minimum additional support required for those activities.
- d. Commanders may provide a higher than minimum level of medical support to any activity at their own discretion. When a particular risk assessment indicates a lower level of support than the minimum required by [Appendix G](#); the support requirement will not be reduced without approval from CG Cadet Command.
- e. The PMS will annually assess and certify the adequacy of medical support to training.
- f. Matrix and detailed information are provided in [Appendix G](#).

### **3-6. Rappel Training** TOC

- a. PMSs desiring to execute rappel training at a rappel-training site will ensure a minimum of one certified Rappel Instructor is on site. Only certified Rappel Instructors are authorized to conduct rappel training. Current rappel masters and instructors certified at LDAC, LTC, or brigade instructor courses meet this requirement. Brigade Commanders may certify instructors based on demonstrated rappelling proficiency and recent military experience (e.g. Ranger School, Mountain Warfare School, Air Assault School). Certification of rappel towers is an annual requirement using the Cadet Command Tower Inspection Checklist [http://my.usaac.army.mil/portal/dt/usacc/HQ/library/Checklists/SOP\\_SftRappelChklist.html](http://my.usaac.army.mil/portal/dt/usacc/HQ/library/Checklists/SOP_SftRappelChklist.html). All rappel towers must be inspected and certified by school supporting installation, university safety, or university engineering and facility office using the Cadet Command Tower Inspection Checklist.
- b. A risk assessment is performed before executing any rappel training.
- c. When acting as university approved and university insured advisors to university clubs, cadre may conduct rappelling for non-cadet students. The Army would likely not cover liability for cadre in such cases. Cadre should obtain university coverage in writing prior to assuming responsibility for the event or be willing to assume personal liability in case of injury to any participants or damage to any facilities used. For clarification of PMS/cadre liability, contact the Cadet Command SJA.
- d. Rappel Instructors from Senior ROTC programs may conduct rappelling for JROTC cadets only during JROTC summer camps that are sanctioned by Cadet Command. Senior ROTC program cadre can not conduct rappel training for JROTC at other times even if otherwise "approved" by the school principal and the school agrees to cover liability. JROTC personnel who have been certified via their brigade's Rappel Instructor Training Program will conduct rappel training at school-sponsored events.
- e. ROTC cadre will no longer conduct rappelling as an official event for personnel who are not enrolled cadets. This restriction ensures that cadre remain under liability coverage of the Army for the official events they conduct.
- f. Only cadre who are certified rappel instructors are authorized to set up the rappelling site, inspect equipment, "hook up" rappellers, and supervise their descent.

g. Rappel training will be limited to basic, individual, hip-seat rappels only and will be done on buildings, established towers or field sites which have been approved as a result of a safety inspection conducted by the support installation Safety Office or other competent authority having jurisdiction or authorization to conduct such inspections. As a minimum, competent safety or structural engineering professionals to ensure that structures or sites have not degraded making them unsafe for use will inspect approved sites annually as referenced in [3-6a](#) above. A written record of the inspection will remain on file with the commander having operational control of the site. Additionally, a certified rappel master will inspect the site immediately prior to each use. Cadre must carefully monitor the site, equipment, and training procedures throughout each rappel training exercise. Skid or "helicopter-style" rappels are authorized only from a fixed tower (not from airborne helicopters). Australian or other advanced rappels are not authorized.

h. While rappelling, cadre, and cadets will wear Kevlar helmets or other approved protective helmets and use leather gloves. Cadets will not wear load-carrying equipment (LCE) or carry weapons while rappelling.

i. Prior to making their first rappel from a height of more than ten feet, cadets are required to rappel from a height of less than ten feet and/or on an incline. The purpose of this preliminary rappel is to introduce cadets to proper position and braking techniques and build their confidence accordingly in those techniques before rappelling from a significant height.

### 3-7 Recurring Annual Cadre Training [TOC](#)

a. Cadre must remain current on required military training. [Appendix E](#) outlines recurring training.

b. Units must maintain training appropriate records for cadre showing attendance rosters, personnel trained and training conducted.

## Chapter 4, Enrollment and Waivers [TOC](#)

### 4-1. Overview [TOC](#)

a. There are two entry options for cadets entering the ROTC program: Progression and Lateral Entry.

b. Progression consists of sequential progression of MSL 101 through MSL 202. Cadets who complete MSL I and MSL II (cadets who complete MSL I may voluntarily contract as MS II) in this manner and are otherwise eligible may enroll or contract in the Advanced Course. Accelerating the Basic Course is defined as taking more than one of the four courses at a time in order to make up for not having four semesters, i.e. taking both the 101 and 201 courses in the same semester as separate and distinct courses. The PMS may authorize accelerating the MSL I and MSL II years for students with three years remaining in lieu of attending LTC. Compression is defined as combining two courses into one course in order to reduce the number of semesters required, i.e. taking a modified, hybrid MSL101/102 course in one semester as one course. Because compression has the undesirable effect of changing the very nature of the instruction, it is not authorized under any circumstances. [TOC](#)

c. Lateral Entry Option. This option includes all Advanced Course entry methods but progression. Currently, there are five lateral entry options available to students: Alternate Entry Option (AEO); Placement Credit; Accelerated Cadet Commissioning Training (ACCT); Alignment Option Program (Engineer and Nurse Cadet Training); and Blue to Green Cross-Commissioning Program. The PMS must use his/her discretion to determine proper placement of non-progression students. The following pilot programs are currently available:

(1) Alternate Entry Option. Permits greater flexibility in recruiting quality students into the Advanced Course as non-scholarship cadets. Cadets sign a contractual agreement to attend LTC after the MSLIII year and LDAC after the MSLIV year. Cadets must be fully qualified and academically aligned as a full-time student with two years of studies projected for completion. This option is not available to scholarship cadets. Cadet progression using this option is MSLIII, LTC, MSLIV, LDAC, commissioning. Cadets entering under the AEO are not authorized to accelerate the advanced course or to attend LTC and LDAC within the same summer. This is nonwaiverable.

(2) Placement Credit. Guidance about placement credit is contained in [Table 4-1](#) and [AR 145-1](#). CG USACC establishes the placement credit criteria and evaluation method. The PMS may grant credit and contract a cadet based on these rules. Cadet progression using this option is determined by where the cadet is placed.

(a) Advanced placement may be given to prior (**active duty**) service soldiers or currently serving reserve duty soldiers who have completed basic training.

(b) Service academy attendance or successful completion of sister service senior ROTC training can qualify for credit: one year of service academy attendance or sister service ROTC training may be substituted for MSLI; two years may be substituted for MSLI & II, per [AR 145-1](#) and [Table 4-1](#).

(c) Credit may be granted for MSLI to those cadets who have completed at least two years of Junior ROTC (JROTC). PMSs may grant credit for MSL II (must award MSLI as a minimum) based on three or four years of JROTC training per [Table 4-1](#). [TOC](#)

(3) Accelerated Cadet Commissioning Training (ACCT) Program. ACCT is for students who demonstrate exceptional skills as Scholars/Athletes/Leaders (SAL) and have missed the LTC registration window or the school is unable to attain an allocation. SALs who are academically aligned may contract at the beginning of the MSL III year after completing the ACCT training program with no previous experience or placement credit. ACCT cadets are required to complete an early train-up period of critical tasks in [Appendix F](#) that must be mastered prior to integration into the cadet battalion. Cadet progression using this option is ACCT training program, MSLIII, LDAC, MSLIV, commissioning. Waiver requests for acceleration of the Advanced Course for ACCT cadets will not be favorably considered since they are already missing two years of a four year program. The Region Commander must approve candidates for ACCT entry. The following are entry criteria.

**Eligibility** Academic Discipline Mix 3, 4 or 5. **Waiverable** on a case-by-case basis by the Region Commander.

**Academics** Cumulative college GPA must be a minimum of 3.0. Not **waiverable**.

**Athletics** Active player on a university or comparable club team when contracted. **Waiverable** on a case-by-case basis by the Region Commander.

**Leadership** Demonstrated leadership (e.g. President, Vice President, Team Captain&etc) in university student government, civic, religious, service or social organization while attending college. **Not waiverable**.

**Scholarship**-Cadets SAL status should make them eligible for a scholarship. If a scholarship is not available, the PMS should consider whether the cadet is an AEO candidate rather than ACCT.

(4) Engineer and Nurse Cadet Training or Alignment Option Program.

(a) Engineer and Nurse cadets in this program are expected to meet the PME requirements, as do all other cadets.

(b) Engineer and Nurse cadets must successfully complete LDAC. Four year progression cadets in this category may receive approval to accelerate the basic course their first year, take MS III their second year and attend LDAC before the start of their junior year. The Brigade Commander may delay attendance until following their MSLIV year in order to facilitate graduation in four years. Attendance of a Nurse Summer Training Program (NSTP) following LDAC is strongly recommended, but can only be accomplished if LDAC follows the MSLII or MSLIII year.

(5) Blue to Green Cross-Commissioning Program. Air Force and Navy cadets may cross-commission in the Army upon release from the Air Force or Navy under ongoing force shaping initiatives. Eligible cadets fall into two categories:

(a) Graduating Cadets. Cross-commissionees who complete the Navy or Air Force program and are graduating will be directly appointed under the authority of the Assistant Secretary of the Army (Manpower and Reserve Affairs).

(b) Transfer Cadets. Air Force and Navy cadets may be discharged upon acceptance into an Army ROTC program. These cadets must meet all eligibility requirements (medical, APFT, height/weight IAW AR 600-9) and sign the ROTC contract, which includes service obligation and recoupment/AD provisions for breach of contract. They must transfer/contract prior to the start of the MS IV year. All transfer cadets must attend LDAC. The CG, USACC is the approval authority for advanced course placement credit. Submit requests through chain of command to USACC G-3. **TOC**

Table 4-1. Placement Credit Per AR-145-1

Previous Training	Credit for Placement in Army S ROTC
Active or Reserve Component service as an enlisted person or warrant officer in the U.S. Army, Navy, Air Force, Marine Corps, or Coast Guard:	
Army basic training or equivalent in (including USMC PLC), other Services Attendance at a service academy (Army, Navy, Air Force, Coast Guard):	MSL I and MSL II
1 year	MSL I
2 years	MSL I and MSL II
Senior ROTC (Navy, Air Force) training:	
NS I or AS I	MSL I
NS or AS II	MSL I and MSL II
NS or AS III	MSL I and MSL II
NS or AS IV	MSL I and MSL II
Junior ROTC (Army, Navy, Air Force, or Marine Corps) or NDCC training:	
1 year	None
2 years	As determined by PMS, but not to exceed MSL I
3 to 4 years	MSL I minimum; MSL II Maximum Actual credit to be determined by PMS

**4-2. On-Campus Summer Training** [TOC](#)

Commanders require Region Commander waiver to conduct on-campus summer school programs for any level of military science. Conducting such programs cause conflicts with other high priority missions for the summer, LDAC, LTC and on-campus recruiting.

**4-3 Non-army Cadet Commissioning Eligibility** [TOC](#)

a. Non Army ROTC cadets are eligible for an Army commission if they meet the following criteria:

(1) Four year participation as a member of the Corps of Cadets at a Senior Military College.

**AND**

(2) Successful completion of MSL/NS/AS I through IV and successful completion of LDAC.

**OR**

(3) USMC PLC Phase I & II and successful completion of LDAC.

**4-4. Substitutions, Deferments, Waivers and Exemptions** [TOC](#)

a. Academic Substitutions. Unit commanders may not qualify cadets on any BOLC I tasks based upon similar instruction given by an academic department of the institution.

b. Academic Deferments. Battalions may not defer any BOLC I tasks to later stages of officer training such as BOLC II or III since the BOLC process is based on progressive and sequential training. With the exception of the baccalaureate degree and PME requirements

for Military Junior College ECP cadets, all BOLC I requirements must be completed before a cadet is commissioned

c. Course Waivers.

(1) Every cadets first priority while at college is to obtain a degree. To facilitate earning a degree and meeting PME requirements in the minimum time, the PMS must inform cadets about PME requirements at the time of enrollment in the ROTC Program.

The PMS counsels each cadet in writing about the priorities for the PME requirements. If, as a result of existing academic requirements when they enroll in ROTC, cadets request exception to a portion of the PME requirements, the PMS must exhaust all methods of satisfying the PME requirements before endorsing a request for a PME course waiver from the CG USACC.

(2) Compression is defined as **combining** two courses into one course in order to reduce the number of semesters required, i.e. taking a modified, hybrid MSL401/402 course in one semester as one course. Because compression has the undesirable effect of changing the very nature of the instruction, it is not authorized under any circumstances.

(3) Advanced Course acceleration (i.e. taking MSL401 and 402 in the same semester as separate classes) is extremely undesirable because it deprives cadets of many of the leader development opportunities associated with the group dynamics of attending classes with their peers and also because the Advanced Course instruction is designed to be taught in a progressive and sequential manner. Therefore, it is not authorized, unless approved by the CG USACC. The four semesters of the Advanced Course must be completed in no less than four normal semesters. Only those cadets with extreme circumstances requesting acceleration will be considered. Examples of extreme circumstances may include severe and unexpected financial hardship, family hardship or circumstances beyond the control of the student. Requests based solely on the completion of baccalaureate requirements will not be considered. Failure of the cadre to accurately review a cadets [CC Form 104-R](#) is not considered an extreme circumstance and will not result in favorable consideration of acceleration requests. Any request for acceleration must include a detailed explanation of the extreme circumstance in the request. Requests for consideration must have the chain of commands endorsement and must be made in advance, not after the fact.

(4) ESTP PME Exemptions and Waivers.

(a) Cadets are exempt from the ESTP math, reading, or English assessments if the standards listed in [Appendix B](#) are met. All approved exemption exams must have been taken within five years of enrollment in a Military Science and Leadership (MSL) course MSL II or higher. **TOC**

(b) Cadets in graduate degree programs requiring the GRE or GMAT graduate level entrance exams are exempt from ESTP.

(c) Waivers. Request waivers through the chain of command to USACC G-3.

#### 4-5. ROTC Cadet versus Student Status **TOC**

a. Cadets are students who have been determined eligible for and enrolled in the ROTC program. An enrolled cadet is either contracted or non-contracted depending on their MSL

or scholarship status. Participating and auditing students are not enrolled. The following paragraphs define terms to clarify who an enrolled student in Army ROTC is and what they may do.

b. **Participating Students.** Any registered student at the university may register for and attend Army basic military leadership courses, and, upon their successful completion, earn whatever credit the university offers for the course. However, if the PMS determines that a student is ineligible to contract, then the PMS must limit the students participation (and adjust course-grading criteria accordingly). We call such students participating students. Commanders will limit what such students may do beyond academic classes to limit government expense and liability for students who are not eligible to contract. The PMS will not allow such students to:

(1) Draw or wear uniforms and equipment, such students may participate in drill **(but not in uniform)** when it is a part of class or leadership lab.

(2) Participate in FTXs,

(3) Participate in physical training or physically oriented labs,

(4) Participate in adventure training under Army ROTC auspices,

(5) Participate in Cadet Professional Development Training, or

(6) Attend LTC.

(7) Participate in ESTP.

A student who is a cadet in another services ROTC program may attend Army ROTC classes as a participating student only.

c. **Auditing Students.** Properly registered students of the university may audit the Basic Military Science & Leadership course only if permitted by university policy and only with the permission of the PMS. Audit means attend without registering for the course and without earning a grade or credit for the course. Such auditing students are a type of participating student. The PMS must apply the same limitations to them as described in paragraph [4-5 b](#) above and must further limit their participation to the classroom instruction aspects of the course only (i.e., may not participate in labs or drill).

d. **Non-Contracted Cadets.** Students who properly register for and attend Army Military Science & Leadership courses and are eligible to contract in Army ROTC at some future time are non-contracted cadets (see definition in Section II.) These cadets are considered enrolled once they complete the medical screening and complete the [CC Form 139-R](#). They may participate in all aspects of the Basic Course.

e. **Contracted cadets.** Contracted cadets (see definition in Section II) who are Army MSLI or MSLII cadets may participate fully in all aspects of the Basic Course. Contracted (Army) MSLIII and MSLIV cadets may participate fully in all aspects of the Advanced Course.

#### 4-6. Re-Cycle Opportunities **TOC**

A cadet may be "re-cycled" for the ROTC campus program only in very limited circumstances.

a. On Campus, Non-Contracted Cadet. A non-contracted cadet who does poorly, misses too much of an ROTC semester, or returns to school after having "**dropped out**" for a period of time may repeat one or more courses consistent with university policy. The PMS keeps record of and bases a contracting decision on both the initial and subsequent grades the cadet earns. To contract, a cadet must be able to complete the Advanced Course in no less than four normal semesters.

b. On Campus, Contracted Cadet. A contracted cadet who fails a ROTC course may be recommended for disenrollment for breach of contract. A contracted cadet who does poorly or misses too much of an ROTC semester for good cause (**PMS'S judgment**) may only take the course again if consistent with university policy and with the permission of the PMS. A cadet must be able to complete the Advanced Course in no less than four normal semesters.

**W. MONTAGUE WINFIELD**  
Major General, U.S. Army  
Commanding

**OFFICIAL:**

**RADAMES CORNIER, JR.**  
Colonel, GS  
Chief of Staff

**DISTRIBUTION:**  
Region, Brigade and Battalion Commanders, U.S. Army Cadet Command  
Primary and Special Staff, HQ, U.S. Army Cadet Command

**CF:**  
DCSOPS&T, U.S. Army Training and Doctrine Command  
G-3, U.S. Army Accessions Command

Section I **TOC**  
Abbreviations

ACRONYM	DEFINITION
AAS	Air Assault School
ACCT	Accelerated Cadet Training Program
AELP	Advanced English Language Program
AEO	Alternate Entry Option
AIAD	Advanced Individual Academic Development
AMEDDIP	Army Medical Department Internship Program
APFT	Army Physical Fitness Test
APMS	Assistant Professor of Military Science
ASBIP	Army Science Board Internship Program
BLTP	Brigade Leaders Training Program
BOLC	Basic Officer Leader Course
BRM	Basic Rifle Marksmanship
CCIMS	Cadet Command Information Management System
CDQC	Combat Divers Qualification Course
CER	Cadet Evaluation Report
CES	Cadet Evaluation System
CFT	Cadet Field Training
CIEIP	Cadet Installation and Environment Internship Program
CILIP	Central Identification Laboratory Internship Program
CIP	Cadet Internship Program
CPDT	Cadet Professional Development Training
CPFT	Cadet Practical Filed Training
CST	Combat Survival Training
CTLT	Cadet Troop Leader Training
CWST	Combat Water Survival Test
DISAIP	Defense Information Systems Agency Internship Program
DLIELC	Defense Language Institute English Language Center
DL-SOCC	Distance Learning-School of Cadet Command
EAP	Enrollment Action Plan
ECL	English Comprehension Level
ECP	Early Commissioning Program
ESL	English as a Second Language
ESTP	Enhanced Skills Training Program
FTX	Filed Training Exercise
G3/S3	Training, Operations and Plans Office(r)
GPA	Grade Point Average

Section I (continued) [TOC](#)  
Abbreviations

ACRONYM	DEFINITION
HFPAIP	Health Facilities Planning Agency Internship Program
HRA	Human Resource Assistant
JFKSWIP	John F. Kennedy Special Warfare Internship Program
JROTC	Junior Reserve Officers Training Corps
LBE	Load Bearing Equipment
LDAC	Leader Development and Assessment Course
LDP	Leadership Development Program
LOG	Logistics
LTC	Leaders Training Course
MJC	Military Junior College
MSL	Military Science & Leadership
NGICIP	National Ground Intelligence Center Internship Program
NSTP	Nurse Summer Training Program
NWT	Northern Warfare Training
OER	Officer Efficiency Report
OES	Officer Education System
OCS	Officer Candidate School
OFCOT	Olmsted Foundation Cadet Overseas Travel
OPI	Oral Proficiency Interview
PCC	Pre-Command Course
PCT	Pre-Commissioning Training
PME	Professional Military Education
PMS	Professor of Military Science
POI	Program of Instruction
PT	Physical Training
ROO	Recruiting Operations Officer
SMSI	Senior Military Science Instructor
SOCC	School of Cadet Command
SROTC	Senior Reserve Officers' Training Corps
TRADOC	Training and Doctrine Command
UKOTC	United Kingdom Officer Training Course
USAAC	United States Army Accessions Command
USACC	United States Army Cadet Command

## Section II Terms

### **Acceleration**

Taking more than one Military Science and Leadership course at a time in order to make up for time, i.e. taking both MSL 201 and MSL 202 in one semester in order to avoid having to go to LTC to qualify for the Advanced Course. Acceleration of the Basic Course requires PMS approval. Acceleration of the Advanced Course is not authorized without advanced approval of the CG USACC.

### **Advanced Course**

The last two years of the Senior ROTC program (MSLIII and MSLIV) including LDAC. The cadet normally pursues this during the junior and senior years in college. For Military Junior College (MJC) cadets, the advanced course includes freshman and sophomore years.

### **Alternate Entry Option**

One form of lateral entry where a student completes the Senior ROTC Advanced Course in the following progression: MSLIII, LTC, MSLIV, and LDAC

### **Assistant Professor of Military Science (APMS)**

The primary instructor for ROTC cadets enrolled in Military Science. APMS duties include, but are not limited to: recruiting, training, administration, coaching and commissioning the future officer leadership of the Army.

### **Basic Course**

The two-year Senior ROTC basic course of study (MSLI and MSLII), normally pursued by the cadet during freshman and sophomore years in college. Completion or completion credit is mandatory for entry into the advanced course.

### **Battalion Commander**

See Professor of Military Science.

### **Behavior**

An observable activity or action. The performance of a skill.

### **Cadet**

Cadets are students who are enrolled in Army ROTC. In order to be classified as enrolled in the Army ROTC, the student must have signed the [CC Form 139-R](#), and been accepted for enrollment by the PMS (who has verified the students eligibility for enrollment). A PMS may not accept a student for enrollment into Army ROTC unless the student has registered for and is taking a military leadership class for academic/ROTC credit or is attending LTC and meets all enrollment requirements.

### **Certification**

Written verification of proficiency in a given task or tasks.

### **College Freshman**

A student who is in the first year of college and has earned between one and 30 semester credit hours or between one and 45 quarter credit hours or as defined by the institution.

**Section II (continued)**   
**Terms**

**College Sophomore**

A student who is in the second year of college and has earned more than 30 but less than 60 semester credit hours or 45 quarter credit hours and less than 90 quarter credit hours or as defined by the institution.

**Common Core Training**

Direct training requirement for specific courses, grade levels, or organization levels. It consists of critical tasks performed by individuals at specific grade levels regardless of MOS or career field. Common core tasks are common soldier, common skill level, and organizational level shared tasks.

**Completion Cadet Program**

Cadets who have completed all military leadership and LDAC requirements but who have not yet met graduation (baccalaureate) requirements are administered under this program.

**Compression**

When two or more classes are combined into one hybrid course. Compression of Military Science and Leadership courses is prohibited.

**Condition**

The condition (or set of conditions) describes clearly and completely the circumstances under which the task must be performed.

**Constraints**

Limiting or restraining conditions or factors such as policy considerations, time limitations, environmental factors, and budgetary and other resource limitations.

**Contracted Cadet**

A contracted cadet is a student who has been determined eligible for enrollment (**signed [CC Form 139-R](#)**) and signed a **[DA Form 597/597-3](#)** as applicable and the **[DD Form 4](#)** series. Contracted cadets are enrolled in the SROTC program as nonscholarship or scholarship cadets. Completion cadets remain contracted cadets.

**Controls**

An action taken to eliminate hazards or reduces their risk.

**Counseling**

A means of assisting and developing students and subordinates. A leader/instructor counsels subordinates: to praise and reward good performance, to develop teamwork, to inform soldiers on how well or how poorly they are performing, to assist soldiers to reach required standards, to cause soldiers to set personal and professional goals, and to help soldiers resolve personal problems.

**Curriculum**

A course of study. An Army school curriculum consists of the course design, lesson plans, student evaluation plan, tests, course map, all other associated training material, and the program of instruction.

**Section II (continued)**   
**Terms**

**Distance Learning**

The application of multiple means and technology to deliver standardized training (individual, collective, self-development) to soldiers and units at the right place and right time.

**Early Commissioning Program (ECP)**

A program that allows Military Junior Colleges ROTC cadets, who have completed all ROTC requirements, except that of obtaining a baccalaureate degree to be commissioned.

**Evaluation**

Measurement of the demonstrated ability of soldiers or units to perform a task, supporting skill and knowledge; or learning objective against the standard.

**Feedback**

Information and data provided both within and outside the training system, that indicates the efficiency or effectiveness of the system or product. It is the data and information provided to the appropriate training proponent concerning the effectiveness and efficiency of the proponents training products. Also information provided to a student concerning his/her training performance.

**Go/No-Go--Pass or Fail**

The evaluation criteria whereby students cannot partially pass. They either pass (go: meet the standard) or fail (no-go: not meet the standard).

**Hazard**

Any actual or potential condition that can cause injury, illness, or death of personnel, damage to or loss of equipment, property or mission degradation (FM 101-5); a condition or activity with potential to cause damage, loss or mission degradation (Joint Pub 1-02).

Example: A river crossing has hazards that might include water depth and current, hypothermia, fatigue, debris on or under the water, change in conditions caused by weather, and swimming ability of the soldiers, etc.

**Implementation**

The actual conduct of training by any method of instruction using the validated training material created during the design and development phases. A major phase in the training development process.

**Joint Training**

Training in which elements of more than one service of the same nation participate.

**Leader Development and Assessment Course (LDAC)**

Required field training period conducted at Fort Lewis, WA. LDAC is a part of the advanced course that is usually attended between MSLIII and MSLIV.

**Section II (continued)**   
**Terms**

**Leaders Training Course**

A 28-day ROTC training course conducted at Fort Knox, KY; normally attended before the applicants junior academic year used as to gain placement credit for the basic course.

**Military Junior College (MJC)**

A two-year institution that has contracted with the Secretary of the Army to provide military science instruction. It provides high school and college-level instruction but does not confer a baccalaureate degree.

**Mission Essential Task List (METL)**

A compilation of collective mission essential tasks which must be successfully performed if an organization is to accomplish its wartime mission(s).

**MSL I/II/III/IV/V/VI**

Designations for the different levels of Military Science & Leadership. For example, MSLI is the first year, while MSLIV is the fourth year. MSLIII and MSLIV are the designations for the Advanced Course. MSV, scholarship and non-scholarship, is a cadet on extended benefits for one additional year. MSVI is a cadet that has completed LDAC and is presently completing PME requirements before receiving a commission.

**Non-Contracted Cadet**

A non-contracted cadet signed the [CC Form 139-R](#) (and been accepted for enrollment by the PMS) but has not signed/completed a [DA Form 597/597-3](#) and the [DD Form 4](#) series. A non-contracted cadet includes a student with a scholarship award pending contracting or an advanced designee scholarship awardee. A non-scholarship conditional cadet is an individual who has completed the [CC Form 139-R](#), Part 1 of [DA Form 597](#), and a waiver request pending.

**Pre-Commissioning Common Core Training**

Those tasks designated by HQ, TRADOC as tasks to be trained by all pre-commissioning sources.

**Professor of Military Science (PMS)**

The academic and military position title of the senior commissioned officer assigned to duty with a Senior ROTC battalion.

**Program of Instruction (POI)**

A formal course document which prescribes the training content, hours, and types of instruction and all resources required to conduct training in an institutional setting.

**Risk**

Chance of hazard or bad consequences; the probability of exposure to chance of injury or loss from a hazard; risk level is expressed in terms of hazard probability and severity ([FM 101-5](#)).

Section II (continued)   
Terms

**Risk Assessment**

The process used to identify potential hazard associated with training, set values on the risk elements, compare risks against training benefits, and eliminate unnecessary risks. It is an expression of potential loss in terms of hazard severity, accident probability, and exposure to hazard.

**Risk Management**

The process of identifying, assessing, and controlling risks arising from operational factors and making decisions that balance risk cost with mission benefits.

**Skill**

The ability to perform a job related activity, which contributes to the effective performance of a task.

**Standard**

A statement which establishes how well a task or learning objective must be performed. The standard specifies how well, completely, or accurately a process must be performed or product produced. The task standard reflects task performance requirements on the job. The learning objective standard reflects the standard that must be achieved in the formal learning environment.

**Standardization**

As applicable to Army training means: The development and implementation of performance standards, which the Army employs in training and in combat. Units and soldiers performing the same task will be trained to perform that task to the same standard. Training products are produced in one format by the training proponent and used by other training activities.

**Task**

A clearly defined and measurable activity accomplished by individuals and organizations. It is the lowest behavioral level in a job or unit that is performed for its own sake. It must be specific; usually has a definite beginning and ending; may support or be supported by other tasks; and has only one action.

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**[AR 25-50](#)**

Preparing and Managing Correspondence

**[AR 145-1](#)**

Senior ROTC Program: Organization, Administration, and Training

**[AR 190-11](#)**

Physical Security

**[AR 190-13](#)**

The Army Physical Security Program of Arms, Ammunition and Explosives

**[AR 385-10](#)**

The Army Safety Program

**[AR 385-40](#)**

Accident Reporting and Records

**[AR 385-55](#)**

Prevention of Motor Vehicle Accidents

**[AR 385-63](#)**

Range Safety

**[AR 385-64](#)**

U.S. Army Explosives Safety Program

**[DA Pam 25-33](#)**

Users Guide for Army Publications and Forms

**[DA Pam 385-1](#)**

Small Unit Safety Officer/NCO Guide

**[FM 7-8](#)**

Infantry Rifle Platoon and Squad

**[FM 21-20](#)**

Physical Fitness Training

**[FM 3-21.5](#)**

Drill and Ceremonies

**FM 22-100 (replaced by [FM 6-22](#))**

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Risk Management

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Military History Education

**[TRADOC Reg 350-29](#)**

Prevention of Heat and Cold Casualties

**[TRADOC Reg 350-70](#)**

Training Development Management, Processes, and Products

**[TRADOC Reg 350-10](#)**

Institutional Leader Training and Education

**[CCR-145-5](#)**

U.S. Army ROTC Leaders Training Course

**[CCR 385-10](#)**

Cadet Command Safety Program

**[CCR 670-1](#)**

Uniform Wear and Appearance

**[Cdt Cmd Pam 145-4](#)**

Enrollment, Retention and Disenrollment Criteria, Policy and Procedures

**[Cdt Cmd Pam 145-3.1](#)**

ROTC Cadet Professional Development Training, Off Campus Training

**[Cdt Cmd Pam 350-3](#)**

Cadet Ranger Challenge Competition

**CDT CMD Cir 145-0X-1**

Leader Development and Assessment Course: Administrative Information

**CDT CMD Cir 145-0X-2**

Leader Development and Assessment Course: Cadet Information

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Leader Development and Assessment Course: Cadre Information

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**[STP 21-1-SMCT](#)**

Soldiers Manual of Command Tasks

**ROTC Future Lieutenant Study**

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**Leader Development Program (LDP) Handbook**