



UNITED STATES ARMY CADET CORPS

HEADQUARTERS
1122 MAIN STREET
POST OFFICE BOX 277
MILLERSBURG, KY 40348-0277

REPLY TO
ATTENTION OF

Office of the Deputy Chief
of Staff for Operations

21 May 09
(Change 1)

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Letter of Instruction (LOI) – FY-2009 Annual Training (with Change 1)

1. References:

a. ACR 670-1, United States Army Cadet Corps Distinctive Uniforms and Insignia.

b. ACR 600-8-14, Issuance, Control and Processing of United States Army Cadet Corps Identification Cards.

2. Purpose. To announce the United States Army Cadet Corps (USAC) Annual Training for Fiscal Year (FY) 2009.

3. Program:

a. FY-2009 Annual Training will be held between 27 Jun 09 and 8 Aug 09 at the National Cadet Training Center (NCTC) in Millersburg, KY.

b. Annual Training (AT) is the overarching title for a number of programs and includes the following events detailed in enclosures 1 through 3:

- (1) Officer Candidate School Phase I (OCS-I).
- (2) Officer Candidate School Phase III (OCS-III).
- (3) Direct Commission Course (DCC).
- (4) Basic Officer Leader Course II (BOLC II).
- (5) Cadet Noncommissioned Officer Course (CNCOC).
- (6) Troop Handler Academy (THA).
- (7) Basic Leader Course (BLC).
- (8) Combined BCT / BLC (CBLT).
- (9) Cadet Transition Course (CTC).

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(10) Basic Cadet Training (BCT).

(11) TACMAP Fitness Camp (TFC).

(12) Summer of Training (SOT).

c. Programs of Instruction. Course itinerary and requirements are included in enclosures 1 through 3.

d. Report and Detach Times. Report and detach times, as well as graduation times, are indicated in enclosures 1 through 3. **It is imperative that units not report prior to the indicated time, without prior written authority of the NCTC Garrison Commander.** Personnel arriving early must be prepared to pay for meals and lodging for additional days, per enclosure 4.

e. Online Resources and Registration. Information regarding AT and registration is available at www.goarmycadets.com in the USAC Portal. Registration fees are included in enclosures 1 through 3.

f. Extensions. Cadets who attend a program of instruction, and who then desire to remain at NCTC for additional training, or a cadre assignment, may do so by requesting authorization from the Annual Training Battalion chain of command, and by also paying the additional registration fees included in enclosures 1 through 3.

4. Participants and Visitors:

a. Board of Advisors. The Chairman and members of the UAC Board of Advisors are invited to visit the NCTC during AT, and are strongly encouraged to attend the graduation ceremonies. Coordination may be made through the Aide-de-Camp to the Commanding General (ADC).

b. Official Guests. Representatives from the Department of Defense who are tasked with USAC support, as well as political supporters and other official guests of the Commanding General, U.S. Army Cadet Corps (CG, USAC), are invited to visit the NCTC during AT for a VIP day on the date of their choice. Coordination may be made through the ADC.

c. Headquarters, U.S. Army Cadet Corps (HQ, USAC) personnel. All HQ, USAC personnel are expected to participate in a portion of AT. This is a responsibility of appointment to the HQ, USAC staff which is essential to the furtherance of the USAC. Failure to attend AT will be reflected in Officer Evaluation Reports (OER), and will result in ineligibility for promotion during the next two fiscal years. Written requests to be excused from this obligation, with strong justification based on extenuating circumstances, must be received by the Chief of Staff not later than 15 Jun 09.

d. Unit Personnel. Officers, officer candidates, warrant officer candidates, noncommissioned officers and USAC Civilians are invited to apply to serve as a member of the

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cadre during AT. Requests to serve during AT, on USAC Form 1058, Cadre Duty Application, contained as enclosure 5, are to be submitted to the DCS, G3 by 10 Jun 09.

e. Cadets. Cadets must attend AT each year, as attendance is a requirement for continued participation in the USAC. Therefore, it is an inherent responsibility of the Unit Commander to ensure that every Cadet assigned to their command is able to attend AT. Every effort must be made to ensure that sufficient funds are raised and available to permit our Cadets to attend AT. Unit Commanders are expected to ensure that no Cadet is precluded from attending AT. Unit Commanders, upon reporting to AT, will provide a detailed written justification to the Deputy Chief of Staff for Training (DCS, G7) for each Cadet who has failed to report for AT.

f. Recruits. All recruits are expected to attend BCT during their first year of enrollment in the program. Waivers may be requested by contacting the DCS, G7. Recruits must attend BCT within 18 months of enrollment under all circumstances.

g. Millersburg Military Institute (MMI) Alumni. MMI Alumni are invited to visit the NCTC during graduation ceremonies. Additional visitation days may be arranged in order to have the opportunity to observe Cadet training programs. Coordination may be made through the Chief of Staff (CofS).

h. Units must provide adult cadre at a ratio of one member of the USAC Officers' Corps for every 15 Cadets/recruits, or portion thereof, attending AT.

i. USAC Officers, officer candidates, warrant officer candidates, noncommissioned officers and USAC Civilians are encouraged to apply to participate in one or more weeks of training. Staffing will be made based on manpower needs, rather than personal convenience. Cadre applications must include a first and second preference for periods of duty.

j. Service as a member of the AT cadre is required for promotion from CW2 to CW3; CW3 to CW4; CW2/3/4 to 1LT; 1LT to CPT. Senior-level service is required for promotion to MAJ and above. A "tour" is defined as a minimum of ten one-day periods of 12 hours a day.

k. Service as a member of the AT cadre for less than five consecutive days is of minimal value. Applicants for weekends only or other periods of less than five consecutive days will be reviewed on a case-by-case basis by the DCS, G3, and will normally be assigned to a short-term special project based on specialized skills and the needs of the Corps.

5. Location:

a. All training will be conducted at the National Cadet Training Center (NCTC) in Millersburg, Kentucky. NCTC is the premier training site for Army Career Exploration Training. Just 100 miles from Fort Knox and in close proximity to the Blue Licks Battlefield State Resort Park – which has 400+ acres available for field training, land navigation, squad tactics and other realistic military training – the NCTC is the *Center of Excellence* for Cadet Training.

b. Detailed directions to the NCTC are available at www.goarmycadets.com.

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6. Graduation Ceremonies:

a. Ceremonies will be held on the following dates:

- (1) 5 Jul 09 at 1500: OCS-I; OCS-III; DCC. Uniform: ACU.
- (2) 11 Jul 09 at 1000: BOLC II; THA; BCT-1. Uniform: ACU.
- (3) 25 Jul 09 at 1000: CNCOC; BLC; CBLT; CTC. Uniform: Class B.
- (4) 8 Aug 09 at 1000: BCT-2; TFT. Uniform: ACU.

b. Detailed information regarding graduation ceremonies for each course is posted at www.goarmycadets.com in the USAC Portal.

c. Family members, supporters, USAC and MMI alumni and other civilian guests are invited to attend graduation ceremonies. The appropriate attire is Business Casual.

d. Personnel will be administratively detached from NCTC based on the following priority, with the expectation that check-out will take no less than two hours.

- (1) Priority 1: Cadets who are traveling by plane or train, unaccompanied, on graduation evening.
- (2) Priority 2: Cadre who are traveling by plane or train, on graduation evening.
- (3) Priority 3: Cadets who are traveling by plane or train, accompanied by family, on graduation day.
- (4) Priority 4: Cadets who are traveling by car over 250 miles, leaving on graduation day.
- (5) Priority 5: Cadre who are traveling by car over 250 miles, leaving on graduation day.
- (6) Priority 6: Cadets who are traveling by car less than 250 miles, leaving on graduation day.
- (7) Priority 7: Cadre who are traveling by car less than 250 miles, leaving on graduation day.
- (8) Priority 8: Cadets or Cadre who are leaving after graduation day.

7. Uniforms and Equipment:

a. U.S. Army Cadet Corps officers, officer candidates, warrant officer candidates, noncommissioned officers and Cadets, as well as U.S. Army personnel, are to report and detach in the Army Combat Uniform (ACU). Recruits are to wear the Improved Physical Fitness Uniform

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(IPFU), as described in reference a. Enclosure 6 contains a packing list of required uniforms and equipment for U.S. Army Cadet Corps and U.S. Army personnel.

b. USAC Civilians must wear the USAC Civilian Alternative uniform, consisting of an official USAC polo shirt and khaki slacks, while in a duty status.

c. Civilian Guests. Business casual.

d. Grooming. Uniformed USAC personnel are required to maintain a regulation haircut for training, per reference a. Recruits will report with a "high and tight" (razor guard zero) haircut. Maintenance of grooming standards is the responsibility of the individual at their own expense.

e. A packing list, containing required items for AT, is contained as enclosure 5. Most items can be acquired through the Army Cadet Exchange Service (ACES), linked from www.goarmycadets.com.

f. Most USAC emblematic items (T-shirts, patches, etc.), as well as the ACU and accessories, will be available for purchase at the NCTC ACES retail store upon reporting and throughout AT. Service uniforms (shirts/trousers) will not normally be available and must be purchased prior to reporting. Accessories for service uniforms (berets, belts, ribbons, etc.) will normally be available. Orders placed less after 15 May will be packaged for delivery upon reporting to the NCTC, unless specifically requested otherwise.

8. Accommodations and Travel:

a. Lodging will be assigned based on rank and duration of training, in accordance with USAC policies. All meals will be provided by the NCTC Dining Facility.

b. Lodging for spouses and other non-USAC personnel is not available on the NCTC. Adequate lodging is available on the local economy in Paris, KY and Lexington, KY.

c. For transportation planning purposes, Blue Grass Airport (LEX) Lexington, KY is the best location for incoming personnel and is located 20 miles southwest of the NCTC. Nearby airports also include Cincinnati-Northern Kentucky Airport (CVG) in Ohio, 60 miles north of the garrison. The Amtrak Station, Maysville, KY (MAY) is located at West Front Street, Maysville, KY 41056 and the Greyhound bus terminal is located at 477 W New Circle Road, NW, Lexington, KY 40511. NCTC shuttles will be available to and from the above locations only. There will be no exceptions.

d. USAC personnel flying into LEX are to report to the Airport Reception Desk for directions to the USAC Receiving Station, where they will be checked-in and manifested for ground transportation to the NCTC. USAC personnel flying into CVG are to report to the Airport Reception Desk for directions to the USAC Receiving Station, where they will be checked-in and manifested for ground transportation to the NCTC.

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e. Participants must enroll in the USAC Travel Database, which is linked from www.goarmycadets.com in the USAC Portal, not later than five days prior to their report date.

9. Training Fees:

a. Training fees. Training fees are based on cost incurred while on garrison for the entire period of training. Training fees include all meals, training materials, transportation incident to training, billeting, linen service and laundry services, exclusive of dry-cleaning.

b. The training fees indicated in enclosures 1 through 3 are restricted to USAC personnel who are assigned to a chartered unit in good standing, which has held no less than four monthly Unit Training Assemblies (UTA) prior to AT. Cadets assigned to the Individual Training Company (ITC) must have attended 75% of UTAs with a chartered unit during the previous year to be eligible for the training fees indicated in enclosures 1 through 3. All others must enroll through the ITC at the higher rate.

c. Registration will be made online at www.goarmycadets.com in the USAC Portal. Registration must be completed 15 days prior to the first day of training. If submitted late, a significant late fee will be assessed, as shown in enclosures 1 through 3. Registration can only be accomplished online.

d. Authority to Expend Unit Funds. Unit funds, collected from the Cadet's/recruit's parents or through unit fundraisers specifically designated for AT, are to be used to pay for the registration and transportation of all personnel. Unit funds may be used to assist those Cadets/recruits who would not be able to attend AT due to financial hardships.

e. Personal Spending Fund. Each Cadet/recruit is required to have a Personal Spending Fund of not less than \$25 per week of training. This Personal Spending Fund will be used to purchase snacks, gifts or uniform/equipment items, required by enclosure 5, which are missing or unserviceable upon reporting, or which are lost or become unserviceable during AT. The Personal Spending Fund will be tracked electronically, with each transaction deducted from the individual's account. Upon completion of AT, the balance of the Personal Spending Fund will be returned to the Cadet, provided that the amount due is \$10 or greater. Balances of less than \$10 may be forfeited and transferred to the General Operating Account. The NCTC ACES Retail Store will be open on graduation days to give each Cadet the opportunity to spend the balance of their Personal Spending Fund.

f. Refunds. The registration fees outlined in enclosures 1 through 3 are based on tightly-controlled budget limitations. As a result, all registration fees are accounted for upon receipt by HQ, USAC. Therefore, **no refunds of registration fees will be authorized**, except in the case of compelling personal circumstance, such as a documented death in the family. **Under no circumstances will a refund be made in the case of a Drop on Request (DOR), an undocumented physical condition or dismissal due to disciplinary actions.** Requests for refunds are to be submitted to the Chief of Staff within 15 days of the individual's disenrollment. In virtually all cases, the refunded amount will be applied as credit towards future training. A determination regarding eligibility for a refund will be made by 1 Sep 09, with refunds issued by 30 Sep 09.

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g. Mission-essential Personnel. Mission-essential personnel, assigned to HQ, USAC or others selected by the Commanding General, who will be serving two weeks or longer, may be waived from all, or part, of Training Fees indicated in enclosures 1 through 3, based on financial need. Requests for a mission-essential waiver are to be forwarded by email to the CofS by 15 Jun 09.

10. Training Grants:

a. Training Grants. Training grants, based on financial need, may be provided by HQ, USAC to currently enrolled Cadets only. CTC and ITC Cadets, as well as all recruits, are ineligible for HQ, USAC grants. Training Grants may be used for all courses of instruction outlined in enclosures 1 through 3.

b. One partial training grant may be awarded, based on financial need, for every 10 Cadets and recruits participating in AT from a unit. Example: a unit sending 20 Cadets may be awarded up to two partial training grants.

c. The amount of the training grant is dependent on financial resources. Typically no more than \$200 may be awarded in the Training Grant. Units are strongly encouraged to provide the additional needed funds in cases of extreme financial hardship.

d. Cadets CPL and above applying for a training grant must have earned the Drug Demand Reduction Service Ribbon and the USAC Outstanding Volunteer Service Medal, as documented in CADTRAK. No exceptions will be granted.

e. Training grant nominations will be made by Unit Commanders by formal letter (not email) not later than 1 Jun 09. Nominations should include full justification as to why the grant is financially essential, the history and qualifications of the Cadet, and a letter of request from the Cadet. Requests are to be coordinated through the Deputy Commander. All information must be included, as incomplete requests will not be considered.

11. Wear of Cadet Rank Insignia:

a. All rank insignia worn by Cadets must be fully documented in CADTRAK. Cadets reporting wearing rank insignia that is not fully documented will be required to remove it.

b. Acting rank insignia (“Acting Jack”) will not be worn during AT, except that which is assigned as part of the AT unit structure.

c. Recruits who are provisionally promoted to PV2 will wear “Recruit” as their rank insignia on the ACU throughout BCT, and PV2 at graduation. Recruits will not wear the Class B uniform during AT.

d. Unit Commanders are personally responsible to ensure that all rank is properly documented in CADTRAK. The most common deficiencies are documentation of Drug Demand Reduction and Color Guard presentations, as well as community service hours.

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12. Administration:

a. Training Authority. Use of USAC Form 14/1, Training Authority is not required for AT. Officers who need written orders to provide to their employer are to submit USAC Form 14/1, with contact information for their employer (full name, address and email address), to the Deputy Chief of Staff for Personnel (DCS, G1) to arrive not later than 15 Jun 09.

b. Personnel Records Jacket (201 Files). Each member's 201 file is required for AT. Cadets must submit all documents upon reporting. Officer and NCO 201 files are maintained by HQ, USAC, and will be audited for completeness upon reporting. All unit 201 files will be inspected by the Inspector General for completeness and accuracy, as part of the annual Unit Inspection Program.

c. **Each Cadet/recruit must execute a new USAC Form 4, Application and Enrollment Agreement; USAC Form 4/1, Record of Emergency Data; and USAC Form 23, Report of Medical History and Examination, prior to reporting.** These new forms will be available at www.goarmycadets.com or on before 1 Jun 09.

d. Current Enrollment. All participants must be currently enrolled in CADTRAK. Personnel arriving with an expired membership will be required to pay the annual enrollment fee, as well as an additional \$20 service fee. Unit Commanders are personally responsible to ensure that personnel assigned to their command are currently enrolled.

e. Identification Cards. Each participant must be in possession of the new digitally produced plastic identification card. To request a replacement ID, follow the detailed guidance found in reference b.

13. Physical Requirements:

a. **All Cadets/recruits must have a completed USAC Form 23, Report of Medical History and Examination, less than one year old, in their service record.** Additionally, all Cadets/recruits may receive a Physical Examination Verification conducted by a military or civilian Medical Doctor, Physician's Assistant, Registered Nurse, Licensed Practical Nurse or an Army Medic upon reporting to AT to ensure their physical qualification for the rigors of AT. The Physical Examination Verification, which may be documented on USAC Form 23, is to ensure that the Cadet/recruit is still in the same physical condition as when the complete medical examination was conducted. Failure to have a physical examination, as required above, will result in the Cadet/recruit being disenrolled from AT, or having a physical examination at a civilian clinic at unit expense. **Cadets/recruits may not commence training until a physical examination is completed.**

b. Medications. Any medical condition requiring over-the-counter or prescription medication must be approved by the Director of Health Services (DHS) not later than 15 Jun 09. Cadets arriving at training with a pre-existing condition, requiring prescription medication which has not been previously approved, will be returned home at the expense of their parents/unit. Cadets/recruits which are permitted to have prescription medications during AT will be assessed a \$25 per week charge which is used to ensure oversight by licensed medical personnel.

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c. Physical Fitness Testing. Cadets/recruits will be administered the USAC Physical Fitness Test (ACPFT) upon reporting to AT. Those who cannot meet the USAC Minimum Physical Fitness Standards may be assigned to a Remedial Fitness Platoon. Further, the ACPFT will be administered no less than once each week, and prior to graduation, for all programs. A Cadet must pass the USAC Minimum Physical Fitness Standards to graduate from BLC, CTC or BCT. A Cadet must pass the National Physical Fitness Standards to graduate from CNCOC or THA. OCS Phase I and Phase III candidates, as well as BOLC II and DCC trainees, will be administered the ACPFT for training purposes only.

d. Physical Disqualification. Cadets/recruits who are removed from training due to medical issues for a cumulative total of 72 hours during any three week period will be disenrolled from training and returned to their home station.

14. Public Relations and Photography:

a. Photos and information regarding the events of the various training days will be posted at least once each week on www.goarmycadets.com.

b. The NCTC Staff Photographer will take formal portraits, as well as candid shots, of all participating USAC personnel. Photographs will be available for purchase at the above website.

c. Since photography is designed to capture the activity of the moment, individual requests for candid shots will not be honored.

15. Contact Information:

a. Cadets/recruits may not make or receive personal phone calls except when authorized by the Battalion Commander or when on pass. All personnel will be authorized one "safe arrival" phone call within 24 hours of their arrival at the NCTC. Cadets/recruits will be permitted to call home approximately two days prior to graduation.

b. The official address and phone number are as follows:

Cadet (or Recruit) John P. Hancock, USAC
U.S. Army Cadet Corps
National Cadet Training Center
Post Office Box 277
Millersburg, KY 40348-0277

Duty Phone: (859) 484-2100, Ext. 10 (24 hours during AT)

Duty FAX: (859) 484-2105

c. Official email messages relative to a Cadet/recruit may be directed to annualtraining@armycadets.org. The Cadet/recruits' last name and last four digits of their social security number are to be listed in the subject line in order to send an email message regarding a Cadet. Cadets are not permitted to send or receive email messages while at training.

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16. Points of Contact:

- a. Deputy Commander: COL Edward A. Wasserman can be reached at edward.a.wasserman@armycadets.org or 866-GO-CADETS, Ext. 816.
- b. Chief of Staff: COL Joseph M. Land, Sr. can be reached at joseph.m.landsr@armycadets.org or 866-GO-CADETS, Ext. 807.
- c. Deputy Chief of Staff for Personnel: MAJ David L. Grimm can be reached at david.l.grimm@armycadets.org or 866-GO-CADETS, Ext. 826.
- d. Deputy Chief of Staff for Operations: LTC Brian A. Blahnik can be reached at brian.a.blahnik@armycadets.org or 866-GO-CADETS, Ext. 805.
- e. Deputy Chief of Staff for Training: MAJ George H. Berghorn can be reached at george.h.berghorn@armycadets.org or 866-GO-CADETS, Ext. 803.
- f. Deputy Chief of Staff for Logistics: MAJ Joseph H. Gorman can be reached at joseph.h.gorman@armycadets.org or 866-GO-CADETS, Ext. 804.
- g. Director of Health Services: Vacant. Direct inquiries to the Chief of Staff at joseph.m.landsr@armycadets.org or 866-GO-CADETS, Ext. 807.
- h. Garrison Commander: MAJ Joseph H. Gorman can be reached at joseph.h.gorman@armycadets.org or 859-484-2100, Ext. 20.
- i. Aide-de-Camp to the Commanding General: 1LT Lawrence C. Hammer can be reached at lawrence.c.hammer@armycadets.org or 859-484-2100, Ext. 13.
- j. Army Cadet Exchange Service (ACES): ACES can be reached at aces@armycadets.org or 866-GO-CADETS, Ext. 838.

17. Action. Unit Commanders are to ensure widest dissemination of this information, with a photocopy or digital copy to the parents of all Cadets/recruits. Questions are to be addressed to the appropriate individual above.

FOR THE COMMANDER:



BRIAN A. BLAHNIK

6 Encls

1. Officer and Noncommissioned Officer Programs of Instruction Deputy Chief of Staff for Operations
2. Cadet and Recruit Programs of Instruction
3. Cadre Programs of Instruction

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4. Additional Fees
5. Uniform and Equipment Inventory
6. USAC Form 1058, Cadre Duty Application

DISTRIBUTION:

U.S. ARMY CADET CORPS BOARD OF ADVISORS
U.S. ARMY CADET CORPS OFFICERS AND CADETS
CHIEF, ARMY RESERVE
COMMANDING GENERAL, U.S. ARMY RECRUITING COMMAND

CF

ASSISTANT SECRETARY OF THE ARMY
(MANPOWER AND RESERVE AFFAIRS)
PRESIDENT, BLUEGRASS MILITARY AFFAIRS COUNCIL
MILLERSBURG MILITARY INSTITUTE ALUMNI
MILLERSBURG CITY COUNCIL
MILLERSBURG POLICE AND FIRE DEPARTMENTS

OFFICER AND NONCOMMISSIONED OFFICER PROGRAMS OF INSTRUCTION

Officer Candidate School Phase I (OCS-I). An intense 10-day course of instruction which provides Officer Candidates with an introduction to basic military subjects and leadership fundamentals, including training in military drill and ceremonies, customs and courtesies, inspections, leadership, communication skills and standards of conduct for commissioned officers. USAC specific training will include Cadet Protection Policy Training, core values, USAC officer professional development system, unit administration, training techniques, and internal communications. OCS Phase I is required for commissioning in the USAC Officers' Corps. To graduate from OCS Phase I, the candidate must pass personnel and room inspections, demonstrate proficiency in military drill and ceremonies, receive favorable peer and Cadre leadership evaluations, and pass the OCS Proficiency Examination. Failure to pass all criteria for graduation from OCS Phase I will result in ineligibility for OCS Phase II.

Registration Fee: \$200

Late Fee: A \$50 late fee will be assessed for applications received after 15 Jun 09.

Training Dates: 5 - 12 Jul 09.

Report Date and Time: 5 Jul 09, not earlier than 1300 and not later than 1600.

Graduation Date and Time: 12 Jul 09 at 1500

Officer Candidate School Phase III (OCS-III). An intense 10-day course of instruction which provides graduates of OCS Phase I and OCS Phase II with an advanced introduction to military subjects and leadership fundamentals, including training in military drill and ceremonies, leadership tools and techniques, troop leading procedures, communication skills and standards of conduct for commissioned officers. USAC specific training will include Cadet Protection Policy Training, core values, USAC officer professional development system, unit formation and management procedures, training techniques, and internal communications. OCS Phase III is required for commissioning in the USAC Officers' Corps. To graduate from OCS Phase III, the candidate must pass personnel and room inspections, demonstrate proficiency in military drill and ceremonies, receive favorable peer and Cadre leadership evaluations, and pass the OCS Proficiency Examination. Failure to pass all criteria for graduation from OCS Phase III will result in ineligibility for commissioning.

Registration Fee: \$225

Late Fee: A \$50 late fee will be assessed for applications received after 15 Jun 09.

Training Dates: 5 - 12 Jul 09.

Report Date and Time: 5 Jul 09, not earlier than 1300 and not later than 1600.

Graduation Date and Time: 12 Jul 09 at 1500

Direct Commission Course (DCC). An intense 10-day course of instruction which provides Direct Commission Officers (typically those who previously held federal commissions, had previous service as a senior division ROTC Cadet/Midshipman or federal service academy Cadet/Midshipman, or who are being commissioned in the USAC due to professional qualifications, such as licensed attorneys, medical professionals and chaplains) with an introduction to basic and advanced military subjects and leadership fundamentals, including training in military drill and ceremonies, customs and courtesies, inspections, leadership, troop leading procedures, communication skills and standards of conduct for commissioned officers. USAC specific training will include Cadet Protection Policy Training, core values, USAC officer professional development system, new unit formation and management procedures, unit administration, training techniques and internal communications. DCC is required for commissioning in the USAC Officers' Corps. To graduate from DCC, the candidate must pass personnel and room inspections, demonstrate proficiency in military drill and ceremonies, receive favorable peer and Cadre leadership evaluations, and pass the OCS Proficiency Examination. Failure to pass all criteria for graduation from DCC will result in ineligibility for commissioning.

Registration Fee: \$225

Late Fee: A \$50 late fee will be assessed for applications received after 15 Jun 09.

Training Dates: 5 - 12 Jul 09.

Report Date and Time: 5 Jul 09, not earlier than 1300 and not later than 1600.

Graduation Date and Time: 12 Jul 09 at 1500

Basic Officer Leader Course II (BOLC II). A 7-day course of instruction for newly commissioned 2LTs, all currently serving USAC officers in the grade of CPT and below, and all currently serving USAC NCOs in the grade of SSG and below which provides proficiency in basic technical skills including common tasks (emphasis on land navigation), basic instructional techniques, basic safety and range safety/operations, first aid and CPR, and an overview of the U.S. Army. To graduate from BOLC II, the candidate must receive a go on all critical tasks, with one retest allowed on each task. Failure to pass all criteria for graduation from BOLC II will result in ineligibility for promotion until requirements are met. New USAC professional development standards require successful completion of BOLC II for all cadre described above, prior to eligibility for the next promotion.

Registration fee: \$150

Late Fee: A \$50 late fee will be assessed for applications received after 20 Jun 09.

Training Dates: 5 - 12 Jul 09.

Report Date and Time: 5 Jul 09, not earlier than 1300 and not later than 1600.

Graduation Date and Time: 12 Jul 09 at 1500

CADET AND RECRUIT PROGRAMS OF INSTRUCTION

Cadet Noncommissioned Officers Course (CNCOC). An intense three-week program for Cadet noncommissioned officers, emphasizing strategic leadership, staff planning, and coordinating activities at the unit and higher levels. Successful completion of CNCOC is a prerequisite for completion of Milestone 7 and promotion to the grade of Cadet SFC (promotion based upon Modified Table of Organization (MTOE) quotas). The first week of CNCOC consists of classroom training with the following two weeks of follow-on duties in a cadre assignment supporting one or more areas of AT. Must be a highly qualified Cadet PFC or above for this course.

Registration Fee: \$600

Late Fee: A \$50 late fee will be assessed for applications received after 20 Jun 09.

Training Dates: 5-25 Jul 09.

Report Date and Time: 5 Jul 09, not earlier than 1300 and not later than 1600.

Graduation Date and Time: 25 Jul 09 at 1000

Troop Handlers' Academy (THA). An intense three-week program for Cadet Noncommissioned Officers who are graduates of BLC and have been selected to serve as a recruit Troop Handler. THA is a required course of instruction for those Cadet NCOs who are tasked with teaching and leading Cadets participating in Basic Cadet Training programs. THA attendees are expected to continue their training by serving as a Cadre member for Basic Cadet Training or the Basic Leader Course as troop handlers or platoon sergeants, depending on qualifications and needs of the Corps. Cadets may use completion of THA to partially satisfy requirements for completion of Milestone 7 and promotion to the grade of Cadet SFC (promotion based on table of organization quotas). To be fully qualified for these requirements, Cadets will be tasked with completing a distributed learning version of the CNCOC curriculum (those aspects which are not addressed during THA) within six months of completing THA, or they will lose eligibility for Milestone 7/promotion to Cadet SFC. Must be a highly qualified Cadet CPL or above for this course.

Registration Fee: \$600

Late Fee: A \$50 late fee will be assessed for applications received after 10 Jun 09

Training Dates: 20-26 Jun 09, with subsequent Troop Handler duties for BCT, as assigned.

Report Date and Time: 20 Jun 09, not earlier than 1300 and not later than 1600.

Graduation Date and Time: 11 Jul 09 at 1000

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Basic Leader Course (BLC). An intense three-week program for graduates of Basic Cadet Training. BLC provides advanced orientation in basic leadership, field training, marksmanship, self-defense, and team-building activities. Must be a highly qualified Cadet PV2 or above for this course.

Registration Fee: \$600

Late Fee: A \$50 late fee will be assessed for applications received after 20 Jun 09.

Training Dates: 5-25 Jul 09.

Report Date and Time: 5 Jul 09, not earlier than 1300 and not later than 1600.

Graduation Date and Time: 25 Jul 09 at 1000

Combined BCT / BLC (CBLT). An intense four-week program which allows recruits, normally age 15 and older, to attend BCT, and then continue on to the final two weeks of BLC, completing two summer's worth of training in one year. This program is only for highly-motivated recruits, due to the duration of CBLT and the time which will be spent at NCTC. Failure to complete BCT will result in ineligibility for the second two weeks of BLC training. **Failure to complete the requirements of BCT will not result in a refund of the portion of the training fees associated with BLC.**

Registration Fee: \$800

Late Fee: A \$50 late fee will be assessed for applications received after 15 Jun 09.

Training Dates: 27 Jun-25 Jul 09.

Report Date and Time: 27 Jun 09, not earlier than 1300 and not later than 1600.

Graduation Date and Time: 25 Jul 09 at 1000

Cadet Transition Course (CTC). An abbreviated Basic Cadet Training program for Cadets of a Recognized Cadet Corps who are transitioning to the USAC at an advanced grade. CTC will provide initial training which will permit integration of the Cadet to the USAC's heritage, culture and military standards. All participants in CTC will attend without rank, as recruits. To graduate from CTC, the recruit must pass the End of Course Test (ECT), and the Army Cadet Physical Fitness Test (ACPFT) for the grade they are eligible for. Graduates of CTC, who meet all appointment criteria, will normally graduate at the grade permitted by regulations. Each graduating CTC Cadet will be reviewed for initial appointment based on motivation, leadership, physical fitness and other factors. Those who are deficient may receive an initial appointment at a grade lower than allowed by regulations. Those who are superior may receive an initial appointment at a grade higher than allowed by regulations. Graduates of CTC will transition to BLC. Failure to pass all criteria for graduation from CTC will result in transition from CTC to a future BCT course and ineligibility for advanced initial appointment. Participants must have **18 months of service in a Recognized Cadet Corps and have completed a minimum of seven consecutive days of recruit or basic type training. These requirements will not be waived.**

Enclosure 2

SUBJECT: Letter of Instruction (LOI) - FY 09 Annual Training

Registration Fee: \$600

Late Fee: A \$50 late fee will be assessed for applications received after 15 Jun 09.

Training Dates: 5-25 Jul 09.

Report Date and Time: 5 Jul 09, not earlier than 1300 and not later than 1600.

Graduation Date and Time: 25 Jul 09 at 1000

Basic Cadet Training (BCT) – Session 1. The initial training for all new recruits where they are introduced to the basics of military training and life. **This is the preferred session for Individual Training Company recruits.**

Registration Fee: \$450

Late Fee: A \$50 late fee will be assessed for applications received after 15 Jun 09.

Training Dates: 27 Jun - 11 Jul 09.

Report Date and Time: 27 Jun 09, not earlier than 1300 and not later than 1600.

Graduation Date and Time: 11 Jul 09 at 1000

Basic Cadet Training (BCT) – Session 2. The initial training for all new recruits where they are introduced to the basics of military training and life. **This is the preferred session for recruits assigned to a unit who are not attending CBLT.**

Registration Fee: \$450

Late Fee: A \$50 late fee will be assessed for applications received after 15 Jul 09.

Training Dates: 26 Jul - 8 Aug 09.

Report Date and Time: 26 Jul 09, not earlier than 1300 and not later than 1600.

Graduation Date and Time: 8 Aug 09 at 1000

The Army Cadets Martial Arts Program (TACMAP) Fitness Training (TFT). A one-week advanced martial arts training program based on rigid military standards, along with other high-adventure recreational activities. TACMAP utilizes MCJKKD as its main training format, which includes a combination of Self Defense, Judo, Aikido, Jujitsu, Karate, Boxing and Wrestling.

Registration Fee: \$200

Late Fee: A \$50 late fee will be assessed for applications received after 15 Jul 09.

Training Dates: 2 - 8 Aug 09.

Report Date and Time: 2 Aug 09, not earlier than 1300 and not later than 1600.

Graduation Date and Time: 8 Aug 09 at 1000

Summer of Training (six weeks) (SOT). Cadets desiring to participate in six weeks of training, to include formal courses above, cadre duty, or a combination thereof, will receive a discounted registration fee. This discount does not apply for Cadets requesting to remain on station after a scheduled training program; therefore, Cadets must register in advance for the Summer of Training program.

Registration Fee: \$1000

Late Fee: A \$50 late fee will be assessed for applications received after 15 Jun 09.

Training Dates: 27 Jun - 8 Aug 09.

Report Date and Time: 27 Jun 09, not earlier than 1300 and not later than 1600.

Graduation Date and Time: 8 Aug 09 at 1000

Enclosure 2

SUBJECT: Letter of Instruction (LOI) - FY 09 Annual Training

CADRE PROGRAMS OF INSTRUCTION

Cadet Cadre Positions. On-the-job training for Cadets who are graduates of CNCOC, who are screened and selected for a staff leadership or support position. Individuals will develop leadership skills or technical skills in administration, supply, logistics, public affairs or training. Must be a highly qualified Cadet CPL or above to participate.

Registration Fee: \$40 per day, if less than seven days; \$200 per week if three weeks or less; \$175 per week for four weeks or more.

Late Fee: A \$50 late fee will be assessed for applications received after 1 Jun 09.

Training Dates: 27 Jun - 8 Aug 09. Cadets may apply for any period of time, with minimum of two weeks, based on the needs of the Corps.

Report Date and Time: 27 Jun 09, not earlier than 1300 and not later than 1600.

Dismissal Date and Time: Determined based upon availability.

Officer/noncommissioned officer and USAC Civilian Cadre Positions. Cadre duty for officers, officer candidates, noncommissioned officers and USAC Civilians who are screened and selected for a staff leadership or support position. Individuals will develop leadership skills or technical skills in administration, supply, logistics, public affairs or training.

Registration Fee: \$40 per day, if less than seven days; \$125 per week if two weeks or less; \$100 per week for three weeks or more; no charge if serving all six weeks of training.

Late Fee: No late fees apply.

Training Dates: 27 Jun - 8 Aug 09. Officers, noncommissioned officers and USAC Civilians may apply for any period of time, with minimum of one week, based on the needs of the Corps.

Report Date and Time: 27 Jun 09, not earlier than 1300 and not later than 1600.

Dismissal Date and Time: Determined based upon availability.

Enclosure 3

SUBJECT: Letter of Instruction (LOI) - FY 09 Annual Training

ADDITIONAL FEES

Additional Days at NCTC. Personnel reporting early, or detaching late, will be assessed the following daily fee for messing and billeting:

Individuals: \$40 per calendar day

Units Traveling Together with 15+ Personnel: \$30 per calendar day

Ground Transportation. Personnel requiring ground transportation between Blue Grass Airport (LEX), Cincinnati-Northern Kentucky Airport (CVG), the Amtrak Station, Maysville, KY (MAY), West Front Street, Maysville, KY 41056 or the Greyhound bus terminal, 477 W New Circle Road, NW, Lexington, KY 40511 and the National Cadet Training Center (Garrison) will be assessed as follows:

Individuals: \$25 round trip / \$10 one-way

Units Traveling Together with 15+ Personnel: \$20 round trip / \$10 one-way

Prescription Administration. Personnel requiring daily prescribed medications for a pre-existing condition will be assessed an additional \$25 per week of training.

Enclosure 4

**UNITED STATES ARMY CADET CORPS
CADRE DUTY APPLICATION**

For use of this form, see Annual Training Letter of Instruction; the proponent directorate is the G3

AUTHORITY: Annual Training Letter of Instruction

PRINCIPAL PURPOSE: To request assignment to a cadre duty assignment during programs of the United States Army Cadet Corps. This information becomes a part of the subject member's personnel records which are used to document promotion, reassignment, training, medical support and other personnel management actions. The purpose of soliciting the SSN is for positive identification.

ROUTINE USES: The information contained in this form will be reviewed by competent authority to make cadre duty assignments.

IDENTIFICATION DATA

NAME <i>(Last, First, Middle)</i>		RANK	SOCIAL SECURITY NUMBER
HOME ADDRESS <i>(Street, City, State, Zip Code)</i>		GENDER <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE	HOME UNIT
HOME PHONE NUMBER	CELL NUMBER	EMAIL ADDRESS	
PREFERRED START DATE	SECONDARY START DATE	TOTAL DAYS AVAILABLE	REQUIRED DEPARTURE DATE AND TIME

DUTY PREFERENCE *(Indicate order of preference)*

- | | | |
|--|---|--|
| <input type="checkbox"/> Battalion Staff | <input type="checkbox"/> Company Commander <i>(Officers only)</i> | <input type="checkbox"/> Company Staff |
| <input type="checkbox"/> Platoon Leader <i>(Officers only)</i> | <input type="checkbox"/> Troop Handler <i>(Cadets only)</i> | <input type="checkbox"/> Drill Sergeant <i>(NCOs only)</i> |
| <input type="checkbox"/> Administration | <input type="checkbox"/> Personnel | <input type="checkbox"/> Training |
| <input type="checkbox"/> Operations | <input type="checkbox"/> Special Projects | <input type="checkbox"/> Finance |
| <input type="checkbox"/> Supply and Logistics | <input type="checkbox"/> Medical Staff | <input type="checkbox"/> Food Service |
| <input type="checkbox"/> Safety and Security | <input type="checkbox"/> Chaplain Staff | <input type="checkbox"/> Public Affairs |
| <input type="checkbox"/> Motor Transport | <input type="checkbox"/> Any Duty Assignment Available | <input type="checkbox"/> Other _____ |

QUALIFICATIONS

SPECIFIC PREFERRED DUTIES *(Continue on separate sheet)*

QUALIFICATIONS, EXPERIENCE, CERTIFICATIONS AND LICENSES *(Continue on separate sheet)*

CERTIFICATIONS

I certify that the information contained herein is accurate and correct. As a condition of acceptance, I certify that the above named member is fully qualified for the duties requested and that their CADTRAK account is current and accurate.

SIGNATURE OF MEMBER	DATE	SIGNATURE OF UNIT COMMANDER	DATE
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CADET and OFFICER U.S. Army Cadet Corps Uniform and Equipment Inventory

Member: _____ Unit: _____ Program: _____

ALL ARMY CADETS & OFFICERS

Item	Qty	U/I	Inspection 1 st 2 nd
BAG, Duffel *	1	Ea	
BAG, Laundry, Large *	2	Ea	
BANDS, Blousing *	3	Pr	
BELT, Riggers, Tan *	1	Ea	
BERET, Black w/USAC DUI *	1	Ea	
BIBLE or RELIGIOUS Guidebook (optional)	1	Ea	
BINDER, 3-ring, 2", Cadet Guidebook *	1	Ea	
BOOK, BCT Handbook (BCT only)	1	Ea	
BOOK, USAC Leadership Manual	1	Ea	
BOOK, USAC Common Task Guide	1	Ea	
BOOTS, Desert Tan, Inspection Quality * !	1	Pr	
BOOTS, Desert Tan, Field Quality * !	1	Pr	
CAP, Patrol, ACU *	1	Ea	
CAMELBAK (Hydration System)	ISSUED DURING AT		
CAMERA, Disposable (optional)	2	Ea	
CARD, Telephone Calling (30+ minutes)	1	Ea	
CLOTH, Wash, Brown *	2	Ea	
COAT, ACU w/USAC patch * !	2	Ea	
FLASHLIGHT, Plastic w/spare batteries *	1	Ea	
HANGERS, White, Heavy Plastic Tube	12	Ea	
IDENTIFICATION CARD, CAC plastic ^	1	Ea	
INSIGNIA, Grade, Subdued pin-on *	1	Ea	
INSIGNIA, Grade, ACU with Velcro back *	2	Ea	
INSIGNIA, Nametape, ACU *	3	Ea	
INSIGNIA, "ARMY CADETS", ACU *	2	Ea	
PAD, Writing, Small (fits in ACU shoulder pocket) with sandwich-size zip top bag	1	Ea	
PADLOCK w/2 Keys *	2	Ea	
PEN, Black ink	3	Ea	
Pencil, Mechanical	2	Ea	
PERSONAL COMFORT ITEMS (Insect Repellent, Lip Balm, Sun Screen/Block, etc.)	1	Ea	
PERSONAL HYGEINE ITEMS (Comb/Brush, Deodorant, Shampoo, Soap/Soap Dish, Toothbrush/paste, etc.)	1	Kt	
RULER, Plastic 6"	1	Ea	
SHOES, Athletic (Sneakers)	1	Pr	
SHOES, Shower *	1	Pr	
SOCKS, Cushion Sole, Green/Black/Sand *	6	Pr	
SOCKS, Athletic, White	6	Pr	
STATIONARY / STAMPS	1	Se	
TAGS, Identification w/Silencers (dog tags)	1	Pr	
T-SHIRT, Physical Training, Army Cadet *	5	Ea	
TOWEL, Large, Brown *	2	Ea	
TROUSERS, ACU * !	2	Pr	
TRUNKS, Physical Training, Black, Army Issue *	2	Pr	
UNDERSHIRT, Cotton, Crew, Tan (ACU)*	3	Ea	
WATCH, Wrist (optional) *	1	Ea	

MALES ONLY

DRAWERS, Cotton, Brief, White	6	Pr	
SHAVING KIT w/Disposable Razors Only	1	Ea	
SUPPORTER, Athletic, White with protective cup	1	Ea	
TRUNKS, Swimming	1	Ea	

FEMALES ONLY

Item	Qty	U/I	Inspection 1 st 2 nd
BRASIERRE, Athletic, White	1	Ea	
BRASIERRE, White, Plain	3	Ea	
FEMININE Hygiene Needs	1	Ea	
SWIMSUIT, 1 Piece Only	1	Ea	
UNDERPANTS, White, Plain	6	Pr	

BLC AND CNCOC ADDITIONAL EQUIPMENT

Item	Qty	U/I	Inspection 1 st 2 nd
BAG, Sleeping *	ISSUED DURING AT		
HANDBOOK, Soldier's IET #	1	Ea	
MAT, Sleeping (optional) *	ISSUED DURING AT		
PAINT, Face, Camouflage, 4-color *	1	Ea	
WATCH, Wrist	1	Ea	

OCS, DCC, CNCOC, THA, BLC ADDITIONAL UNIFORMS

BELT, Black with Brass Buckle and Tip	1	Ea	
INSIGNIA, Earned Qualification Badges (if applicable)	1	Ea	
INSIGNIA, Rank, Inspection Quality *	2	Ea	
NAMETAG, Plastic, USAC, Last Name Only	2	Ea	
RIBBONS, Inspection Quality *	2	Ea	
SHIRT, AG 415 (Class B) with USAC patch sewn-on or equivalent for USMCC/USNCC	1	Ea	
SHOES, Black, Dress Oxford	1	Ea	
SHOES, Black, Pumps – OPTIONAL (females)	1	Ea	
SKIRT, AG 489/491 – OPTIONAL (females)	1	Ea	
SLACKS, AG 489/491 (females)	1	Ea	
SOCKS, Black, Dress	3	Ea	
TROUSERS, AG 489/491 (males)	1	Pr	
UNDERSHIRT, White, Crewneck (males)	3	Ea	

Notes:

1. No more than \$50 per week in spending money.
2. Do not bring guns, knives, weapons, TVs, stereos, tobacco products, lighters/matches, food, candy, books, magazines, games, etc.
3. Items marked with * are available at ACES by visiting: www.goarmycadets.com .
4. ! - Recruits attending BCT only need to bring one ACU coat and one pair of boots if desired.
5. ^ - CAC Plastic Identification Cards will be issued during AT to those who don't have them.
6. # - Printed from www.training.armycadets.org .