



REPLY TO
ATTENTION OF

UNITED STATES ARMY CADET CORPS
HEADQUARTERS
POST OFFICE BOX 277
MILLERSBURG, KY 40348-0277

USAC-CS

29 August 2011

MEMORANDUM FOR Unit Commanders

SUBJECT: Annual Enrollment and Charter Fees for FY-2012

1. References

- a. U.S. Army Cadet Corps Constitution and Bylaws
- 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 Enrollment and Charter Fees for Fiscal Year 2012.

3. Applicability. This policy establishes responsibility for all units, activities and staff within the USAC.

4. Background. The USAC Board of Directors is responsible for establishing annual enrollment and charter fees for USAC personnel and units, respectively. These fees are used to assist in defraying the costs of program administration, insurance and daily operations.

5. Annual Charter Fees

a. The USAC Board of Directors has determined that annual charter fees for FY-2012, effective 1 Oct 11, shall be:

- (1) Brigade No Fee
- (2) Battalion \$100.00
- (3) Company \$75.00
- (4) Detachment \$75.00
- (5) Band Unit \$75.00
- (6) Forming Unit \$75.00
- (7) School-based Unit \$500.00

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b. USAC units are required to be continuously chartered to ensure legal authority to operate as an authorized subsidiary of the USAC, in accordance with state and federal law; as well as to ensure continual coverage by the USAC Group Accident Insurance Protection Plan and the Standard Liability Release Forms. Failure to be continuously chartered will result in *Revocation of Charter*, negating the unit's authority to operate as a subsidiary of USAC, rescinding the privilege to wear the uniform of the USAC and forfeiture of all unit funds and property.

c. Units will apply for charter renewal annually (per format in enclosure 1). Requests for renewal must be received annually by Headquarters, U.S. Army Cadet Corps (HQ, USAC) by 15 September. Charter letters will be issued on or about 1 October and forwarded by email to the respective unit within ten business days.

d. Requests for a provisional charter by forming units will be submitted to the Deputy Chief of Staff for Operations (DCS, G3), (per format in enclosure 2), and accompanied by a bank check or money order in the amount indicated in paragraph 5 made payable to the "U.S. Army Cadet Corps". The request for charter renewal must be in formal memorandum format and may not be submitted as an email, even when paying online.

e. Requests for charter renewal by operating units will be submitted to the DCS, G3, (per format in enclosure 3), and accompanied by a unit check in the amount indicated in paragraph 5 made payable to "U.S. Army Cadet Corps". The request for charter renewal must be in formal memorandum format and may not be submitted as an email, even when paying online.

f. Requests for charter renewal or a provisional charter must be accompanied by an Annual Training Schedule and Annual Unit Budget, (per format in enclosures 3 and 4).

g. Failure to submit a request for charter renewal per the above schedule will result in the unit being placed on Administrative Freeze, meaning that all administrative functions provided by HQ, USAC will be discontinued. This includes issuance of identification cards, promotion approvals, etc.

h. Any lapse in a unit's charter will result in a lack of insurance protection during USAC Unit Training Assemblies (UTA) and activities. Members assigned to a unit with an expired charter are not authorized to participate in any USAC activity, nor are they covered by the USAC Group Accident Insurance Protection Plan. Members are not authorized to participate in any USAC activity until their unit has been rechartered by HQ, USAC.

i. Should a unit fail to recharter by 1 October, an additional administrative fee of \$50 will be assessed for each 30-day period, or portion thereof, that the unit is delinquent, i.e., if a charter request is received at HQ, USAC on 2 October, there will be a \$50 administrative fee. If the charter request is received on 15 November, there will be a \$100 administrative fee. Failure to submit a request for charter renewal by 1 January will result in Revocation of Charter by the Commanding General, U.S. Army Cadet Corps (CG, USAC). In such a case, a unit must complete the entire formation process in order to be reestablished as a forming unit.

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6. Annual Enrollment Fees

a. The USAC Board of Directors establishes the annual enrollment fees for USAC personnel. Enrollment fees are used to offset the costs associated with program administration; the USAC Group Accident Insurance Protection Plan; and a Battalion Commanders' Operating Fund. The Initial Application Fee for officers and noncommissioned officers includes the costs associated with a comprehensive personal background investigation and the processing of appointments or commissions, as appropriate.

b. The protection of our Cadets is of paramount importance at all times. To ensure their safety, all applicants for appointment as a member of the USAC Officer Corps must undergo a comprehensive background investigation which screens an applicant's personal history for suitability for service. The Initial Application Fee includes the costs associated with the applicant's background investigation, processing of the application and one year of enrollment in the USAC. Applicants who withdraw their application, or who fail to pass the background investigation, will forfeit the Initial Application Fee, with no eligibility for refund. The USAC Board of Directors has determined that the Initial Enrollment Application Fee for FY-2012, effective 1 Oct 11, shall be:

- (1) Civilian Instructor \$75.00
- (2) Noncommissioned Officer \$75.00
- (3) Officer Candidate/Warrant Officer Candidate \$75.00
- (4) Commissioned Officer (Direct Commission)..... \$100.00
- (5) Active Duty Armed Forces Personnel
(in any Category) \$50.00
- (6) Cadet Transitioning to Officer Candidate
Status without a Break in Service \$50.00

c. The USAC Board of Directors has determined that the Annual Enrollment Fee for 2012, effective 1 Oct 11, shall be:

- (1) Cadet \$50.00
- (2) Civilian Instructor \$60.00
- (3) Noncommissioned Officer \$60.00
- (4) Officer Candidate/Warrant Officer Candidate \$60.00
- (5) Commissioned Officer \$75.00
- (6) Commissioned Officer (2-year Enrollment)..... \$125.00

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- (7) Commissioned Officer (4-year Enrollment)..... \$225.00
- (8) Patron Member \$75.00
- (9) Patron Member (2-year Enrollment)..... \$125.00
- (10) Active Duty Armed Forces Personnel
(in any Category) \$50.00
- (11) Retired Member No Fee
- (12) Life Member No Fee
- (13) Honorary Member..... No Fee

d. Former USAC Cadets who are applying for appointment as an Officer Candidate, without a break in service, do not require a background investigation associated with the Initial Application Fee, outlined in paragraph 6b; rather, they will submit the amount shown in paragraph 6c upon initial application. Former USAC Cadets who are applying for appointment as an Officer Candidate, with a break in service of 90 days or more, require a background investigation associated with the Initial Application Fee, outlined in paragraph 6b. Former Cadets who are transitioning from a Recognized Cadet Corps require a background investigation associated with the Initial Application Fee, outlined in paragraph 6b and are not afforded the discounted enrollment indicated above.

e. USAC personnel must be continuously enrolled to ensure coverage by the USAC Group Accident Insurance Protection Plan. Any lapse in enrollment will result in a lack of insurance protection during USAC UTA and activities. Members whose re-enrollment fees are not received by HQ, USAC prior to their enrollment expiration date, are not authorized to participate in any USAC activity, nor are they covered by the USAC Group Accident Insurance Protection Plan. Members are not authorized to participate in any USAC activity until their re-enrollment fees have been submitted to HQ, USAC.

f. The date of a member's re-enrollment will automatically be the date of expiration of their current enrollment. For example, if a member's enrollment expires on 30 Jun 11, and their re-enrollment fee was not received by HQ, USAC until September 2011, the new I.D. card expiration date would be 30 Jun 12, one year after the expiration date of the previous enrollment. I.D. cards will be processed and forward per reference b.

g. Members granted a leave of absence are required to pay annual enrollment fees.

h. Partial Year Enrollments. There are no provisions for partial year enrollments for USAC personnel. All enrollments must be submitted for a full year of membership.

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i. Two-year and Four-year Officer Enrollments

(1) Commissioned officers and noncommissioned officers (NCOs) E7 and above who have successfully served no less than three years are authorized, and encouraged, to apply for a Two-Year Enrollment.

(2) Commissioned officers O5 and above are authorized, and encouraged, to apply for a Four-Year Enrollment.

(3) A Two- or Four-Year Enrollment will permit officers and NCOs to retain the same ID card for a greater period of time, negating the need to pay a re-enrollment fee every year and easing the administrative burden at the unit- and HQ, USAC-levels, while receiving a substantial discount to the enrollment fee.

(4) A Two- or Four-Year Enrollment will be forwarded to HQ, USAC, clearly annotating the USAC Form 21 with the words "Two- (or Four-) Year Enrollment" above the re-enrollment entry in red ink.

(5) There are no provisions for Two-Year Enrollments for Cadets or those officers or NCOs who have served less than three years.

j. Two-Year Patron Member Enrollments

(1) A Two-Year Patron Member Enrollment will permit the Patron Member to retain the same ID card for a greater period of time, negating the need to pay a re-enrollment fee every year and easing the administrative burden at the unit- and HQ, USAC-levels, while receiving a substantial discount to the enrollment fee.

(2) A Two-Year Patron Member Enrollment will be forwarded to HQ, USAC, clearly annotating the USAC Form 21 with the words "Two-Year Patron Member Enrollment" above the re-enrollment entry in red ink.

k. All enrollments and reenrollments will be submitted on a typewritten or computer-generated USAC Form 21, Enrollment Transmittal.

l. Applicants who withdraw their application, resign, fail to pass the background investigation or are involuntarily discharged, will forfeit all enrollment fees with no eligibility for refund. Enrollment fees may not be transferred to another member.

m. Payment

(1) Payment of Annual Enrollment Fees for personnel enrolled in a chartered unit must be remitted to HQ, USAC by a unit check. Personal checks, bank checks or money orders will not normally be accepted and will result in the Enrollment Transmittal being returned without action.

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(2) Payment for personnel enrolled in the Individual Training Company (ITC), Patron Members, applicants who are members of a unit Formation Committee and personnel on Leave of Absence may remit their Annual Enrollment Fee directly to HQ, USAC by bank check. Personal checks will not be accepted and will result in the Enrollment Transmittal being returned without action.

(3) The enrollment fee for ITC personnel is included in the Initial Enrollment Application Fee remitted upon acceptance into the ITC, or in the Annual Enrollment Fee for subsequent years.

n. A \$50 fee will be assessed to a submitting unit, individual or organization for any check returned for insufficient funds in the account on which the check is drawn. Members enrolled with the invalid check will be dis-enrolled effective the date of Initial Enrollment for new enrollments or the date of re-enrollment; thus, they will not be a member of USAC and not covered by the USAC Group Accident Insurance Protection Plan, until a replacement certified check, cashier's check or money order is submitted to HQ, USAC covering the original check, as well as an additional \$50 service fee. An outstanding overdraft check will result in the unit being placed on "Administrative Freeze," meaning that all administrative functions provided by HQ, USAC will be discontinued, to include issuance of identification cards, promotion approvals, etc., until the check is paid in full. Failure to remit payment for an outstanding overdraft check within 30 days will result in revocation of the unit's charter.

7. Battalion Commander's Operating Fund (BCOF)

a. Battalion Commander's who are in command of no less than three under-strength (21 Cadets and four officers, NCOs or USAC Civilians) or full-strength (42 Cadets and four officers, NCOs or USAC Civilians) companies may apply for reimbursement of actual expenses incurred during the previous quarter to a maximum amount equal to that amount which has been collected and is available based on enrollments. Each Battalion may have a BCOF based on the number of Cadets enrolled during a quarter. Requests for reimbursement will be made in letter format, not later than 15 January, 15 April, 15 July and 15 October, for expenses during the previous fiscal quarter, with original receipts for actual expenses incurred in the conduct of their duties as a Battalion Commander. Late submissions will not be approved and no reimbursement will be paid in subsequent quarters.

b. The Battalion Commander's Operating Fund will be established based on the accumulation of \$3.50 per Cadet enrolled or re-enrolled during a training quarter. (For example, if 125 Cadets enroll or re-enroll during the first quarter of a calendar year, a total of \$437.50 would be deposited into the BCOF ($125 \times \$3.50 = \437.50). Reimbursements will be made within 30 days of receipt of a claim by the National Finance Officer (FIN).

c. The Battalion Commander's Operating Fund may be used to pay for telephone calls, postage, photocopies, printing, recruiting and recognition programs, travel expenses, a battalion-level Internet site and other expenses approved by the National Finance Officer (FIN).

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d. Funds must be completely expended by the end of the Fiscal Year (30 Sep), with the request for reimbursement submitted by 15 Oct. Any funds remaining in the Battalion Commander's Operating Fund at the end of the fiscal year will be transferred to the HQ, USAC General Operating Account and no longer be available to the Battalion Commander, unless otherwise approved by the DCS, G3.

e. Enrollment fees are not subject to refund or transfer.

8. Unit Commanders will collect sufficient funds upon Cadet enrollment to pay enrollment fees. Additional funds, beyond the fees required above, may be assessed at the unit level to permit efficient operation of the unit, issuance of uniforms, insignia and awards. This will normally be restricted to (but may be less than) a total of \$20 per month that the unit is in operation, e.g., a unit that conducts 11 monthly UTAs a year may charge an initial enrollment fee of up to \$270 annually, i.e., \$50 to National Headquarters and \$220 for unit operations, uniforms, insignia and awards. Waivers to this formula will be submitted within the Unit Budget, shown in enclosure 4, with detailed justification as to why the above formula should be deviated from.

9. Action

a. Deputy Chief of Staff for Personnel

(1) Advise the chain of command of those units which have been placed on Administrative Freeze, Administrative Stand-down or which have had their charter revoked.

(2) Review this policy annually on 15 August and revise when necessary.

b. The Inspector General. Ensure compliance with this directive through the Annual Inspection Program.

c. Brigade and Battalion Commanders

(1) Carefully monitor unit membership and make every effort to ensure compliance with minimum standards.

(2) If it is determined that a unit is unable to maintain minimum manning, submit a recommendation to the DCS, G3, requesting that the unit be re-designated or deactivated, as appropriate.

d. Unit Commanders

(1) Ensure sufficient unit funds are available to affect charter renewal.

(2) Ensure requests for charter renewal are received by HQ, USAC annually by 15 September.

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(3) Ensure that USAC Form 21, Enrollment Transmittal, is forwarded to HQ, USAC, either by mail or electronically as outlined above, with full payment of the appropriate fees. Fees will be forwarded as indicated above, within 72 hours of enrolling a new member.

9. Administration

a. Deputy Chief of Staff for Personnel: LTC Andrew J. Chen can be reached at andrew.j.chen@armycadets.org or (347) 731-5700.

b. Deputy Chief of Staff for Training: MAJ Shawn S. Stanford can be reached at shawn.s.stanford@armycadets.org or (570) 466-8262.

c. All forms and correspondence are to be sent to:

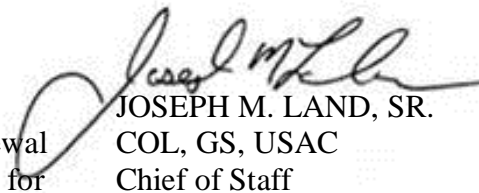
Headquarters (HQ)
U.S. Army Cadet Corps
ATTN: Annual Enrollment
Post Office Box 277
Millersburg, KY 40348-0277

d. USAC Form 21, Enrollment Transmittal, is available online at www.goarmycadets.com.

FOR THE COMMANDER

4 Encl

1. Sample Request for Charter Renewal
2. Sample Application and Contract for Establishment of Unit
3. Sample Annual Training Schedule
4. Sample Unit Budget



JOSEPH M. LAND, SR.
COL, GS, USAC
Chief of Staff

Enclosure 1

Sample Request for Charter Renewal

Sample Request for Charter Renewal



REPLY TO
ATTENTION OF

UNITED STATES ARMY CADET CORPS
ARMY CADETS OF DALLAS
POST OFFICE BOX 123
DALLAS, TX 12222-2222

MEMORADUM FOR Deputy Chief of Staff for Personnel (G1)

SUBJECT: Charter Renewal

1. References:

a. Policy Letter, Annual Enrollment and Charter Fees, dated 25 August 2010.

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

2. Request that the **Army Cadets of Dallas** be granted a charter renewal effective **1 October 2010**. To facilitate this request, please find unit check No. **1123** attached as attachment A (*or the required charter fee was submitted online on 25 August 2010*).

3. I certify that all unit personnel are currently enrolled, or have been re-enrolled, per references (a) and (b). Further, I certify that this command's CADTRAK account accurately depicts the personnel currently enrolled in this unit. In addition, I certify that a monthly activity report for each of the preceding 12 months has been filed with HQ, USAC.

4. This command's Annual Training Schedule and Unit Budget are enclosed as attachments B and C.

5. The point of contact for this schedule is /NAME/, S1, at /TEL/ or by email at /EMAIL/.

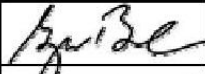
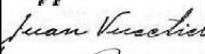






ROBBIE R. ROBINS
1LT, AG, USAC
Commander

Enclosure 2

Sample Application and Contract for Establishment of Unit

Sample Application and Contract for Establishment of Unit

UNITED STATES ARMY CADET CORPS APPLICATION AND CONTRACT FOR ESTABLISHMENT OF A UNIT For use of this form, see AC Pamphlet 210-1; the proponent directorate is the G3				
AUTHORITY: AC Pamphlet 210-1, Formation of Units of the United States Army Cadet Corps.				
PRINCIPAL PURPOSE: To document the process and responsibilities relative to the formation of a unit of the United States Army Cadet Corps.				
ROUTINE USES: Information is used for official purposes within the United States Army Cadet Corps; to determine eligibility to form a new unit.				
SUBJECT: Provisional Charter of a Unit of the United States Army Cadet Corps				
THRU: (1) Commander, <u>1st Battalion, 2nd Brigade</u> (2) Commander, <u>2nd Brigade</u> (3) Deputy Chief of Staff for Operations				
TO: Commanding General, United States Army Cadet Corps				
APPLICATION				
Having fulfilled the requirements to form a new unit of the United States Army Cadet Corps (USAC), set forth in AC Pamphlet 210-1, this committee requests authority to form a unit to serve the young people of the community of <u>HAMILTON COUNTY, GA</u> . Therefore, request that the name "Army Cadets of <u>HAMILTON COUNTY (GA)</u> " be approved. The required Provisional Charter fee; proposed budget and training schedule; and initial applications and registration fees for officers, NCOs, instructors and Cadets are attached. We understand and agree to the responsibilities below:				
Legal Name	Background or USAC Rank / Assignment	Mailing Address	Telephone Number and Email Address	Legal Signature
GEORGE A. BELL	1LT, AG, USAC – Project Officer	123 Smith Street Down South, GA 12345	(123) 456-7890 your_name@email.com	
JUAN P. VERTUCCI	CPT, TC, USAR for 10 years. Deputy Sherrif, Hamilton County	123 Smith Street Down South, GA 12345	(123) 456-7890 your_name@email.com	
FRANK P. SANDERS	Registered Nurse and CPR/First Aid Instructor	123 Smith Street Down South, GA 12345	(123) 456-7890 your_name@email.com	
DENNIS P. MCKENZIE	SGT, GAARNG, Recruiter and Trainer	123 Smith Street Down South, GA 12345	(123) 456-7890 your_name@email.com	
IMA D. SOLDIER	President, Hamilton County Chamber of Commerce, USMA '85	123 Smith Street Down South, GA 12345	(123) 456-7890 your_name@email.com	
JACKSON H. HARRISON	VP for Youth, AUSA, Down South Chapter, COL(R), USAR.	123 Smith Street Down South, GA 12345	(123) 456-7890 your_name@email.com	
CONTRACT				
1. Contingent upon the acceptance of the above application and conditioned upon the fulfillment of all promises enumerated in paragraph 2 following, the Commanding General, U.S. Army Cadet Corps (CG, USAC) agrees as follows:		a. Provide a course of Army instruction prescribed by the CG, USAC.		
a. Establish a unit of the U.S. Army Cadet Corps (USAC) serving the community indicated above.		b. Arrange for use by the USAC unit necessary and adequate classrooms, administrative offices, office equipment, storage space, drill field, and other required facilities to permit the safe, efficient and effective operation of a USAC unit.		
b. Provide training to non-paid personnel as HQ, USAC may deem necessary for the proper administration and conduct of the USAC in this community.		c. Recruit qualified cadre authorized and approved by HQ, USAC to administer the military courses, (a minimum of one officer and three noncommissioned officers or civilian instructors per unit). Ensure that cadre are properly enrolled in USAC, providing them with liability and accident insurance.		
c. To provide training materials, regulations, uniform resources and other tools necessary for the efficient and effective operation of a USAC unit.		d. Appoint a military property custodian who will be empowered to requisition, stock and account for Government or USAC property issued to the unit.		
d. To provide a Comprehensive General Liability Insurance Policy in the amount of \$1,000,000 per incident, with a \$2,000,000 aggregate. Both personal injury and property damage liability are covered. Occurrences involving motor vehicles and aircraft are excluded from the coverage provided for by this policy.		e. Conform to USAC regulations relating to issue, care, use, safekeeping, turn-in and accounting for such Government or USAC property as may be issued to the unit.		
2. Contingent upon the acceptance of this application by the CG, USAC, and conditioned upon the fulfillment of the promises enumerated in paragraph 1 above, this organization/applicant agrees to the following:		f. Maintain an enrollment of not less than 21 physically fit Cadets who are age 12 (or in the 6th grade) or older. This minimum number must be achieved within 18 months of approval of the unit's formation.		

<p>g. Adhere to a policy of nondiscrimination on the basis of race, sex, religion, color, creed or national origin with respect to admission or subsequent treatment of Cadets and cadre.</p> <p>h. Require cadre to wear USAC uniforms to accomplish USAC duties.</p> <p>i. Require participation in USAC professional development training, including Cadet Protection Policy Training (CPPT); Officer Candidate School or the Direct Commission Course, as appropriate.</p> <p>j. Ensure the unit commander will attend the annual Leadership Symposium, typically conducted in April.</p> <p>k. Ensure that all Cadets attend Annual Training each summer. This is a key component to Cadet training and must be adhered to, without fail. Unit commanders are personally accountable to ensure that all Cadets attend AT, and – if necessary – will raise appropriate funds to assist Cadets/recruits who cannot afford to attend.</p> <p>l. Submit Monthly Activity Reports by the 15th day of the subsequent month.</p> <p>3. It is mutually understood and agreed as follows:</p> <p>a. All unit training assemblies, and training events over 48 hours must be reviewed and approved by the DCS, G3 (Operations).</p> <p>b. Failure to establish and maintain a minimum enrollment of 21 Cadets/recruits and four officers, noncommissioned officers and</p>	<p>instructors within 18 months of approval of this request may result in disestablishment of the unit.</p> <p>c. That this contract may be terminated in the following manner:</p> <p>(1) At the discretion of the CG, USAC at any time.</p> <p>(2) If the USAC unit is placed on probation pursuant to regulations prescribed by HQ, USAC and does not satisfy the enrollment requirements in 2j above, the unit will be immediately placed on probation. If enrollment requirements are not met within 180 days of being placed on probation, the unit commander will be relieved, or the unit will be disestablished.</p> <p>d. That the unit, as well as all funds and property associated with the unit, are exclusively owned by U.S. Army Cadet Corps, Inc. (the corporation) No unit may disestablish itself from the corporation in any manner. If a unit is disestablished, all assets will be transferred to HQ, USAC or another unit, as directed by the CG, USAC.</p> <p>e. Officers, NCOs and instructors serve at the pleasure of the CG, USAC and may be terminated at any time based on performance.</p> <p>f. No unit activities may occur, except for formation committee meetings, until approval of this Provisional Charter request.</p> <p>g. Only the CG, USAC, or a designated representative, may engage another organization, corporation or other entity in a business contract, memorandum of understanding, or other binding legal document.</p>
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FOR THE UNIT		
NAME, RANK AND TITLE 1LT GEORGE A. BELL, AG, USAC, Project Officer	SIGNATURE OF COMMITTEE CHAIRMAN OR HQ, USAC PROJECT OFFICER 	DATE 15 Sep 08

FOR THE UNITED STATES ARMY CADET CORPS		
NAME, RANK AND TITLE COL JOSEPH M. LAND, SR., GS, USAC, CofS	SIGNATURE 	DATE 5 Oct 09

THE FOLLOWING AGREEMENT AND INFORMATION IS TO BE CONSIDERED AS PART OF THIS CONTRACT

AGREEMENT REGARDING FACILITIES TO BE PROVIDED FOR THE USE OF THE U.S. ARMY CADET CORPS, WITHOUT EXPENSE TO THE DEPARTMENT OF THE ARMY OR THE U.S. ARMY CADET CORPS

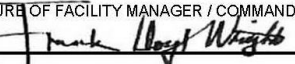
The authorities of the below-named military command / community organization agree that the facilities specified below shall be furnished for the use of the U.S. Army Cadet Corps, without expense to the Department of the Army or the U.S. Army Cadet Corps, Inc.:

NAME OF FACILITY/HOST COMMAND Army Reserve Center	STREET ADDRESS 123 Harrison Street, NW Harristown, GA 12345	PRIMARY POC LTC Jack C. Peters, Bn Cdr	TELEPHONE (456) 789-0123
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Facility Space	Frequency	Date Available	Duration of Agreement	Scheduling Point of Contact
ADMINISTRATIVE SPACE(S)	<input checked="" type="checkbox"/> PERMANENT <input type="checkbox"/> SHARED <input type="checkbox"/> MONTHLY <input type="checkbox"/> WEEKLY <input type="checkbox"/> AS NEEDED <input type="checkbox"/> OTHER (Explain below)	1 Oct 10	Three years	SSG Harry E. Soldier (456) 789-0126 harry.e.soldier@us.army.mil
CLASSROOM(S)	<input type="checkbox"/> PERMANENT <input checked="" type="checkbox"/> SHARED <input type="checkbox"/> MONTHLY <input type="checkbox"/> WEEKLY <input checked="" type="checkbox"/> AS NEEDED <input type="checkbox"/> OTHER (Explain below)	1 Oct 10	Three years	CW2 Peter P. Supply (456) 789-0127 peter.p.supply@us.army.mil
SUPPLY SPACE(S)	<input checked="" type="checkbox"/> PERMANENT <input type="checkbox"/> SHARED <input type="checkbox"/> MONTHLY <input type="checkbox"/> WEEKLY <input type="checkbox"/> AS NEEDED <input type="checkbox"/> OTHER (Explain below)	1 Oct 10	One year	CW2 Peter P. Supply (456) 789-0127 peter.p.supply@us.army.mil
DRILL FLOOR	<input type="checkbox"/> PERMANENT <input checked="" type="checkbox"/> SHARED <input type="checkbox"/> MONTHLY <input type="checkbox"/> WEEKLY <input checked="" type="checkbox"/> AS NEEDED <input type="checkbox"/> OTHER (Explain below)	1 Oct 10	Three years	SSG Harry E. Soldier (456) 789-0126 harry.e.soldier@us.army.mil

REMARKS

The Soldiers of the 326th look forward to supporting the U.S. Army Cadet Corps. Hooah!

FOR THE HOST FACILITY		
NAME, RANK AND TITLE COL FRANK D. WRIGHT, EN, USAR, Bde Cdr	SIGNATURE OF FACILITY MANAGER / COMMANDER or representative 	DATE 1 Sep 08

Enclosure 3

Sample Annual Training Schedule

Sample Annual Training Schedule



REPLY TO
ATTENTION OF

UNITED STATES ARMY CADET CORPS
ARMY CADETS OF DALLAS
POST OFFICE BOX 123
DALLAS, TX 12222-2222

MEMORADUM FOR Members of the Army Cadets of Dallas

SUBJECT: FY 2012 Unit Training Assemblies

1. Below are the projected FY 2012 Unit Training Assembly dates for this command.

<u>Month</u>	<u>Date</u>	<u>MUTA</u>	<u>Remarks</u>
October	13-14	5	ACPFT
November	16-18	5	Home Station
December	15	2	
January	15-16	4	*Bn Formation/Training
February	12-14	6	*FTX
March	18-19	4	
April	13-16		*Commander's Conference
April	22-23	4	APFT
May	14-15	4	*Bn Formation/Training
June	11-12	4	
July	11-29		*Annual Training
August	13	2	Family MWR Event
September	12-14	5	*Bn Formation/Training

2. Training Assemblies indicated with * will be conducted away from our home station of Fort Dallas.
3. The point of contact for this schedule is /NAME/, S3/7, at /TEL/ or by email at /EMAIL/.

ROBBIE R. ROBINS
1LT, AG, USAC
Commander

Enclosure 4

Sample Unit Budget

Sample Unit Budget



REPLY TO
ATTENTION OF

UNITED STATES ARMY CADET CORPS
ARMY CADETS OF DALLAS
POST OFFICE BOX 123
DALLAS, TX 12222-2222

MEMORADUM FOR Deputy Chief of Staff for Operations

SUBJECT: FY 2012 Unit Budget

1. Below is this command's proposed budget for FY 2012:

Revenues	FY 2012
Gifts/Grants/Donations/Contributions	
Sponsoring Organization(s)	\$1500
General Donations	\$2000
Fundraisers for Annual Training	\$4000
Training Donations	\$1000
Enrollment Fees paid by Members (35 Cadets x \$270 / 5 Officers x \$100)	\$9950
Annual Training Payments (35 Cadets x \$300)	\$10500
Total Revenue	\$28,950
Expenses	
Fundraising Expenses	\$500
Training Grants and Scholarships	\$1500
Registrations and Insurance to HQ, USAC (45 Cadets x \$50 / 5 Officers x \$75)	\$2625
Unit Operations and Expansion	\$1500
Summer Training	
Enrollments	\$14000
Uniforms	\$3000
Travel	\$1500
Other Expenses	
Advertising	\$500
Commander's Call	\$1000
Delivery & Postage	\$100
Reproduction (Copying)	\$200
Transportation Costs (Fuel, Lodging, etc)	\$1000
Other	\$500
Total Expenses	\$27,925
Excess revenue over expense	\$1025

2. Request authority to collect \$270 per Cadet as this command's FY 2012 initial enrollment fee and \$100 per Cadet as the reenrollment fee. *(The reduced reenrollment fee of \$100 is requested due to a significant donation of \$2500 from the Dallas Chapter of the Association of the United States Army).*

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3. The point of contact for this budget is /NAME/, S4, at /TEL/ or by email at /EMAIL/.



ROBBIE R. ROBINS
1LT, AG, USAC
Commander