



REPLY TO  
ATTENTION OF

## UNITED STATES ARMY CADET CORPS

HEADQUARTERS  
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Office of the Chief of Staff

1 November 2010

### MEMORADUM FOR UNIT COMMANDERS AND HQ, USAC STAFF

SUBJECT: Interim Policies and Guidance

1. A great deal is happening within the U.S. Army Cadet Corps (USAC) which affects the way we do business. Training Year (TY) 2010 was very successful and we anticipate an even better year for TY-2011. Our program is growing, new adults are enrolling and our training programs are expanding. Conversely, we've had some administrative and personnel set-backs, which you need to be aware of and know how to respond to.

2. As with any growing program, we must be flexible. That is especially true when dealing with our ever-growing relationship with the U.S. Army and the changes which have or may occur as a result of that relationship. Capturing these various changes in regulation format is tedious and time-confusing, and can be greatly delayed due to staffing shortcomings. Therefore, the Commanding General, U.S. Army Cadet Corps (CG, USAC), has directed that I provide the following interim guidance, which constitutes official orders:

a. Administration and Personnel.

(a) MAJ Grimm has stepped down as the Deputy Chief of Staff for Personnel, (DCS, G1), Civilian Executive (CE) Char Nelson is now acting in that capacity. Therefore, effective immediately, all administrative and personnel functions (Cadet enrollments, officer application packages, ID cards, unit charters, etc.) will be administered from HQ, USAC. CE Nelson can be reached at [char\\_nelson2001@yahoo.com](mailto:char_nelson2001@yahoo.com). If there are outstanding administrative or personnel items (ID cards, insurance certificates, etc.), please contact CE Nelson.

(b) Effective immediately, all photos for ID card renewals are to be sent to 1LT Hammer at [lawrence.c.hammer@armycadets.org](mailto:lawrence.c.hammer@armycadets.org). ID cards will be processed and shipped within seven days of an acceptable ID photo. Please see ACR 600-8-14, *Issuance Control and Processing of United States Army Cadet Corps Identification Cards* for details. Newly enrolled Officer Candidates (OC) will receive their ID card during USAC Orientation at the National Cadet Training Center (NCTC).

(c) 1LT Benbassat has joined the HQ, USAC staff and is assisting me with a number of administrative and personnel functions. Specifically, to ensure consistency in the application process, he is conducting the Suitability Interview and tracking the application process for all applicants for the officer and NCO corps. Further, he is heavily involved in the development of Army Cadet Regulations (ACR) and new forms to support the process. Contact 1LT Benbassat at [benbassat\\_danny@bah.com](mailto:benbassat_danny@bah.com) prior to enrollment of any adult to schedule the suitability

SUBJECT: Interim Policies and Guidance

interview, or if you have questions regarding the enrollment of adults. To ensure a means to track the submission of personal data for officer and NCO application packages, always ensure that they are sent to HQ, USAC by traceable means (FEDEX, DHL, USPS "Return Receipt Requested," etc.)

(d) USAC Form 21, *Cadet Enrollment Transmittal*, should be on [www.goarmycadets.com](http://www.goarmycadets.com) within a week. This form, which is considerably different from what we've used in the past, will be used to enroll Cadets in USAC. Of note, you will need to submit some demographic data (e.g., ethnic and racial background, transfer from other RCC, etc.) as part of the enrollment process. We have found that this is important information to the Army, which is heavily focused on metrics. Submission of USAC Form 21 may be done by email, provided that payment is made using a unit debit card (see below). Remember, that the unit must enter the basic information for Cadet enrollments into CADTRAK, as this will not be done at HQ, USAC, except for the Individual Training Company and Headquarters Company. The full process is for the unit to enter the personnel data into CADTRAK, then send USAC Form 21 with appropriate payment, by either email or U.S. Postal Service. Remember, the Cadet is not a member of USAC, and therefore, is not insured, without payment to HQ, USAC. No individual, adult or Cadet, may wear the USAC uniform without being fully and properly enrolled in CADTRAK. A detailed memorandum regarding insurance coverage for USAC as a corporation, as well as USAC personnel, is forthcoming.

(e) We are working to change over the armycadets.org email addresses to a new server so that they can once again be distributed to the field. I hope to have this resolved within 30 days.

b. Financial. Banking has been a major issue for both the field and HQ, USAC. Our challenge has been to identify a means to provide units with an operational banking account, which remains in the ultimate control of the governing corporation, as required by Internal Revenue Service (IRS) regulations. Remember, units are NOT non-profit corporations, as they are a subordinate entity of U.S. Army Cadet Corps, Inc. Therefore, all resources of the corporation must be accounted for by HQ, USAC, which includes all funds collected at the unit level, any unit property, as well as any donations of property or funds intended for a unit. Unit Commanders are appointed by the CG, USAC and serve at his pleasure. Therefore, when there is a change of command, there must be a means to transition unit funds from the custody of one commander to another, requiring HQ, USAC oversight, audit and control of all corporate assets. In the meantime, we know that units have had to either run their units using cash collected and then paying with cash, which is very bad business; or they have opened an account in an individual's name, which is equally troublesome and places the individuals in a very bad position. To make matters worse, there is not a single bank which covers all of our units across the country. Therefore, HQ, USAC has brokered a relationship with Kentucky Bank which will give each unit an account, with online access and a VISA debit card. Each USAC-owned account will have a representative of the unit (CO, XO, etc.) as well as a representative of HQ, USAC on the account. All deposits will be made by mail directly to Kentucky Bank, with HQ, USAC conducting a monthly audit to ensure the proper use of corporate funds. Effective 1 Jan 11, all units will have an account. However, unit commanders must appear in person at Kentucky Bank to receive a debit card and sign the cards, which cannot be done by mail. We realize this is inconvenient; however, two years has been invested in identifying a means to serve

SUBJECT: Interim Policies and Guidance

the needs of the field, while making USAC potentially eligible for a Group Ruling Letter (GRL) from the IRS, allowing ALL units to benefit from our non-profit status. As unit commanders come to NCTC, either for the Battle Staff Brief, Winter Training, etc., we will coordinate your visit to Kentucky Bank in Paris, KY. CE Nelson will be the POC for this scheduling. Detailed information regarding the banking process will be released within the next few weeks.

c. Operations.

(a) LTC Blahnik has stepped down as the Deputy Chief of Staff for Operations, (DCS, G3). Until a relief is identified, the G3 duties will be distributed among other members of the HQ, USAC staff.

(b) General unit issues should come to my desk. Unit commander tele-conferences will be reinstated beginning in November. COL Wasserman and I will be facilitating the tele-conferences.

(c) Training Schedules, Operations Orders, Composite Risk Management Worksheet DA Form 7566 (all to be available on goarmycadets.com within 30 days) are to be submitted not less than ten days prior to your Unit Training Assembly (UTA) to the Deputy Chief of Staff for Training (G7), with a copy to my office. Be clear, if you do not submit the proper documentation, your unit is not operating under the purview and protections of USAC and, therefore, is not insured during that activity. Consistent failure to submit the required documentation may result in the unit commander being relieved and the unit disestablished. Do not put your Cadets at risk by failing to do the proper planning for your UTA. MAJ Stanford and 1LT Benbassat are working on a set of fill-in-the-blanks sample documents to simplify the process. I expect to have these online within 30 days. A detailed memorandum of instruction which explains MUTA administration, including all of the various forms, is forthcoming.

d. Supply and Logistics. USAC units are required to acquire USAC emblematic items, as well as all uniforms and nametapes, through the Army Cadet Exchange Service (ACES). This is an important revenue stream for the Corps, which need not be passed on to other providers. We realize that there have been customer service issues in the past, as well as delays in shipping. Therefore, CE Nelson will now be processing orders for ACES, with an expected turn-around time of one week or less. If you have outstanding orders with ACES, please contact CE Nelson at the email address above. Also, if there are specific items that you would like to see offered through ACES, please contact CE Nelson.

e. Training.

(a) MAJ Stanford has assumed duties as the Deputy Chief of Staff for Training (DCS, G7) as of 1 Oct 10, relieving MAJ Berghorn, MAJ Berghorn has assumed duties as the Director of Legislative Affairs.

(b) There are a number of documents on the G7 website, which were in draft form until 1 Oct 10. All of these documents are now regulatory in nature effective upon receipt of this memorandum. Specifically, the National Cadet Training Plan – which is an exceptional boiler-

SUBJECT: Interim Policies and Guidance

plate for unit training – is now implemented corps-wide. If you have questions, or need guidance, contact MAJ Stanford at [shawn.s.stanford@armycadets.org](mailto:shawn.s.stanford@armycadets.org).

(c) There has been a good response to Winter Training (WT), which will be conducted 26 Dec 10 - 2 Jan 11. We will offer the Cadet Pathfinder Course (CPC) and Officer Candidate School I (OCS I) (provided there are at least six students). The Memorandum of Instruction for WT will be released within ten days.

(d) The dates for Annual Training (AT) 2011 are:

Basic Cadet Training I (BCT-I):	26 Jun – 9 Jul 11
Basic Cadet Training II (BCT-II):	10 – 23 Jul 11
Basic Leader Course (BLC):	3 – 23 Jul 11
Cadet Ranger Challenge (CRC):	19 Jun – 9 Jul 11
Cadet Ranger Course (CRS):	10 – 30 Jul 11
Cadet Military Police Academy (MPA):	24 Jul – 6 Aug 11
Officer Candidate School I (OCS-I):	3 – 9 Jul 11
Officer Candidate School II (OCS-II):	3 – 9 Jul 11
Direct Commission Course (DCC):	3 – 9 Jul 11
Cadet Noncommissioned Officer Course (CNCOC):	3 – 23 Jul 11
Troop Handler Academy (THA):	18 – 25 Jun 11
International Exchange – United Kingdom (UK11):	August 2011 TBD

f. Risk Management. No unit may schedule a high-risk activity without the approval of the DCS, G7. This includes activities such as rappelling, marksmanship, high ROPES courses, obstacle courses, or any other form of activity where a Cadet has a moderate to high opportunity to get hurt. Further, these types of activities are considered to be the cornerstone of our AT programs; therefore, if they are done at the unit level, much of the excitement of AT has been diminished. Finally, our insurance coverage provides very specific guidance on when and where certain events may occur. Failure to comply with this guidance places the unit's Cadets at risk and may place the unit's officers in a position of liability. If you need guidance, please ask prior to scheduling an event. The DCS, G7 is closely reviewing training schedules for activities which are outside the scope of unit-level training.

SUBJECT: Interim Policies and Guidance

g. National Cadet Training Center.

(a) The National Cadet Training Center (NCTC) has had a very busy season. We had 407 young people from 37 states, seven countries and one U.S. Territory come to Millersburg, KY. This included Cadets and athletes attending a multitude of programs.

(b) Further, 127 visitors from 14 countries and 28 states were hosted by the NCTC for the World Equestrian Games over a 30 day period, This was an exceptional opportunity for USAC to gain exceptional recognition, as well as receive needed funds for the refurbishment and upkeep of the NCTC.

(c) Major renovations at the NCTC are starting to slow down just a bit. The Dining Facility (DFAC) is essentially complete, with minor cosmetic work to be accomplished in the future. Miller and McIntyre Halls, as well as Womack Memorial Gym are functional and served us well during AT. Allen House and Rankin Hall both continue to need significant and costly refurbishment and upgrades, which will be the focus of the upcoming year. The Army Cadet Lodge has undergone major renovations, providing us with valuable lodging for officers and families throughout the year.

h. Transfer of Cadets from Military Adventure Camp to a Unit.

(a) The primary income source for USAC is through Military Adventure Camp (MAC) and beginning in 2010, the Police Adventure Camp (PAC). These two programs allow young people who are not near a local unit the opportunity to experience the USAC's career exploration programs, without the commitment associated with service as a Cadet at the unit level. The program provides a realistic view of military life, unlike anything offered at any military school or other summer program. While higher priced than participation as a unit-level Cadet, the MAC and PAC programs include all uniforms and equipment included in the one-time enrollment fee. This fee also includes profit which is used to sustain the program's annual operations.

(b) Those Cadets who complete BCT and wish to continue with USAC, yet are not in the area of an operational unit, are assigned to the Individual Training Company (ITC) based on the recommendation of the AT Battalion Commander. The ITC is essentially an administrative holding company, allowing the Cadet to maintain affiliation with USAC, while performing individual training in concert with local Army recruiters, veteran organizations, etc. While not the optimum opportunity, this allows Cadets who are not near a unit an opportunity to continue with our program.

(c) Some young people do not desire to participate in the USAC program through the ITC, simply attending MAC from year-to-year. It must be understood that the MAC program is the single most vital income stream for USAC; therefore, if a Cadet is to transfer from the ITC to a unit, the unit must be administratively and operationally healthy. As a result, the following policies are effective immediately in regards to the transfer of MAC Cadet to a unit:

(i) MAC Cadets who wish to transfer to an operational unit may do so by submitting a request for transfer, in writing, to the MAC Admissions Officer, 2LT Land

SUBJECT: Interim Policies and Guidance

Admissions Officer at [joseph.m.landjr@armycadets.org](mailto:joseph.m.landjr@armycadets.org) . At this point, the request will be reviewed based on the unit's status within USAC (forming, struggling, fully operational, etc.). If the unit is fully operational, the request will be approved and the Cadet allowed to drill with the unit.

(ii) MAC Cadets who are allowed to drill with a unit must attend no less than six months of Unit Training Assemblies (UTA), with 90% attendance, to be transferred to a unit. This ensures that a Cadet is fully participating in the unit's training program while preventing a last-minute transfer to a unit as a means to bypass the MAC enrollment fees. MAC Cadet with less than the above attendance requirements must enroll for AT through MAC.

(iii) MAC Cadets will not be transferred to any forming unit with a current complement of less than 15 Cadets/recruits.

i. Uniforms. We watch the Corps very closely, primarily through Facebook and other social media sources. Unfortunately, we see a variety of "local modifications" to the uniform which are unauthorized and unacceptable. Of note, recruits (those who have not been through Basic Cadet Training (BCT) and earned the title "Cadet") are not authorized to wear a dress uniform, nor a beret, without the written authorization of the CG, USAC. Further, no unit may authorize a unit-specific patch, insignia, t-shirt, or any other item to be worn in lieu of official uniform items, without the written approval of the CG, USAC. Please review ACR 670-1, *United States Army Cadet Corps Distinctive Insignia and Uniforms*, for specific guidance on the proper wear of authorized uniforms.

j. Relationship with the U.S. Army. We are making progress – albeit slow – in the formalization of our relationship with the U.S. Army. Every Army command, without exception, sees the value of our program and its potential positive impact on the Army. However, the roadblock is the perception by Department of the Army attorneys that we must be "Federally Chartered" in order to receive support which is comparable to that provided by the Navy to the Sea Cadets or by the Marine Corps to the Young Marines (the Civil Air Patrol, as the Air Force Auxiliary is in a different category of support). In actuality, USAC cannot receive a Federal Charter, as there has been a moratorium on their issuance by the House Judiciary Committee since 1989. Recent meetings with Kentucky and Ohio lawmakers, as well as senior leadership within the Army, seem to have found a work-around. Efforts in that direction will commence in early 2011. Details and an update will be provided to the field at the Battle Staff Brief in April, 2011.

k. Legislative Affairs. As stated above, MAJ Berghorn has been assigned as the Director of Legislative Affairs. As such, he is the single POC for interface with Congress. While we appreciate that USAC officers and parents will, on occasion, want to write to their lawmakers in support of USAC, it is vitally important that a clear and consistent message be provided at all times. Therefore, please coordinate any potential exposure to members of Congress, either in written form or face-to-face, with MAJ Berghorn. He can be reached at [george.h.berghorn@armycadets.org](mailto:george.h.berghorn@armycadets.org) .

l. Relationship with the Boy Scouts of America. We have formalized a Memorandum of Understanding with the Boy Scouts of America (BSA)/Learning for Life which provides them

SUBJECT: Interim Policies and Guidance

with a standardized military explorer training program, while providing USAC with a number of valuable resources, including expanded accident and liability insurance, access to marketing and recruiting opportunities and the ability to receive a variety of levels of support from within the Department of Defense. This will also allow us to get “Certificates of Additional Insured” in a much more timely fashion, which is good news for all of us. All USAC personnel – regardless of the unit they are assigned to – are enrolled in Explorer Post 1909, chartered with the Bluegrass Council of BSA. 1LT Hammer is the BSA Liaison Officer and the single POC for interface with the Bluegrass Council. Units are not to have direct liaison with their local BSA Council, as all requests must be submitted through the Bluegrass Council. If you have questions, submit them to 1LT Hammer by email at the address above.

m. Cadet Protection Policy Training (CPPT). As part of our relationship with BSA, all USAC adults – regardless of rank or assignment – must complete the BSA’s Youth Protection training, found at <http://www.scouting.org/>, prior to 1 Jan 11, or prior to their unit’s next Unit Training Assembly, whichever is earlier. This training will serve as the foundation of CPPT, with USAC-specific information provided by the Office of the Inspector General (OTIG). Once you have completed the training, you will be provided with a certificate of completion, as well as wallet cards. In order to be covered by the BSA’s insurance, you must submit your completion certificate to the Inspector General, COL Jan B. Ferguson, at [jan.b.ferguson@armycadets.org](mailto:jan.b.ferguson@armycadets.org), with a copy to CE Nelson at the above address. Only the IG can certify completion of CPPT; therefore, he will require that you be aware of USAC-specific information. Once at the above website go to:

Create a Login Name and Password (upper right corner)

For the login, use your full name followed a period and your last name, followed by an underscore ( \_ ) and then USAC (ie. charles.adams\_usac)

Create your Password. The password must be 8-12 characters in length; include at least one numeric character (0-9); include at least one alpha character (A-Z); can contain both uppercase and lowercase characters; and can contain the following special characters ( ', !, @, #, \$, %, ^, \* )

Complete the online Youth Protection training.

When you are asked to complete the information for your certificate, be sure to use your rank and full name, followed by USAC. (ie. CPT Charles Adams, USAC). Do not use your Branch of Service (IN, AG, SC, etc.).

When asked for your Council, use Blue Grass Council, Lexington, Ky.

When asked for our Unit, be sure to use Explorer Post 1909

Send a scanned copy of your certificate to the IG and CE Nelson, at the above email addresses, within three business days.

SUBJECT: Interim Policies and Guidance

n. Official Communications.

(a) The primary form of communication within USAC is through the Internet. Historically, we have done mass distribution email hoping to get information out to Unit Commanders, unit officers, Cadets, families, etc. This has had minimal success, as people frequently change their email address. The Army Cadets Forum has been online, linked from [www.goarmycadets.org](http://www.goarmycadets.org) for over a year, yet it has had minimal usage. There are separate sections for officers, Cadets, parents, etc. Effective immediately, all official announcements from HQ, USAC to the units will be through the Unit Commanders area of the Army Cadets Forum. Further, general inquiries regarding USAC (not unit specific issues) are to be posted to the Army Cadets Forum for a response. (This does not include issues or formal complaints to be submitted to the OTIG). HQ, USAC staff members have been directed to respond to general email inquires of by directing you to the Army Cadets Forum. This will ensure a consistent message to the field, and allow increased communication with HQ, USAC, and between units. All USAC personnel should review the Army Cadets Forum once a week, at a minimum. For clarity, any changes to policy will be posted in a specific section of the Army Cadets Forum, thus making that posting regulatory in nature, until the matter can be written into an appropriate ACR or Army Cadets Pamphlet.

(b) Unit correspondence should be written in accordance with AR 25-50, *Preparing and Managing Correspondence*. This is especially important when dealing with other Army organizations and with HQ, USAC, as our professional image of oftentimes judged by our written communication. We are working on a streamlined version of AR 25-50 for USAC purposes; however, in the meantime AR 25-50 is to be used. If you need assistance, please contact 1LT Benbassat at the email address above.

o. Battle Staff Brief. The Battle Staff Brief will be held 15-17 Apr 11, with the Parade of Cadets and the Army Cadets Ball on 16 Apr 11. HQ, USAC personnel will have the Battle Staff Brief on 14 Apr 11. This is a key event, where a great deal of information is disseminated to the field. Details will be released in early 2011.

3. Again, these are exciting times for our program. While there are occasional struggles, we are moving forward and gaining more and more awareness within the Army community. Our program is consistently well-received by all levels of the Army. In fact, a number of USAC personnel and I had the opportunity to meet both the Secretary of the Army and the Chief of Staff while attending the annual Association of the United States Army (AUSA) annual meetings last week. The networking that occurred at that four-day event will continue to serve our program well into the future. Locally, we have established a very positive image throughout the Commonwealth of Kentucky, well-received by all levels of government and members of the community. We should all be proud of our program and the successes we have achieved in the past year. On behalf of BG Tornow and COL Wasserman, thank you for your loyalty and dedication to our mission. We will continue to do great things!

SUBJECT: Interim Policies and Guidance

4. Point of Contact for the above is the undersigned at [joseph.m.landsr@armycadets.org](mailto:joseph.m.landsr@armycadets.org) or (859) 484-2100, Ext 16.



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