



REPLY TO
ATTENTION OF

UNITED STATES ARMY CADET CORPS

HEADQUARTERS
POST OFFICE BOX 277
MILLERSBURG, KY 40348-0277

USAC-CS

20 July 2011

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Memorandum of Instruction (MOI) – FY 2012 Army Cadets Cadre Orientation Training

1. References

- a. ACPAM 210-1, Formation of Units of the United States Army Cadet Corps
- b. ACR 670-1, United States Army Cadet Corps Distinctive Insignia and Uniforms
- c. ACR 600-8-14, Issuance, Control and Processing of United States Army Identification Cards.
- d. AR 670-1, Wear and Appearance of Army Uniforms and Insignia

2. Purpose. To announce the Army Cadets Cadre Orientation Training (ACCOT) for Fiscal Year (FY) 2012.

3. Program

a. ACCOT is a three-day program of instruction which provides potential and recently-enrolled USAC personnel with an introduction to Army and USAC specific subjects. Further, ACCOT provides an introduction to the steps associated with the formation or operation of a unit (per reference a). This introduction to the administrative, operational and professional expectations of the program is fundamental to the success of any unit.

b. The ACCOT program of instruction provides detailed classroom-based orientation to USAC-specific subjects such as Cadet Protection Policy Training (CPPT), history, core values, officer professional development system, unit administration, training techniques, recruiting and internal communications. The second and third days are conducted in conjunction with the Multiple Unit Training Assembly (MUTA) for Headquarters and Headquarters Company (HHC), allowing participants to see an operational unit in action and permitting them to “shadow” unit officers during the various aspects of a MUTA.

c. The FY12 ACCOT will be held at the National Cadet Training Center (NCTC) in Millersburg, KY on 21-23 Oct 11, 17-19 Feb 12 and 13-15 Apr 12.

d. In order to minimize travel expenses for individuals, ACCOT may be exported to any location in the continental United States, in conjunction with the MUTA of a successful and full-strength USAC unit. Battalion Commanders or civilian/military sponsoring organizations must submit a written request 90 days prior to the proposed dates of training to the Deputy Chief of Staff for Training (DCS, G7). Upon approval, HQ, USAC will provide a two-person “Tiger Team” to administer the course, provided that no less than ten participants are registered. The hosting command or sponsoring organization must fully fund travel, lodging and meals for the Tiger Team during the program of instruction.

e. Report and Detach Times. Report not earlier than 1800 on 20 Oct 11, 16 Feb 12 or 12 Apr 12, and no later than (NLT) 0800 on 21 Oct 11, 17 Feb 12 or 13 Apr 12. Detach at 1600 on 23 Oct 11, 19 Feb 12 or 15 Apr 12.

f. No portion of ACCOT may be used as a substitute for Officer Candidate School (OCS) or Warrant Officer Candidate School (WOCS).

g. To ensure quality and consistency throughout our program, ACCOT is required prior to wearing any USAC military uniform as a member of the USAC Officer Corps or Noncommissioned Officer (NCO) Corps, effective 1 Oct 09.

4. Participants and Visitors

a. Participation in ACCOT is required under the following circumstances:

(1) Any applicant prior to appointment as a USAC Officer, Officer Candidate, Warrant Officer Candidate, NCO or Civilian Executive (CE). This requirement may be delayed, but not waived, on a rare case-by-case basis. The Chief of Staff will make a determination based on the recommendation of the Deputy Chief of Staff for Personnel (DCS, G1).

(2) Any applicant prior to appointment as a Civilian Instructor (INST) or Uniformed Instructor (UINST) if so required by the Chief of Staff.

(3) The Chairman of a Unit Formation Committee must attend ACCOT prior to receiving approval to begin the process to form a USAC unit. There are no waivers to this requirement.

(4) Commissioned Officers of the Uniformed Services (U.S. Army, Marine Corps, Navy, Air Force, Coast Guard, Public Health Service Commissioned Corps or National Oceanic and Atmospheric Administration Commissioned Corps) who are not required to attend USAC OCS, are required to attend ACCOT. The Chief of Staff will make a determination based on the recommendation of the DCS, G1.

(5) The leadership of USAC units which are identified as struggling with the policies of USAC may be required to attend ACCOT as remedial training in order for their unit to remain

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chartered. Failure to attend training, as directed by the DCS, G3, will result in the unit being disestablished.

b. Participation in ACCOT is offered to non-USAC personnel under the following circumstances:

(1) Guests of the Commanding General.

(2) Individuals who are considering enrollment in the Officer Corps or NCO Corps without a commitment to complete the full application process.

(3) Official representatives of a Recognized Cadet Corps, invited by the Commanding General, and with the approval of their commander.

(4) Members of Parent Support Committees.

(5) Current and prospective members of the USAC Board of Directors.

(6) Current and prospective members of the USAC Board of Advisors.

(7) Cadet NCOs who are involved in the formation of a new or recently-formed unit, on a case-by-case basis, as approved by the Chief of Staff.

5. Location. All training will be conducted at 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 provides USAC with 400+ acres for field training, land navigation, squad tactics and other realistic military training – the NCTC is the *Center of Excellence* for Cadet Training. Detailed directions to the NCTC are available at www.goarmycadets.com.

6. Graduation Ceremonies. There will not be a formal graduation ceremony for this program of instruction.

7. Uniforms and Equipment

a. USAC personnel, including Officers, Officer Candidates, Warrant Officer Candidates and NCOs, who have been properly enrolled and approved by the DCS, G1, may wear the Army Combat Uniform (ACU) (per reference b and enclosure). Effective 1 Oct 09, no newly-enrolled USAC personnel are to wear a military-style uniform without having first completed ACCOT.

b. U.S. Army personnel are to wear the ACU (per reference d).

c. Retired U.S. Army personnel are to wear the ACU (per reference d).

d. Members of the U.S. Marine Corps, Navy, Air Force, Coast Guard, Public Health Service Commissioned Corps, National Oceanic and Atmospheric Administration Commissioned Corps or a Recognized Cadet Corps, may wear their service's equivalent to the ACU, if approved by their chain of command.

e. Enrolled USAC Civilians must wear the USAC Civilian Alternative uniform, consisting of an official USAC polo shirt and khaki slacks (per reference b).

f. Civilian Guests. Business casual.

g. Most USAC emblematic items (T-shirts, patches, etc.), as well as the ACU and accessories, will be available for purchase at the Army Cadet Exchange Service (ACES) retail store upon reporting and throughout the program of instruction or online at www.acesstore.com.

8. Accommodations and Travel

a. Lodging will be assigned based on rank, in accordance with USAC policies. All meals will be provided by the NCTC Dining Facility, except for Saturday night, which will be a social event on the economy at the individual's personal expense.

b. Lodging for spouses and other non-USAC personnel is not available on the NCTC. Adequate lodging is provided at the Army Cadet Lodge at \$49 a night based on availability.

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 NCTC.

d. Individuals requiring a shuttle from LEX or CVG must send a written request to 2LT Joseph M. Land, Jr. at joseph.m.landjr@armycadets.org NLT three days prior to commencement of training.

e. ACCOT participants are to park their vehicle off-post, on Main Street or across the street at the Civic Center. On-post parking is not available, except for General/Flag Officers.

9. Training Fees

a. Training fees. Training fees are based on cost incurred while on the NCTC for the entire period of training. Training fees include all meals, training materials, transportation incident to training, billeting and linen service. Training fees are as follows:

(1) Officer, Warrant Officer, NCO and Civilian Instructor candidates: \$100.

(2) \$50 will be applied towards enrollment fees provided that a properly completed application is received by the DCS, G1 within 30 days of completing ACCOT.

b. Authority to Expend Unit Funds. Unit funds may not be expended to pay for participation in ACCOT.

c. Refunds. Registration fees 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.

d. Training fees must be paid in full NLT three days prior to commencement of training. All payments must be made online at <http://goarmycadets.com/>.

e. A \$50 penalty will be assessed on late fees as defined in par 9(d).

10. Training Grants. There are no training grants for ACCOT.

11. Administration

a. Training Authority. Use of Training Authority is not required for this program of instruction for USAC personnel. Participants who need written travel orders to provide to their employer are to contact the DCS, G1 NLT seven days prior to commencement of training.

b. Required forms. ACCOT participants must have the following forms on record NLT three days prior to commencement of training. Failure to submit required forms may result in a forfeit of training fees.

(1) USAC Form 1696, Application for Appointment

(2) Criminal History Record (must be issued by law enforcement agency)

(3) U.S. Driver's License (*Photocopy*)

c. Personnel Records Jacket (201 Files). 201 files are not required for this program of instruction.

d. Current Enrollment. All active USAC members 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. Non-USAC Personnel. Individuals who are not currently enrolled in USAC will be required to complete appropriate releases prior to attending training. Non-USAC personnel will

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have no direct contact with Cadets without having first completed CPPT and approved by the Inspector General.

f. Identification Cards. Each active USAC member must be in possession of the new digitally produced plastic identification card (ID). To request a replacement ID, follow the detailed guidance (per reference c).

12. Contact Information. The official address and phone number for the NCTC are as follows:

(Rank) (Your Name), 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 (Duty hours between 0800-1800 only)

Duty FAX: (859) 484-2105

13. Points of Contact

a. Chief of Staff: COL Joseph M. Land, Sr. can be reached at joseph.m.landsr@armycadets.org or (859) 484-2100, Ext. 16.

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

c. Deputy Chief of Staff for Training: MAJ Shawn S. Stanford can be reached at shawn.S.Stanford@armycadets.org.

d. Deputy Chief of Staff for Logistics: LTC Joseph H. Gorman can be reached at joseph.h.gorman@armycadets.org or (859) 484-2100, Ext. 20.

e. Garrison Commander: LTC Joseph H. Gorman can be reached at joseph.h.gorman@armycadets.org or (859) 484-2100, Ext. 20.

f. Army Cadet Exchange Service (ACES): ACES orders may be placed on <http://www.acesstore.com>.

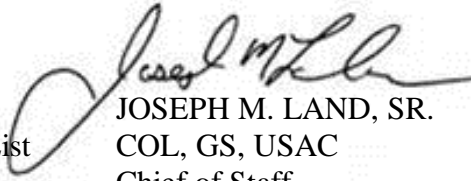
14. Questions or concerns related to this MOI may be directed to 1LT Danny Benbassat at danny.benbassat@armycadets.org.

15. Action. Unit Commanders are to ensure widest dissemination of this information, with a photocopy or digital copy to all newly-enrolled members.

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Encl
ACCOT Consolidated Equipment List



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

DISTRIBUTION:

DEPUTY CHIEF OF STAFF FOR PERSONNEL

DEUPTY CHIEF OF STAFF FOR TRAINING

UNIT COMMANDERS

FOREST HILL STATION DEPARTMENT OF PUBLIC SAFETY (DPS)

CADRE APPLICANTS

CF:

PRESIDENT, BLUEGRASS MILITARY AFFAIRS COUNCIL

MILLERSBURG MILITARY INSTITUTE ALUMNI

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Enclosure

Army Cadets Cadre Orientation Training
Consolidated Equipment List

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CLASSROOM ITEMS	
Laptop Computer	Optional
Writing Pad	Required
Writing Pad	Required
Pen / Pencil	Required
AC PAM 210-1	Required

CLOTHING	
USAC (Officers, NCOs)	ACU Per ACR 670-1
Army (Active, Reserve)	ACU Per AR 670-1
Army (Retired)	ACU per AR 670-1
Civilians	Black Polo Shirt*, Black Crew Neck Sweatshirt*, Khaki Trousers, Walking Shoes
All	PT Gear (PT shorts and PT shirt)
All	Bring sufficient basic clothing items (e.g., socks, shirts, underwear) for 2-3 nights (based on arrival date)
All	Business Casual (required for CofS dinner)

* orders may be placed on <http://www.acesstore.com>

BARRACKS AND PERSONAL ITEMS	
Laundry bag	Optional
Camera	Optional
Watch	Required
Alarm clock	Required
Laundry detergent	Recommended
Hangers	Recommended
Hygiene items	As needed
Medicine	As needed
Shaving kit	As needed
Shower shoes	Required
Towel(s)	Required
Soap	Required
Sleeping bag	Optional
Linen	Issued
Blanket	Issued
Pillow	Issued
Pillow cover	Issued