



REPLY TO
ATTENTION OF

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

USAC-CS

15 January 2012

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Memorandum of Instruction (MOI) – FY 2012 Leadership Symposium and 103rd Army Cadet Birthday Ball

1. References

- a. ACR 670-1, United States Army Cadet Corps Distinctive Insignia and Uniforms
- b. ACR 600-8-14, Issuance, Control and Processing of United States Army Identification Cards.

2. Purpose. To announce the United States Army Cadet Corps (USAC) Leadership Symposium for Fiscal Year 2012 and the 103rd Army Cadet Birthday Ball.

3. Program.

a. The FY12 Leadership Symposium will be held 13 - 15 April 2012 at Forest Hill Station in Millersburg, KY.

b. Leadership Symposium (LS) is the overarching title for a number of programs. It includes the following events detailed in enclosure 1:

(1) Headquarters, U.S. Army Cadet Corps (HQ, USAC), Battle Command Brief, 13 April 2012. Strategic planning and business of the USAC. HQ, USAC Staff, or by personal invitation of the Commanding General, U.S. Army Cadet Corps (CG, USAC).

(2) Battle Staff Brief, 14 April 2012. Meetings for Unit Commanders, Executive Officers, First Sergeants and Cadet First Sergeants.

(3) Warrior Weekend, 13-15 April 2012. Officers, Cadets and recruits not involved in the Battle Staff Brief may attend the Warrior Weekend, which includes the Parade of Cadets, open house and Army Cadet Birthday Ball. The program curriculum offers opportunities for personal and professional development, important to the furtherance of the USAC.

(4) Forest Hill Station Open House, 14 April 2012. A variety of events and displays which exhibit the capabilities and the heritage of the United States Army, the USAC, the Forest Hill Military Academy (FHMA) and the former Millersburg Military Institute (MMI). Displays

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will include MMI memorabilia, yearbooks, USAC historical photos, FHMA information, a multi-media display, static displays and more.

(5) Parade of Cadets, 14 April 2012. Parade of USAC Cadets which may include: MMI alumni, Civil Air Patrol, Junior Reserve Officers' Training Corps (ROTC), Naval Sea Cadet Corps and Young Marines. The parade will culminate with a live musical performance and a formal welcome and open house ceremony on the Forest Hill Station front lawn.

(6) Millersburg Military Institute Alumni reunion, American Cadet Alliance reunion, and USAC homecoming, 14 April 2012. An informal gathering of the Cadets, faculty, staff and supporters of MMI.

(7) 103rd Army Cadet Birthday Ball, 14 April 2012. Official celebration of the founding of the United States Army Cadet Corps. All USAC personnel, alumni and supporters are invited to attend this event.

(8) Fiscal Year 2012 promotion board, 14 April 2012. The promotion board will convene to consider applications for promotion. Recommendations for promotion must be submitted to the Deputy Chief of Staff for Personnel no later than 1 April 2012 via email at andrew.j.chen@armycadets.org

c. Times. All meetings will commence at 0800 and typically secure at 1700. Sunday events will secure at 1100, allowing participants to begin their travels to home station. Specifics are included in enclosure 1 and will be updated on www.goarmycadets.com.

d. Training and events. Program itinerary and requirements are included in enclosure 1.

e. Battle Staff Brief agenda. USAC personnel may request that a topic be considered for the Battle Staff Brief by contacting COL Land, Chief of Staff, by email at joseph.m.landsr@armycadets.org.

4. Invitees.

a. Board of Advisors. The Chairman and members of the Board of Advisors are invited to attend the Leadership Symposium. Coordination can be made through the Chief of Staff.

b. Official Guests. Representative from the Department of Defense who are tasked with USAC support, as well as political supporters, MMI alumni and other official guests of the CG, USAC are invited to attend alumni and USAC events. Coordination can be made through the Chief of Staff.

c. Headquarters Staff. All HQ, USAC staff members are expected to participate in the entire Leadership Symposium. This is a responsibility of appointment to the HQ, USAC staff which is essential to the furtherance of the USAC. Failure to attend will be reflected in the

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member's Officer Evaluation Report (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 1 April 2012.

d. Commanders. All Unit Commanders and those officers in the formation process must attend, or be represented at, the Battle Staff Brief. This is a responsibility of appointment to command which is essential to the furtherance of the USAC. Failure to attend will be reflected in the Officer Evaluation Report (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 1 April 2012. Breakout sessions for Unit Commander's may not be attended by subordinate personnel unless an informed designee is approved by the Chief of Staff.

e. All commissioned officers, officer candidates, warrant officer candidates, noncommissioned officers, USAC Civilians, Cadets and recruits are invited to attend the Parade of Cadets, open house and Army Cadet Birthday Ball. The program curriculum offers opportunities for personal and professional development, important to the furtherance of the USAC.

f. In order to ensure that a sufficient number of Cadets are in attendance at the Parade of Cadets and the Army Cadet Birthday Ball, each unit is to strive to have not less than six Cadets in attendance.

g. Family Members. All family members, supporters, alumni and the general public are invited to observe the Parade of Cadets and attend the open house and Army Cadet Birthday Ball.

h. Units must provide adult staff at a ratio of one member of the USAC Officers Corps (officer, officer candidate, warrant officer candidate, noncommissioned officer [NCO] or USAC Civilian) for every 15 Cadets, or portion thereof, attending the events.

i. Promotion Criteria. Unit Commanders and HQ, USAC staff members must attend the FY12 LS to be eligible for the FY12 or FY13 Promotion Boards. Service as an instructor at the LS is required for promotion to the grade of O-6.

5. Uniforms.

a. U.S. Army Cadet Corps and U.S. Army personnel. Report in the Army Combat Uniform (ACU). Mess Dress, Dress Blue, Blue Army Service Uniform, Army Green Dress (Cadets, NCOs, officer candidates and warrant officer candidates) or Class A for the Army Cadet Birthday Ball. ACU for the Parade of Cadets. Recruits who do not have a dress uniform may wear coat and tie (males) or a dress (females). The ACU will not be worn at the Army Cadet Birthday Ball by any personnel.

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b. All commissioned officers, warrant officers, officer candidates, warrant officer candidates and USAC Civilians are to detach in USAC Civilian Alternative. The USAC Civilian Alternative is the required uniform alternative for all USAC adult personnel. Orders must be received by the Army Cadet Exchange Service (ACES) at www.acesstore.com not later than 1 April 2012 in order to be received upon reporting. Limited quantities of the USAC polo shirts will be available at the on-post ACES retail store throughout the LS.

c. USAC Civilians. Formal or semi-formal for Army Cadet Birthday Ball. USAC Civilian Alternative for all other events.

d. Civilian Guests. Formal or semi-formal for Army Cadet Birthday Ball. Business casual for all other events.

e. All USAC personnel should review enclosure 2 for uniform and personal gear requirements.

6. Billeting and Transportation.

a. Training facilities, materials, ground transportation (on-site) and meals will be provided by HQ, USAC as part of the registration fee.

b. Billeting is available on-site on a first-come, first-serve basis for USAC personnel only. Billeting standards will be in compliance with USAC regulations. Unaccompanied USAC personnel are expected to billet on the Forest Hill Station to ensure sufficient manpower throughout the LS. Accompanied personnel may billet off-site, with the understanding they may be assigned overnight duty on-site at some point throughout the LS.

c. Limited billeting is available at the Army Cadet Lodge, in Millersburg, at \$49 a night for USAC personnel and \$79 a night for non-USAC personnel. Billeting for spouses and other non-USAC members is only available off-site. Billeting standards will be in compliance with USAC regulations. To schedule use of the Army Cadet Lodge, contact 2LT Joseph M. Land, Jr. at joseph.m.landjr@armycadets.org or at (859) 484-2100, Ext. 23.

d. For transportation planning purposes, Lexington, Kentucky's Blue Grass Airport (LEX) is the best location for incoming personnel and is serviced by six major airlines. Blue Grass Airport is located 40 miles southwest of Millersburg off of Highway 60 with a drive time of approximately 40 minutes to the Forest Hill Station. Cincinnati/Northern Kentucky International Airport (CVG) is also available approximately 1.5 hours from the Forest Hill Station. Shuttles will be available from Blue Grass Airport on a reservation-basis only and at a cost of \$5 per person each way, which will be added to your registration fee. Shuttles from CVG are available on a reservation-basis only and at a cost of \$10 per person each way. LEX and CVG are the only airports which will be served by HQ, USAC ground transportation.

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e. Individuals requiring a shuttle from LEX or CVG must indicate this when they register online. For questions about the ground transportation program, contact 2LT Joseph M. Land, Jr. at joseph.m.landjr@armycadets.org or at (859) 484-2100, Ext. 23.

7. Registration Fees.

a. Registration Fees. The registration fees are based on costs incurred and are on a per person basis. Details regarding fees can be found in enclosure 3 and online at www.goarmycadets.com.

b. Registration. Registration must be completed online no later than 10 April 2012. Registrations submitted after this deadline will be assessed a \$25 per person late fee. For questions regarding event registration, contact 2LT Joseph M. Land, Jr. at joseph.m.landjr@armycadets.org or at (859) 484-2100, Ext. 23.

c. Authority to Expend Unit Funds. Unit funds are authorized to be used to pay for the registration and transportation of all personnel. It is recommended that units assess a percentage of the cost to personnel attending. Unit funds may be used for the Unit Commander, Executive Officer, First Sergeant and Cadet First Sergeant to attend the Battle Staff Briefing events.

d. Training Authority. Officers who need written orders to provide to their employer are to contact 1LT Danny Benbassat, Assistant to the Deputy Chief of Staff for Personnel, at danny.benbassat@armycadets.org, no later than 1 April 2012.

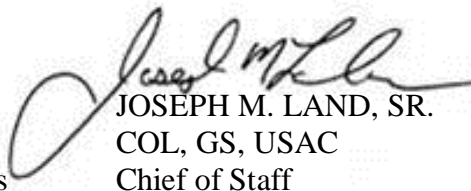
e. 201 Files. 201 Files are not required for this event. Unit Commanders will ensure USAC Form 4/1, Record of Emergency Data, for Cadets is on-hand upon reporting.

f. Identification Cards. All participants must be currently enrolled in CADTRAK. Each participant must be in possession of the new digitally produced plastic identification card per reference b.

8. Action. Participants must register through the process outlined above by 10 April 2012.

3 Encls

1. Sequence of Events
2. Uniform and Gear Requirements
3. Registration Fees


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

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MILLERSBURG MILITARY INSTITUTE ALUMNI
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Enclosure 1

Tentative Sequence of Events

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**Tentative Sequence of Events
2012 Leadership Symposium**

Friday, 13 Apr 2012

0800–1700	Battle Command Brief (HQ personnel, DoD Support Personnel and invited Guests)
1700–2300	Check-in Battle Staff Brief and Warrior Weekend.
2100	Leaders' Safety Brief

Saturday, 14 April 2012

0600	Reveille
0615	PT
0800	Breakfast for guests hosted by Millersburg Pride at the Civic Center
0800	Breakfast for USAC personnel in Dining Facility (DFAC)
0845–0930	Parade Practice
1000–1100	Third Annual Parade of Cadets
1100 (approx)	Welcome on Front Lawn of Forest Hill Station
1100–1400	Lunch available at the Civic Center from Millersburg Pride vendors
1115–1230	Community Concert on Front Lawn
1230	Lunch for USAC personnel and MMI Alumni in DFAC
1300–1500	MMI Alumni Meeting
1300–1600	Battle Staff Brief (Unit Commanders, Executive Officers, 1SGs and Cadet 1SGs)
1400–1600	Forest Hill Station Open House for Community (exterior and select buildings)
1800	Receiving Line Opens for 103rd Army Cadets Birthday Ball
1900	Dinner
2330	Secure from 103rd Army Cadet Birthday Ball

Sunday, 15 April 2012

0600	Reveille
0615	PT
0800	Breakfast for USAC personnel in DFAC
0900	Church Call
1015	Field Day
1100	Detach

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Enclosure 2

Uniform and Gear Requirements

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**Uniform and Gear Requirements
2012 Leadership Symposium**

Cadre (Officers, Enlisted)
ACU, Service Uniform, Civilian Alternative (cadre only)
Beret (Cadets/cadre only), Patrol Cap, Field Coat/Fleece (optional), Black Gloves (optional)
PT Uniform (Army shorts/USAC T-shirt) (optional for cadre)
Running shoes (optional for cadre), shower shoes
Towel
Toiletries
Binder, notepad, pen
Flashlight
ID Tags (Cadets/recruits only)
Clock, Alarm Clock
Camera (optional)

Unauthorized Items
Weapons of any type (including knives)
Hand-held computer games
C/SGT and below: Cell phones
C/PFC and below: Civilian clothing

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Enclosure 3

Registration Fees

Registration and Fees
2012 Leadership Symposium

Battle Command Brief

Friday through Sunday (HQ. USAC Personnel)

Includes meals on Friday (breakfast, lunch, dinner), meals on Saturday (breakfast and lunch), a meal on Sunday (breakfast), one ticket to the Army Cadets Birthday Ball, program materials and billeting on the Forest Hill Station.

USAC personnel....., \$125.00
Invited Guests..... \$175.00 – does not include billeting

Battle Staff Brief

Saturday (Unit Commander, Executive Officer, 1SG and C/1SG)

Includes meals on Saturday (breakfast and lunch), a meal on Sunday (breakfast), one ticket to the Army Cadets Birthday Ball, program materials and billeting on the Forest Hill Station.

USAC personnel....., \$100.00
Invited Guests..... \$150.00 – does not include billeting

Warrior Weekend

Friday-Sunday (All USAC personnel are invited to attend)

Includes meals on Saturday (breakfast and lunch), a meal on Sunday (breakfast), one ticket to the Army Cadets Birthday Ball, program materials and billeting on the NCTC.

USAC personnel....., \$100.00
Invited Guests..... \$150.00 – does not include billeting

103rd Army Cadet Birthday Ball

Saturday (All are welcome)

Includes: Birthday Ball formal meal, dessert and program.

USAC personnel....., \$50.00 (if not attending LS)
Non-USAC personnel (1 ticket)..... \$60
Non-USAC personnel (2 tickets)..... \$100
Non-USAC personnel (8 tickets)..... \$375