

**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 (USAC)
THRU: (1) Commander, _____ Battalion, USAC
 (2) Commander, _____ Brigade, USAC
 (3) Deputy Chief of Staff for Operations, USAC
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, set forth in AC Pamphlet 210-1, this committee requests a Provisional Charter indicating authority to form a unit to serve the young people of the community of _____. Therefore, request that the name "Army Cadets of _____" be approved. The required Provisional Charter fee, as well as initial applications and registration fees for officers, NCOs, instructors and Cadets are attached. We understand and agree to the provisions outlined below.

Legal Name	Military Background or USAC Rank / Assignment	Mailing Address	Telephone Number and Email Address	Legal Signature

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 agrees as follows:

- a. Establish a unit of the U.S. Army Cadet Corps (USAC) serving the community indicated above.
- 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. To provide training materials, regulations, uniform resources and other tools necessary for the efficient and effective operation of a USAC 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.

2. Contingent upon the acceptance of this application by the Commanding General, U.S Army Cadet Corps, and conditioned upon the fulfillment of the promises enumerated in paragraph 1 above, this organization/applicant agrees to the following:

- a. Provide a course of Army instruction prescribed by the Commanding General, U.S. Army Cadet Corps (CG, USAC).
- b. Arrange for 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.
- 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.
- d. Appoint a military property custodian who will be empowered to requisition, stock, and account for Government or USAC property issued to the unit.
- 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.

- 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.
 - g. Adhere to a policy of nondiscrimination on the basis of race, sex, color, or national origin with respect to admission or subsequent treatment of Cadets and cadre.
 - h. Require cadre to wear USAC uniforms to accomplish USAC duties.
 - i. Require participation in USAC professional development training, including Cadet Protection Policy Training (CPPT); Officer Candidate School or the Direct Commission Course, as appropriate.
 - j. Ensure the unit commander will attend the annual Leadership Symposium, typically conducted in April.
 - 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.
 - l. Submit Monthly Activity Reports by the 15th day of the subsequent month.
3. It is mutually understood and agreed as follows:
- a. All unit training assemblies, and training events over 48 hours must be reviewed and approved by the DCS, G3 (Operations).
- b. Failure to establish and maintain a minimum enrollment of 21 Cadets/recruits and four officers, noncommissioned officers and instructors within 18 months of approval of this request may result in disestablishment of the unit.
 - c. That this contract may be terminated in the following manner:
 - (1) At the discretion of the CG, USAC.
 - (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.
 - 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.
 - e. Officers, NCOs and instructors serve at the pleasure of the CG, USAC and may be terminated at any time based on performance.
 - f. No unit activities may occur, except for formation committee meetings, until approval of this Provisional Charter request.
 - 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.

FOR THE UNIT

NAME, RANK AND TITLE	SIGNATURE OF COMMITTEE CHAIRMAN OR HQ, USAC PROJECT OFFICER	DATE
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FOR THE U.S. ARMY CADET CORPS

NAME, RANK AND TITLE	SIGNATURE	DATE
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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.:

Facility Space	Frequency	Date Available	Duration of Agreement	Scheduling Point of Contact
ADMINISTRATIVE SPACE(S)	<input 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)			
CLASSROOM(S)	<input 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)			
SUPPLY SPACE(S)	<input 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)			
DRILL FLOOR	<input 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)			

REMARKS

FOR THE HOST FACILITY

NAME, RANK AND TITLE	SIGNATURE OF FACILITY MANAGER / COMMANDER <i>or representative</i>	DATE
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