



DEPARTMENT OF THE ARMY  
HEADQUARTERS, UNITED STATES ARMY CADET COMMAND  
FORT MONROE, VIRGINIA 23651-5000

REPLY TO  
ATTENTION OF

ATCC-O (145)

18 January 2002

MEMORANDUM FOR Region/Brigade/Battalion Commanders

SUBJECT: Leader's Training Course (LTC) - Administrative Instructions

1. During the Cadet Command's Board of Directors' meeting in October, Major General Casey decided that cadets would be contracted prior to attendance at LTC 02. After consideration of the challenges posed by such a requirement, the CG is convinced that requiring a commitment from cadets will serve to enhance recruiting and retention efforts across the Command. Asking for commitment up front will serve to force a focused effort upon attracting students who are sincere about joining the ROTC Program and who will stay with the program to commissioning. In addition, requiring a commitment will help ensure that we are expending scarce resources to the best possible effect.

2. The enclosure provides camp allocations by region and administrative procedures/guidance for contracting and managing these cadets. **Cadets must have started a physical exam and signed a contract prior to the school reserving a training seat in the CCIMS Training Module (contracting does not apply to MJCS).** A school is considered to have reserved a training seat in the CCIMS Training Module when a cadet is assigned a training cycle. By reserving a training seat in CCIMS, the PMS is authenticating that the cadet has met basic enrollment requirements and is ready to attend the LTC with all waivers resolved, except physical exam or medical. Cadets without an approved administrative waiver by the proper authority, e.g., civil conviction, RE Code, etc., will not attend LTC. Cadets pending finalization of physical exams or medical waiver(s) may attend LTC.

3. Military Junior Colleges will not be required to comply with cadet contracting procedures established in paragraph 2 of

ATCC-O

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Instructions

enclosure, prior to attending the LTC. Military Junior Colleges  
will comply with other administrative procedures at enclosure.

FOR THE COMMANDER:

Encl

\\original signed \\  
RONALD M. BOUCHARD  
Colonel, GS  
Chief of Staff

**ADMINISTRATIVE GUIDANCE**  
**For Leaders Training Course (LTC) 02**  
**SEAT ALLOCATION AND**  
**CONTRACTING OF CADETS PRIOR TO ATTENDANCE**

The following guidance is provided to establish operational seat allocations by Region and to clarify procedures for contracting cadets prior to LTC 02. Region commanders will establish procedures to distribute seats within their Regions. Battalion commanders must strictly adhere to the following administrative guidelines when processing cadets to attend LTC 02.

1. **Seat Allocation.**

a. LTC 2002 is now set for a maximum of 1300 cadets attending in five cycles of 260 cadets each. Allotments for First, Second and Fourth Regions are 474, 462, and 364 seats respectively, which includes slots fenced for Military Junior College cadets and Alternate Entry Option cadets.

b. Seat allotments by region are summarized below.

	1 <sup>st</sup> Region	2d Region	4 <sup>th</sup> Region	Total
AEO	72	40	15	127
MJC	84	139	127	350
Remaining alloc	318	283	222	823
Total	474	462	364	1300

c. Alternate Entry Option (AEO) allocations. A total of 127 AEO cadets were identified in ROTCMMS. These cadets have signed an addendum to their contract agreeing to take LTC after their MS III year. Regions must ensure that every AEO cadet receives a LTC seat allocation.

d. Military Junior College (MJC) allocations. Based on MJC Mission Set 04 mission and past enrollment from the MJC cadets, 350 slots have been set aside for MJC cadets.

e. Remaining line allocations. 124 units were below their MS II enrollment mission by a total of 925 cadets as of Opening Enrollment. Almost 90 percent of this deficit can be met by using the allocations that remain after fencing the AEO and MJC slots.

f. Slots are allocated by cycle according to the table below.

		1st Region			2d Region			4th Region			CC		
<b>MJC</b>													
Cycle	Dates	Total	M	F	Total	M	F	Total	M	F	Total	M	F
1	9 Jun -6 Jul	0	0	0	0	0	0	0	0	0	0	0	0
2	11 Jun - 8 Jul	0	0	0	0	0	0	0	0	0	0	0	0
3	17 Jun - 14 Jul	0	0	0	0	0	0	0	0	0	0	0	0
4	23 Jun - 20 Jul	26	18	8	44	31	13	40	28	12	110	77	33
5	27 Jun - 24 Jul	58	41	17	95	67	29	87	61	26	240	168	72
<b>Non MJC</b>													
Cycle	Dates	Total	M	F	Total	M	F	Total	M	F	Total	M	F
1	9 Jun -6 Jul	107	75	32	88	62	26	65	45	20	260	182	78
2	11 Jun - 8 Jul	107	75	32	88	62	26	65	45	20	260	182	78
3	17 Jun - 14 Jul	107	75	32	88	62	26	65	45	20	260	182	78
4	23 Jun - 20 Jul	62	43	19	51	36	15	37	26	11	150	105	46
5	27 Jun - 24 Jul	8	6	2	7	5	2	5	4	1	20	15	5
<b>Total</b>		474			462			364			1300		

MJC slots were first allocated to the fourth and fifth cycles due to later graduation dates. The remaining region allocations were evenly split between the first, second, third, and the remainder of the fourth cycle.

g. Reservations to LTC may be made on a first-come, first-served basis within the region's allocated slots by cycle beginning 04 March 2002. **Reservations will not be accepted prior to this date. Cadets must have started a physical exam and signed a contract prior to the school reserving a training seat in the CCIMS Training Module (contracting does not apply to MJCs).** A school is considered to have reserved a training seat in the CCIMS Training Module when a cadet is assigned a training cycle. By reserving a training seat in CCIMS, the PMS is authenticating that the cadet has met basic enrollment requirements and is ready to attend the LTC with all waivers resolved, except physical exam or medical. Again, Commanders will ensure that allocations go to AEO cadets, MJC cadets, and then all others, in that order. If the region does not have enough AEO or MJC cadets to fill the allotted slots, the slots may be given to other qualified cadets in the region.

h. Region commanders will also ensure that their units' reservations do not exceed their region's allocation. If a region exceeds its region's allocated slots in any given training cycle, then the cadets from that region will be removed from the training seats until the region is within the limit of its allocated slots. Second Region Training Branch staff has

the authority to monitor LTC reservations to ensure Regions stay within allocations.

i. POC for seat allocations is Mr. Ken Klimchock, Recruiting Operations, DSN 680-2747, [klimchockka@monroe.army.mil](mailto:klimchockka@monroe.army.mil)

## 2. Contracting.

a. Cadets attending LTC will sign Part I of the DA Form 597 or 597-3, as applicable. Battalion Commanders WILL NOT execute their portion of the contract (Parts IV and V) until the cadet successfully completes LTC and is determined otherwise qualified (administratively and medically) to contract into ROTC as an MS III cadet. The effective date of enrollment will be the first day of the Fall term.

b. Cadets without an approved administrative waiver by the proper authority, e.g., civil conviction, RE Code, etc., will not attend LTC. However, cadets pending resolution of their physical exam or a medical waiver may attend LTC.

c. Professors of Military Science should be aware that completing and signing Parts IV and V of the contract prior to camp completion will obligate government funds to a cadet who may later be determined disqualified.

d. Cadets who withdraw from or fail to attend LTC prior to traveling on orders will be removed from the program as follows

(1) The contract will be marked "VOID" and the PMS will prepare a memo stating why the cadet will no longer attend. The cadet will sign this memo acknowledging receipt, if cadet is not available for signature, then PMS will state so at the bottom of the memo.

(2) If the cadet had a training seat reserved in CCIMS Training Module, the school will code the cadet as "not attending" . If orders were published using CCIMS Order Module, the school will submit "revocation" orders using the Orders Module.

e. If the cadet fails to enroll in MS III or is determined to be disqualified prior to the first day of MS III, the PMS will mark the contract "VOID" and prepare a memo stating the reason(s) for withdrawal or disqualification. After the first day of MS III class, cadets who breach the contract will be disenrolled IAW the procedures in AR 145-1, 3-43 and the CC PAM 145-4, Chapter 7.

f. POC for contracting is Ms. June Reams, Personnel Actions and Standards Division, P & A, DSN 680-4532, [reamsj@monroe.army.mil](mailto:reamsj@monroe.army.mil)

### 3. Scholarships.

a. The scholarship program for LTC is essentially one of validation. Schools will fully utilize their available scholarships first. Upon total use of available scholarship allocations, the schools will request additional funds from the Brigade. If the Brigade utilizes all of their LTC funds, they will request additional funds from HQs, Cadet Command.

b. Scholarship funds are allocated to Brigades to disseminate as required to schools to facilitate the LTC mission. These dollars may only be used for LTC cadets and may not be transferred to any other program. Funds to support LTC scholarship offers will be provided to Brigades on 31 January 2002. Unused dollars will be returned to HQ Cadet Command control 15 June 2002.

c. Students who are validating a scholarship at LTC must have a scholarship application entered into the CCIMS Scholarship Processing Module IAW the instructions below.

(1) Click on Subsystem: Scholarship Processing

(2) Click on SY: SY 02-03

(3) Under the College Scholarship Program Column, click on "Add an Applicant". Enter the Last Name, First Name, MI and SSN and click "Submit".

(4) Complete the Personal Information Page and complete the entire page.

Scholarship Type should be 2-year (3-year scholarship applicants should not be attending LTC)

Scholarship Category should be "BC". (Students who attend LTC should not be progression students except for 2 1/2 year students who begin their scholarship in Jan 02.)

Mission Set should be "2004"

Enrollment Status should be "Not Enrolled" for those students not previously enrolled in ROTC. It should be "Enrolled" for those student who have participated in ROTC prior to LTC. The rest of the page is self-explanatory from information on the CCF 139R.

Be sure to enter both the ROTC FICE Code and the School of Attendance FICE Code (even if they are the same)

(5) Click Submit

(6) Click on the Applicant Status Tab at the top of the screen and complete the information

Transcript (do you have a transcript Y or N)

104R (do you have a planned academic program CCF 104R Y or N)

Is the student enrolled in your school (Y or N)

Academic Information - Only have to complete Academic GPA-MJCs complete High School GPA

Admin Conditions - these are read only based on input in other areas

Additional Information - Any notes you wish to make in reference to the student's file (i.e. awaiting transcripts)

The remainder of the page requires no input until the scholarship offer is made. Notify HQs Cadet Command of the scholarship offer (preferably by submission of the 2-year OML due 15 Jun)

(7) Mail the 139R and transcript, to include CGPA/ACT/SAT waiver approval memorandum if applicable, to HQs Cadet Command (ATCC-OI), Bldg. 56, 55 Patch Road, Ft. Monroe, VA 23651-1052.

d. POC for scholarships is Ms. Linda Morris, Incentives Division, ROD, DSN 680-4559, [morrisl@monroe.army.mil](mailto:morrisl@monroe.army.mil)

#### 4. Identifying and Coding Cadets in Camp Module/CCIMS.

a. All cadets must be assigned to LTC through the CCIMS Training Module. (The same method used in FY00 and FY01.) Follow these steps.

(1) Select the Training Subsystem.

(2) From the Training home page, select Cadet Placement.

(3) From the menu list, select LTC.

(4) You are now at the LTC transition page, you may enter a SSN or select "ALL".

(a) SSN is used to enter new cadets or to retrieve a specific cadet's record.

(b) "ALL" returns a list of cadets that could be assigned to LTC. This list includes MS I, MS II, MS II and MS III Pending Scholarship Award (Enroll Status = R), MS III Alternate Entry, and new LTC cadets (Enroll Status = N).

(c) Note: New LTC cadets must be entered by SSN. They will not appear on the list until after their data is submitted. If a cadet has been in ROTC at another school, their SSN is linked to that school and CCIMS will not allow you to assign them to LTC. There are two options to resolve this situation: Call the other school and have them transfer the cadet, or contact the CC Help Desk for assistance.

(5) Enter all required data, including cycle assignment, and click on the submit button. Messages will prompt you if data is missing or invalid.

b. If a cadet decides not to attend LTC after contracting, then remove the cadet from the training seat by following these steps.

(1) Follow steps 4a(1)-(4) above to get to the LTC reservation page.

(2) Under Cycle Assignment click on "not attend". This will remove the cadet from the assigned cycle.

(3) Click on the submit button to save the change.

c. POC for Camp Module/CCIMS is Mr. Ed Pitts, Software Services Division, IMD, DSN 680-4644, [pittse@monroe.army.mil](mailto:pittse@monroe.army.mil)

## 5. **Payment of Subsistence.**

a. Subsistence/stipend will begin effective on the day of contracting but not earlier than the first day of classes in Fall 02. Payment will begin at the MS III rate and continue through the MS IV year NTE 20 continuous months except for the period of the National Advanced Leaders Camp and CTLT/CPDT (if applicable).

b. POC for funding issues is Ms. Jeanette Imgrund, Pay Operations Division, RM, DSN 680-4633, [imgrundj@monroe.army.mil](mailto:imgrundj@monroe.army.mil)