

CEHR-MP Regulation No. 350-3-3	Department of the Army U.S. Army Corps of Engineers Washington, DC 20314-1000	ER 350-3-3 10 May 85
	Training USACE/USMA/ROTC CADET TRAINING PROGRAM	
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DEPARTMENT OF THE ARMY
U.S. Army Corps of Engineers
Washington, DC 20314-1000

DAEN-PEM-P

Regulation
No. 350-3-3

10 May 1985

Training
USACE/USMA/ROTC CADET TRAINING PROGRAM

1. Purpose. This regulation defines procedures for the administration of the US Army Corps of Engineers (USACE)/United States Military Academy (USMA)/Reserve Officers Training Corps (ROTC) cadet summer engineering training program. This program is planned to provide interested academy/college students with hands-on experience, exposure to USACE assignments, and career opportunities, with a long range objective of retaining them in support of the Army mission as uniformed members or civilian employees of the Corps.

2. Applicability. This regulation is applicable to all USACE divisions, districts, and separate field operating activities (FOA).

3. Eligibility of Cadets.

a. USMA cadets interested in being considered for the program must meet academic and training requirements established by USMA for volunteer summer training programs, be strongly interested in the Corps of Engineers as a branch choice, and be an engineering concentrator with civil engineering desirable.

b. ROTC cadets interested in volunteering for this training must be majoring in an engineering degree program, aspire to be commissioned in the Army Corps of Engineers upon graduation, and meet such other specified requirements as prescribed by TRADOC.

4. Procedures.

a. General.

(1) Requests for Positions - USMA and TRADOC will request allocation of training positions from HQ, USACE (DAEN-PEM-P) no later than 10 January, each year. As a minimum, the total number of positions desired must be identified; however, requests for allocation of specific positions and/or locations will be accepted.

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(2) Position Identification - No later than 15 January, HQ, USACE will send a request to all divisions, districts, and separate FOA to identify any appropriate training positions which are available. Responses to this request will be provided to HQ, USACE no later than 1 February and will include for each position:

- (a) Job Title
- (b) Brief job description
- (c) Location of duty
- (d) Per diem rate at duty location
- (e) Availability of government mess and quarters
- (f) Special requirements
- (g) Name, address, and telephone number of sponsor (preferably military)
- (h) Central POC within district, division, or separate FOA
- (i) Willingness to contract for meals and lodging

(3) Position Allocation - HQ, USACE will allocate positions equitably between USMA and TRADOC. A consolidated listing identifying allocations to USMA and to TRADOC will be provided to both commands no later than 15 February. During the allocation process, careful consideration will be given to the numbers of USMA and ROTC cadets expected to participate and to the numbers, types, and locations of training positions available as well as to requests for allocation of specific positions.

b. Coordination. Prior to 1 December, USMA and TRADOC, to include ROTC Regions (a map of ROTC Regions is shown at Appendix A), may coordinate directly with USACE divisions, districts, and separate FOA regarding possible training opportunities. Such coordination will be informal and will not obligate any of the parties involved. Rather, the purpose of this coordination will be allow USMA and TRADOC to discuss and clarify with the USACE divisions, districts, and separate FOA the types of training opportunities which may be available. Subsequent to allocation of positions, USMA and TRADOC (to include ROTC Regions) will coordinate directly with USACE divisions, districts, and separate FOA to finalize assignments.

c. Exchange of Positions. Exchange of positions between USMA and TRADOC may be approved if mutually agreeable to both parties. Requests for reallocation must be submitted to HQ, USACE for approval.

5. Funding.

a. USMA Cadets.

(1) For CONUS - Round trip travel and per diem costs from and to West Point will be paid by the recipient divisions, districts, and separate FOA.

(2) For OCONUS - Round trip travel and per diem costs will be paid by OCONUS divisions, districts, and separate FOA to and from the cadet's prior overseas duty station.

Europe Division - Frankfurt

Riyadh District - Frankfurt

Al Batin District - Frankfurt

Alaska District - Ft Richardson

Far East District - Yongsan

Japan District - Yongsan

(3) Any deviations from these general rules will be coordinated by divisions, districts, and separate FOA through USACE with the USMA Program Action Officer.

b. ROTC Cadets.

(1) TRADOC will provide training funds for cadets going to installations where military billeting and messing are available. These funds should cover the entire training period. Billeting charges should be billed to the ROTC Region in which the training is performed. Complete billing address for each ROTC region is attached at Appendix B.

(2) In cases where military billeting and messing are not available, each division, district and separate FOA will be responsible for absorbing any costs over and above the training costs provided by TRADOC.

(3) USACE activities are authorized to reimburse travel and per diem costs for assigned cadets from any available funds which are appropriate, by means of either civil or military appropriated fund accounts. Contracting by the USACE user for meals and lodging is permissible.

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6. General Guidelines for Commanders/Directors of Divisions, Districts, and Separate FOA.

a. The emphasis on duty assignments for all cadets will be "hands-on" experience with specifically assigned duties on active military/civil works projects.

b. An initial, brief (one to two days) orientation on overall command mission and activities is encouraged to provide the broad perspective of the command's scope of effort.

c. For the bulk of the training period, the cadet should be assigned duties using the following guidelines in order of consideration:

(1) Duty station at an active military or civil works site preferably near a military installation if available. Assignment with the military will increase the exposure of the cadet to the U. S. Armed Forces.

(2) Duties to be assigned should include specific defined responsibilities for which the cadet is to be held accountable. Job titles such as Assistant Project Engineer, Assistant Resident Engineer, or Special Project Engineer are typical of the types of assignments that should be made. The actual responsibilities or tasks assigned to the cadet will vary with the nature and phase of the project, but should be similar to those assigned to an initially assigned junior officer. It should be recognized that the purpose of the cadet's participation is for his training and not to augment the command's workforce.

(3) Assignment of a sponsor (preferably military) to each cadet for the duration of his stay at the command is mandatory.

(4) The cadets should be given maximum opportunities to work with officer personnel, and should not be placed in an observer status.

7. Billeting/Messing. Cadets will be housed in BOQ facilities when possible. In the event BOQ facilities are not available, prior arrangements will have to be made at commercial establishments.

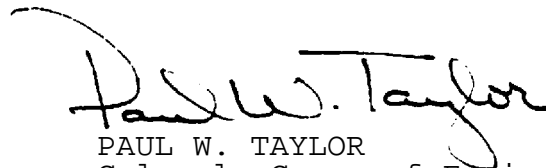
8. Evaluation Forms.

a. USMA Cadets. An evaluation form will be forwarded to the installation by USMA for each cadet in the program. Evaluator should fill in only as appropriate, using "NA" for "not applicable/not observed". The evaluation report should not drive or influence the detailed shaping of the individual cadet's program. It is not intended that the cadet "do" something solely so he/she can be evaluated doing it. Whenever possible, however, the evaluation should include some qualitative aspect of leadership/ leadership potential of the cadet, as displayed in the conduct of

his/her duties. Attached at Appendix C is a sample copy of the evaluation form you will receive from USMA.

b. ROTC Cadets. A leadership and counseling form will be forwarded to the installation by the Professor of Military Science for each cadet in the program. The primary objective is to assist the cadet in the development of his/her leadership and technical competency. The leadership and counseling form will be provided to the cadet's Professor of Military Science for the purpose of providing information about his/her human behavioral and technical competence. This will enable the Professor of Military Science to provide training, counseling, and other assistance so that the cadet may qualify to become a commissioned officer. Attached at Appendix D is a sample copy of the evaluation form you will receive from the Professor of Military Science from the appropriate university or college.

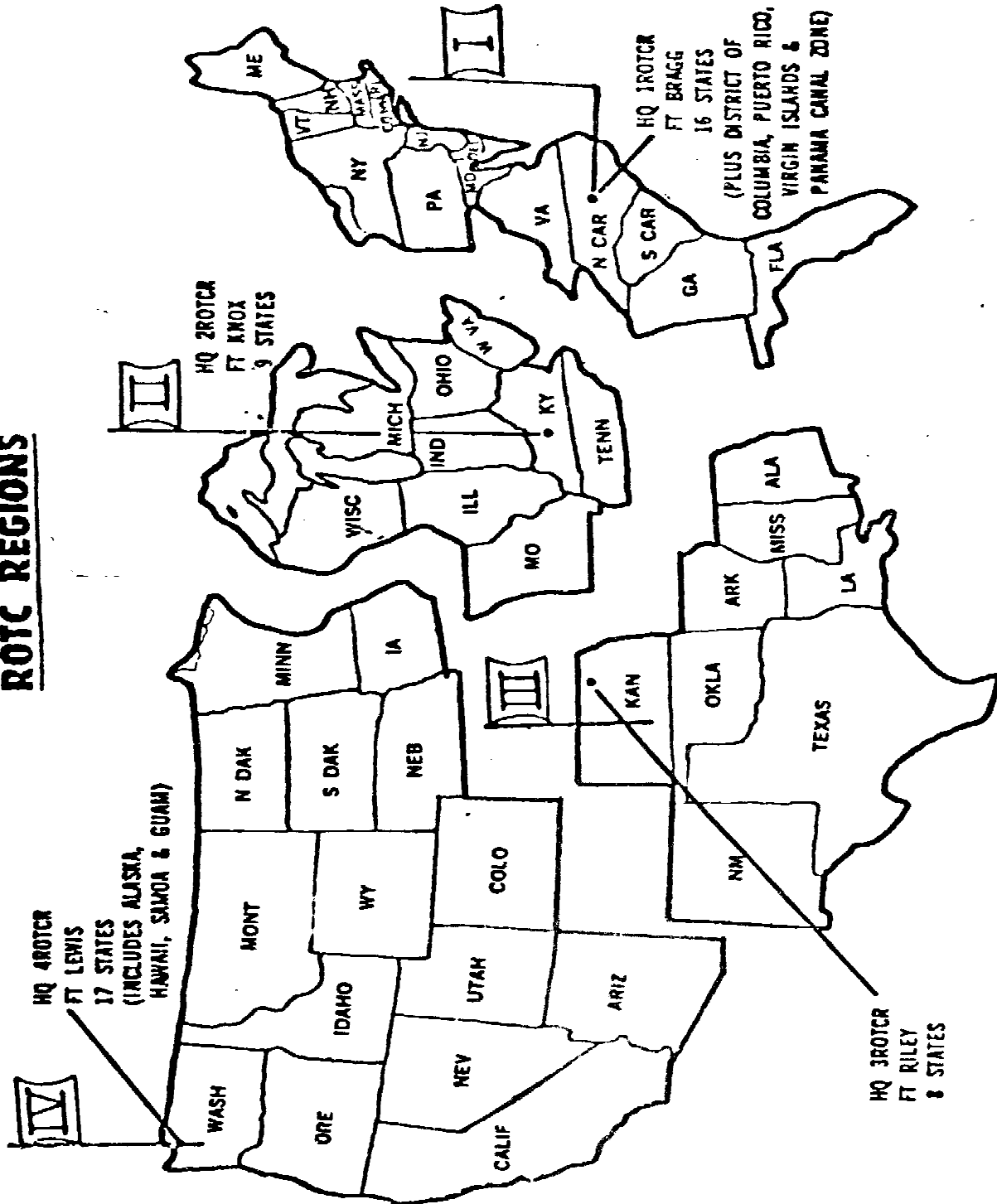
FOR THE COMMANDER:

A handwritten signature in black ink that reads "Paul W. Taylor". The signature is written in a cursive style with a large, sweeping initial "P".

PAUL W. TAYLOR
Colonel, Corps of Engineers
Chief of Staff

APPENDIX A

ROTC REGIONS



APPENDIX B
ROTC REGIONS

Commander
US Army First ROTC Region
ATTN: ATOA-RM
Fort Bragg, NC 28307

A.C. 919 396-8009
AUTOVON 236-8009

Commander
US Army Second ROTC Region
ATTN: ATOB-RM
Fort Knox, KY 40121

A.C. 502 624-2724
AUTOVON 646-2724

Commander
US Army Third ROTC Region
ATTN: ATOC-RM
Fort Riley, KS 66442

A.C. 913 239-6786
AUTOVON 856-6786

Commander
US Army Fourth ROTC Region
ATTN: ATOD-RM
Fort Lewis, WA 98433

A.C. 206 967-5664
AUTOVON 357-5664

APPENDIX C

CDEP EVALUATION FORM	DISTRICT OR DIVISION:
CADET NAME (Last, First, MI)	Inclusive dates of assignment:

The purpose of this form is to assist the cadet in professional development in preparation for commissioning. Comments should reflect strengths and weaknesses. If you do not feel that you can evaluate a particular area, please indicate "No Comment."

Summary of Duties Performed and Degree of Responsibility:

Comment on the following areas:

A. General attitude:

B. Demonstrated self-confidence:

C. Decision making ability and common sense:

D. Ability to communicate and work with seniors, peers and subordinates:

E. Bearing and conduct:

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F. Problem solving ability:

G. Engineering knowledge:

H. Engineering potential:

I. Primary strengths:

J. Advice on how this cadet can best use his energy to optimize his self-development prior to commissioning:

K. Overall evaluation of cadet's performance:

L. Other comments:

Name, Grade, & Position of Evaluator	Signature of Evaluator	Date
Name of District Commander or Deputy (Reviewer)	Signature of Reviewer	Date

Was evaluation discussed with cadet

Yes

No

APPENDIX D

ROTC CADET TROOP LEADER TRAINING (CTLT) LEADERSHIP OBSERVATION AND COUNSELING (TRADOC Reg 145-7)		
STATEMENT REQUIRED BY THE PRIVACY ACT OF 1974		
<p>1. AUTHORITY: Title 10 US Code, AR 145-1, TRADOC Reg 145-7.</p> <p>2. PRINCIPAL PURPOSES: To assist the cadet in determining his/her weak/strong points through verbal counseling.</p> <p>3. ROUTINE USES: Section I - Personal Data; Section II - Summary of Duties Assigned; Section III - Human Behavior Observations; Section IV - Technical Knowledge Observations; Section V - Observable Results from Cadet Counseling; Section VI - Recommendations; Section VII - Indorser Comments/Recommendations; Section VIII - Supervisor Authentication.</p> <p>4. MANDATORY OR VOLUNTARY DISCLOSURE: Voluntary disclosure. Failure to provide information will preclude the PMS from providing training, counseling, and activities to assist the cadet in development to qualify and become a commissioned officer.</p>		
INSTRUCTIONS TO THE SUPERVISING AND INDORSING OFFICERS		
<p>This counseling report is designed solely to assist the individual cadet in determining the cadet's strong and weak areas in the performance of assigned duties. It will be utilized by the cadet's professor of military science in furthering the cadet's development into a capable commissioned officer. This report will not</p>	<p>be made a part of the cadet's permanent record, nor be used in the development of a cadet order of merit list, nor be used in any selection process for commissioning, branch selection, or regular army. It should be recognized that cadets have at least one more year before commissioning to develop leadership traits. Therefore, comments in Part IV should be carefully considered.</p>	
SECTION I - PERSONAL DATA		
a. LAST NAME, FIRST NAME, MIDDLE INITIAL	b. INSTITUTION	
c. POSITION HELD	d. UNIT AND POST	e. REPORTING PERIOD From _____ To _____
SECTION II - SUMMARY OF DUTIES ASSIGNED (to include specific duties in Garrison and during Field Training Exercises)		
SECTION III - HUMAN BEHAVIOR OBSERVATIONS		
SECTION IV - TECHNICAL KNOWLEDGE OBSERVATIONS		

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SECTION V - OBSERVABLE RESULTS FROM CADET COUNSELING	
SECTION VI - RECOMMENDATIONS	
SECTION VII - INDORSER COMMENTS/RECOMMENDATIONS	
SECTION VIII - SUPERVISOR AUTHENTICATION	
A. Organization & Duty Assignment	NAME AND GRADE _____ Date _____
	SIGNATURE _____
INDORSER AUTHENTICATION	
B. Organization & Duty Assignment	NAME AND GRADE _____ Date _____
	SIGNATURE _____
CADET AUTHENTICATION	
C. I have seen a copy of this report complete through action by the indorser. I have been counseled concerning the report.	NAME _____ Date _____
	SIGNATURE _____