

**Leader's Training Course**

**The Leader's  
Training  
Course (LTC)**

**Operation  
Bold Leader  
(BL)**

Department of the Army  
Headquarters  
U.S. Army Cadet Command  
Fort Monroe, Virginia 23651-1052  
4 February 2010

**UNCLASSIFIED**

# ***SUMMARY of CHANGE***

USACC Circular 145-04  
The Leader's Training Course

Revision, dated 4 February 2010

- Revised all references to Eastern Region, USACC to read 1<sup>st</sup> Brigade, USACC.
- Edited content to reduce the reference of Reserve Officer Training Corps and use United States Army Cadet Command (USACC)
- Revised training year information from 2009 to 2010.
- Paragraph 2-4a. Deleted cadet must sign a contract prior to school reserving a seat.
- Removed Paragraph 2-9a
- Paragraph 2-12a remove 2.5 year (Spring 10 start benefits)
- Paragraph 2-12a Remove Sub-paragraph (2) and (3)
- Change paragraph 2-12a (4) renumber to (2) and change to read: Failure to follow these procedures will disqualify the Cadet from being considered for a scholarship.
- Paragraph 2-12b. Remove 2.5 year Spring 10 start.
- Paragraph 2-12b (5) change SY to 2010-2011. Remove: Choose SY 2007-2008 on the school year drop down for 2.5 year Spring 08 start.
- Paragraph 2-12b (7) change G2/7/9 to G2
- Change Paragraph 2-12d. To read POC for scholarships is your Scholarship Program Manager, G2, Incentives Division listed below: (revise POCs).
- Revised Cadet and Cadre Packing Lists
- Changed BDU to ACU
- Updated Tobacco Use Policy Updated
- Added course completion and event waiver criteria
- Deleted Orienteering

- General Medical guidance updated



Effective 4 February 2010

**United States Army Cadet Command (USACC)  
LEADER'S TRAINING COURSE (LTC) – Bold Leader (BL)  
PREPARATION**

**Summery.** This circular provides guidance on the administration and conduct of The Leader's Training Course (LTC) – Bold Leader (BL) at Fort Knox Kentucky.

**Purpose.** To provide information to all Cadets and Cadre, active and reserve component, attending the Leader's Training Course (LTC). Read it thoroughly before reporting and bring those items identified.

**Applicability:** This circular is applicable to all Cadets and Cadre attending the Leader's Training Course at Fort Knox, Kentucky. For convenience, the terms he, him and his represent both male and female genders.

**Suggested Improvements:** Send comments and suggested improvements on [DA Form 2028](#), to Headquarters, 1<sup>st</sup> Brigade, U.S. Army Cadet Command, ATTN: ATCC-AOP-C, Fort Knox, Kentucky 40121-5117.

**Distribution:** For distribution to USACC Headquarters, Brigades, and Battalions and to all supporting agencies to include TRADOC, USARC, FORSCOM, MEDAC, Soldiers, Civilians, and Interns assigned to LTC. This Document is posted to the HQ, Cadet Command and the LTC AKO Websites.

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# Chapter 1

## Introduction

### 1-1 Purpose

- a. Increase each Cadet's leadership development by providing a lateral entry point in to Cadet Command's Military Science Program while assessing each Cadet's potential to be an Army Officer.
- b. Familiarize Cadets with the command, training, administration, and logistical functions expected of junior officers.
- c. Expose Cadets to the on-duty and off-duty environment of junior officers.

### 1-2. General

- a. The Leader's Training Course is the Army's only 2-year commissioning lateral entry program. Through the Leader's Training Course, students without Military Science Basic Course experience can **earn** credit for the basic course and qualify for an advanced course entry. It is often a prospective Cadets' first exposure to Army life on an active Army installation and one of the few opportunities where Cadets from various parts of the country undergo a common, high-quality training experience.
- b. The Cadet Command mission is to commission the future officer leadership of the U.S. Army and motivate young people to be better citizens. Within that framework, the Leader's Training Course's mission is to **TRAIN** Cadets to Army standards, **DEVELOP** leadership, and assess officer leadership potential.

### 1-3. Mission

On order, 1<sup>st</sup> Brigade USACC conducts the Leader's Training Course (LTC) to Qualify and Motivate Cadets for Lateral Entry into SROTC. The Leader's Training Course also provides the opportunity for selected high school graduates to qualify for entry into the Leader Development and Assessment Course (LDAC) if they attend a military junior college (MJC) and intend to contract in the Early Commissioning Program (ECP)

### 1-4. Commander's Vision

- a. Qualification. Every Cadet executes all "qualifying" training tasks to standard.
- b. Motivate. Motivate Cadets to enroll into the SROTC Advanced Course by making a personal commitment to become an Army officer. We will accomplish this by providing ample opportunity for every Cadet to increase their leadership skills and enhance their potential as leaders through Army training and way of life at LTC.
- c. Warrior Ethos. Constantly emphasizing Warrior Ethos and what it means to be a Soldier. Develop Soldiers and leaders who are flexible, adaptive and competent -- grounded in the Army Values and live the Warrior Ethos. Always exemplify the Army Values through Cadre who live this ethos, put the mission first and refuse to accept defeat, never quit, and never leave a fallen comrade behind. Develop a faith in the Cadets themselves, creating leaders who are agile and adaptive, able to accomplish challenging missions and never give up.
- d. Rigor. Rigor is an inherent part of Cadet training. Every Cadet must be challenged daily--physically, mentally, and emotionally. Cadets should demonstrate the capability to overcome stress, hardship, and personal fears while making rational decisions in physically demanding environments.
- e. Cohesion. Teamwork is the key to success in the Army; it is also the key to success at LTC. Sequential emphasis is placed on individual, buddy-team, squad, platoon, and company cohesion. Cohesion is further accomplished through tough and motivating small-unit training and competition. The leadership assessment program includes follower-ship in all endeavors in order to hone their team skills and support the team focus.
- f. Sequential and Progressive Structure. All Cadets undergo the same training experience in essentially the same sequential and progressive training structure to ensure parity in learning and assessment.

g. Set the Example. Cadre and all support personnel must set a professional example for every Cadet. Every professional example we show to Cadets at LTC becomes a model for "what right looks like" in the Army. We owe Cadets the right example, every minute, every day.

h. Safety. Imbed safety in everything we do at LTC. Press the Cadet Chain of command to assess and manage risks as outlined in [CCR-385-10](#), Cadet Command Safety Program. Such an effort reinforces the safety habit in Cadets and reinforces Cadre efforts to execute safely at LTC and on campus.

### **1-5. Definition of Success.**

Success is defined for Cadets as:

a. Completion. 100% of the Cadets who finish LTC meet all course completion standards.

b. Graduation. 90% of the Cadets who finish LTC meet all course graduation criteria.

c. Leadership. All Cadets are exposed to the Army's Leader Development Process and understand the importance of leadership as well as follower-ship.

d. Development. All completion Cadets display measurable leadership development and growth through exposure to LTC and the Leader Development Process.

e. Internalization. All Cadets internalize their individual strengths and weaknesses and know how to capitalize on them.

f. Initiative. All Cadets display a willingness to show initiative and take charge to accomplish each given task.

## **Chapter 2**

### **The Leader's Training Course**

**2-1. Responsibility.** The 1<sup>st</sup> Brigade USACC Commander plans and conducts LTC. The program of instruction will be coordinated with HQ USACC to accomplish the same training (tasks) to the same standards required for the on-campus program during Military Science I and II Course (Basic Course).

**2-2 Training.** The Leader's Training Course is 29 days long and incorporates a wide range of subjects designed to develop/assess leadership and officer potential and qualify Cadets for contracting into the Advanced Course. The challenges are rigorous and demanding, both mentally and physically, and will test intelligence, common sense, ingenuity and stamina. These challenges provide a new perspective on an individual's ability to perform challenging tasks and to make sound decisions in demanding situations.

**2-3 Leaders' Training Course Duty Assignments.** Battalions will be tasked by their respective Brigades to fill specified (or in some cases by-name directed) slots for Leader's Training Course. It is also expected, that following the initial fill by Brigades, unforeseen changes will occur. As such the following information applies:

a. Brigades must pay close attention to any trailer data on the TDA that outlines specific grade, branch or experience level when assigning personnel to specific positions.

b. Brigades should also be aware of any physical limitations on personnel they are assigning. Do not slot someone who has a profile against walking or wearing field gear into company or platoon tactical positions. Common sense should be a guideline.



c. Should an individual "fall off" the TDA for whatever reason, that Brigade is responsible for backfilling that position with a qualified individual unless relieved of that tasking by their USACC Chief of Staff who will then reallocate that tasking within their respective Brigade.

d. Historically, the "shortfalls" mentioned above occur with very short notice and sometimes once LTC has already started. The LTC S3 will make contact with the LTC TDA manager to backfill the requirements. The LTC TDA manager will confirm whether or not the Brigade experiencing the shortfall will retain responsibility for the tasking or task another Brigade. The LTC TDA manager will then contact the appropriate Brigade to obtain a backfill. Brigades need to maintain a "Stay-back Roster" of personnel who are "on-call" for immediate response. Lessons learned indicate the following guidelines will assist:

(1) As taskings will be by "specific type," Brigades need to maintain at least 4 "call-up" rosters: one for officers; one for NCOs; one for HRAs; and one for LOG personnel.

(2) Additionally, Brigades need to **INFORM** the individuals of where they stand on this list ahead of time (i.e., CPT Smith, you are next up for any backfills, or HRA Jones, you are fifth in line of HRAs so low probability). By letting the individuals "on-the bench" know their probability of call up, replacing a shortfall becomes much easier.

e. Brigades also need to maintain contact rosters for their headquarters and for each school with their Brigade, both to fix TDA problems and to contact for Cadet issues.

(1) Both LDAC & LTC are 7 day a week operations. As such their staffs and LNOs must be able to make contact with someone at each brigade headquarters and at each school.

(2) Brigades need to prepare a POC roster that provides the name, position, organization (i.e., school or BDE HQ) and contact phone numbers (work, home and cell). This roster will be sent to the LTC TDA manager who will review and forward these documents to both LDAC & LTC. The suspense for this action is **21 May 2010**, but not earlier than **16 May 2010**.

## **2-4 Campus Enrollment Guidance**

a. Cadets must have started a physical exam, completed and passed a Basic Physical Fitness Test (BPFT) (50/50/50) prior to the school reserving a training seat in the CCIMS Training Module (contracting does not apply to military junior colleges [MJC]). Professors of Military Science (PMS) must screen prospects early in order to reduce the number of no-shows and medical disqualifications. This process includes determining the prospect's potential for success through the PMS's overall assessment, the physical exam, and the BPFT. This process takes time--the PMS must actively recruit early in order to have the time required to successfully screen and select the best qualified and appropriate candidates for the authorized number of LTC slots. 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 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. The PMS should seek to resolve all waivers and complete the physical exam process prior to a Cadet attending LTC; however, Cadets pending finalization of physical exams or medical waiver(s) may attend LTC. It is imperative that we screen prospects closely, and timely, to reduce the significant number of no-shows, and the significant number of medical DQs who walked in the door.

b. Evaluation of past LTC performance data underscores a clear link between Cadets arriving in good physical condition and successful completion of LTC. Cadets must arrive at Fort Knox fit and ready to participate in a vigorous slate of activities. Accordingly, all Cadets, with the exception of MJC Cadets, must achieve the BPFT standards before attending LTC. Cadets scoring a total of 150 or more but less than 50 points in one event may attend LTC with a brigade waiver. **Cadets scoring a total of 150 or more but less than 50 points in two or more events require a waiver with the Brigade Commander's endorsement to USACC for approval.** The PMS will make an assessment of each candidate to determine if the student has the potential to succeed. This assessment will be codified in the form of a waiver outlining clearly why the PMS believes the candidate should be afforded the opportunity to attend LTC, and the student's potential to exceed minimum BPFT standards given

developmental time. **A copy of the BPFT results and waiver (memorandum), approved by the waiver authority, will accompany all Cadets who attend LTC.**

c. Military Junior Colleges (MJC) will not be required to comply with Cadet contracting procedures established in Paragraph 2-4a above prior to attending LTC. The MJCs will comply with all other administrative procedures.

d. POC for physical fitness requirements contact the G3 CPT Scott Apling, USACC G3 Chief CPDT Training Division at (757)788-4773, [scott.apling@usacc.army.mil](mailto:scott.apling@usacc.army.mil).

## 2-5 Seat Allocation

a. LTC has a set maximum of 1500 for 2010 with 215 Cadets allocated in each of 7 cycles. Allotments for the 1<sup>st</sup> thru 8<sup>th</sup> Brigades are 320, 159, 149, 146, 162, 248, 164 and 152 seats, respectively, which include the required slots for Military Junior College Cadets and Alternate Entry Option (AEO) Cadets. The command will be allowed to recruit and enter up their allocated number of Cadets per cycle in CCIMS, knowing that we will experience no-shows; however, no company will be filled above the set amount for arrival and training.

b. Alternate Entry Option allocations. CCIMS reflects AEO Cadets attending LTC. These Cadets are required to sign an addendum to their contract agreeing to participate in LTC after their MS III year. Brigades must ensure every AEO Cadet receives a LTC seat allocation.

c. Slots are allocated by cycle according to the table below based on mission requirements:

	Cycle 1 (1-30 Jun)			Cycle 2 (04 Jun - 03 Jul)			Cycle 3 (12 Jun - 11 Jul)			Cycle 4 (19 Jun - 18 Jul)			Cycle 5 (25 Jun - 24 Jul)			Cycle 6 (5 Jul - 3 Aug)			Cycle 7 (9 Jul - 7 Aug)		
BDE	M	F	T	M	F	T	M	F	T	M	F	T	M	F	T	M	F	T	M	F	T
1	3	2	5	2	2	4	2	2	4	2	2	4	127	22	149	128	22	150	2	2	4
2	23	6	29	23	6	29	23	6	29	23	6	29	4	3	7	4	4	8	22	6	28
3	21	6	27	20	6	26	20	6	26	20	6	26	4	4	8	4	5	9	21	6	27
4	19	6	25	19	7	26	19	7	26	19	7	26	5	4	9	4	4	8	19	7	26
5	22	7	29	23	6	29	23	6	29	23	6	29	4	5	9	4	5	9	22	6	28
6	30	14	44	30	14	44	30	14	44	30	14	44	8	6	14	8	5	13	31	14	45
7	20	9	29	20	9	29	20	9	29	20	9	29	7	3	10	6	3	9	20	9	29
8	21	6	27	21	6	27	21	6	27	21	6	27	3	5	8	5	4	9	21	6	27
TOT	159	56	215	158	56	214	158	56	214	158	56	214	162	52	214	163	52	215	158	56	214

d. Reservations to LTC are based off of the allocation as directed by Cadet Command. Brigades will not exceed their allocated slots. Additional slots should be requested through Respective Brigade S2 shops. The LTC POC is **Mr. Mike Wilson** ([michael.wilson@usacc.army.mil](mailto:michael.wilson@usacc.army.mil))

e. Gender allocations. If there are not enough female Cadets to fill designated allocations, then male Cadets can be substituted as long as the total allocations do not exceed the brigade's total allocation for a company, or LTC overall. If a brigade exceeds its allocated slots in any given training cycle, then the Cadets from that brigade will be removed from the training seats until the brigade is within the limit of its allocated slots. 1<sup>st</sup> Brigade USACC S3 has the authority to monitor LTC reservations to ensure Brigades stay within allocations. The LTC POC for monitoring enrollment is **Mr. Mike Wilson**, (502) 624-7503, [michael.wilson@usacc.army.mil](mailto:michael.wilson@usacc.army.mil).

f. Point of Contact (POC) for seat allocations is LTC Rodney Roederer, Chief Operations Analysis, G2, DSN 680-4606, [rodney.roederer@usacc.army.mil](mailto:rodney.roederer@usacc.army.mil).

**2-6 Program of Instruction.** The structure of the training program is based on action-oriented training. Emphasis is hands-on, outdoor training with rapid, constructive feedback to Cadets. The training program is designed to inspire students to become outstanding leaders with a sound understanding of traditional leadership values. Training is organized into four phases consisting of:

- a. Soldier First Phase: Includes arrival, in-processing and learning basic military customs and courtesies. This is often described as "what right looks like."
- b. Warrior Leader Phase: Covers various basic military skills, which builds both Cadet self-confidence and unit esprit de corps using adventure training exercises and basic level military skills training.
- c. Bold Leader Phase: A dynamic 3-1/2-day field exercise concentrating on squad level tactical skills. Cadets are exposed to patrolling and MOUT operations where Cadre assesses each Cadet's leadership ability in a field environment.
- d. Future Leader Phase: The final 4-1/2 days of LTC, during which Cadets receive counseling and individual out-briefings that recommend a personalized leadership development plan, enable the Cadet to continue to develop his/her leadership skills. This phase includes a Family day (the day prior to graduation) and a graduation ceremony to conclude LTC.
- e. Instruction: The LTC instruction is conducted by Cadet Command Cadre, Reserve Component Soldiers, FORSCOM and TRADOC personnel. Training includes Rappelling, Stream Crossing, Map Reading, Land Navigation, Marksmanship, Squad Tactics, Drill & Ceremony, Army Values, Ethics, Warrior Ethos, Leadership, Combat Water Survival Test and Physical Training.
- f. Leader's Training Course is intentionally stressful and is designed to build individual confidence through the accomplishment of leadership opportunities and tough and demanding training. The days are long with occasional night training and 2 days off to experience military life on post. Squad and platoon level competitions develop collective cohesion (esprit de corps) and emphasize the necessity for teamwork.
- g. The training at Leader's Training Course utilizes small unit tactical training as the vehicle for assessing officer potential.
- h. LTC companies begin training on specific dates as indicated in Paragraph 2-7 (LTC Dates) below. Training is organized into separate committees in a tiered structure, allowing each company to follow the same progressive sequence of training, ensuring standardized training and evaluation of all Cadets. Training events expose the Cadet to adventure activities, basic military skills, leadership development, all of which are essential to enter into Military Science at the Advanced Course Level.
- i. Assessment is continual and begins shortly after arrival at Leader's Training Course. The TAC officers and NCOs advise, coach, and ultimately record an official assessment of each Cadet's officer potential.

**2-7 Leaders' Training Course Dates.** LTC 2010 will be conducted in seven cycles (companies):

- a. Company 1: **01 Jun - 30 Jun.**
- b. Company 2: **04 Jun - 03 Jul.**
- c. Company 3: **12 Jun - 11 Jul.**
- d. Company 4: **19 Jun - 18 Jul.**
- e. Company 5: **25 Jun - 24 Jul.**
- f. Company 6: **05 Jul - 03 Aug.**
- g. Company 7: **09 Jul - 07 Aug.**

## **2-8 Qualifications and Documentation**

a. To attend the Leader's Training Course, a potential Cadet must:

- ✓ Be a U.S. citizen or U.S. National (except as provided in [AR 145-1](#), Para 3-29).

- ✓ Be between 17 and 30 years old (age 17 requires medical consent form, see [App I](#)).
- ✓ Be enrolled in college full-time in pursuit of a baccalaureate or advanced degree and have at least 2 years remaining in school or be sponsored to attend LTC by a military junior college (MJC).
- ✓ Have a cumulative GPA\* of at least 2.0 on a 4.0 scale (MJC student must also have a minimum ACT score of 17 or SAT score of 850\*\*).
- ✓ Initiate DODMERB physical or have a LTC MEDOPS form STT3 completed by a healthcare provider.
- ✓ Have no civil convictions unless a waiver has been granted.
- ✓ Have no more than 3 dependent Family members.
- ✓ Pass the Basic Physical Fitness test, scoring at least 50 points in each event, or have an approved waiver from the USACC Brigade Commander.
- ✓ Must meet Army height/weight standards (applicants must pass the initial procurement weight and body fat percentage standards: IAW [AR 40-501](#) )\*\*\*

\*a GPA of 2.5 is required to receive an Army Scholarship.

\*\* MJC students are required to have an ACT of 19 or SAT of 920 in order to receive an Army Scholarship.

\*\*An additional 3% will be allowed beyond the initial procurement weight and body fat percentage. Those individuals who do not meet this requirement will need an approved waiver from their USACC Brigade Commander.

#### b. Processing for LTC.

(1) Cadet Command Battalion representatives sponsor attendance to the Leader's Training Course; they will conduct an interview, verify eligibility, and have necessary documents signed. Medical consent form is required if less than 18 years old.

(2) Cadet Command Battalion representatives arrange for a (no cost) physical examination, which is required for attendance. The absence of an approved DODMERB physical exam prior to attending Leader's Training Course may delay or disqualify a Cadet from scholarship benefits that might otherwise be available upon graduation from LTC.

c. Scholarships. Host universities will address all issues regarding scholarships with the students associated with LTC attendance and graduation. Host universities will comply with paragraph 2-12 below in order to request a scholarship for an LTC attendee.

## 2-9 Contracting

a. 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 if they complete a Safe to Train Physical.

b. 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 the CCIMS Training Module, the school will code the Cadet as "not attending." If orders were published using the CCIMS Order Module, the school will submit "revocation" orders using the Orders Module.

c. If the Cadet fails to enroll in MS III or is determined 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](#), Paragraph 3-43 and the [CC PAM 145-4](#), Chapter 6.

d. POC for contracting is Mr. Abraham Phillips, Jr., Cadet Actions and Standards Division, G1, (757) 788-4537, [abraham.phillips@usacc.army.mil](mailto:abraham.phillips@usacc.army.mil).

## 2-10 Pay and Subsistence

a. Subsistence/stipend will begin effective on the day of contracting but not earlier than the first day of classes in the fall term. Payment will begin at the MS III rate and continue through the MS IV year not to exceed **20** continuous months except for the period of LDAC and CTLT/CPFT (if applicable).

b. POC for payment of subsistence issues is Mr. John Hepner, Chief, Pay Operations Division, G4/8, (757) 788-4633, DSN 680-4633, [john.hepner@usacc.army.mil](mailto:john.hepner@usacc.army.mil).

## 2-11 Direct Deposit/Electronic Fund Transfer

a. All Cadets attending LTC must have either a checking or savings account established prior to being entered into the CCIMS Training Module. Direct Deposit/Electronic Fund Transfer is mandatory for all LTC attendees. Battalions must enter the following Direct Deposit/Electronic Funds Transfer (DD/EFT) information into the CCIMS Training Module:

- (1) Type Account (Checking or Savings)
- (2) Account Number
- (3) 9-Digit Transit Routing Number

b. POCs for DD/EFT are:

Mr. John Hepner, Chief, Pay Operations Division, G4/8, DSN 680-4633, [john.hepner@usacc.army.mil](mailto:john.hepner@usacc.army.mil)

Mr. Michael Tinker, Pay Operations Division, G4/8, DSN 680-3679, [michael.tinker@usacc.army.mil](mailto:michael.tinker@usacc.army.mil).

## 2-12 Identifying and Coding Scholarships for LTC Attendees

a. LTC Scholarships are available through Headquarters Cadet Command. HQCC will fund 2-year (Fall 10 start benefits). Individuals requiring 3-years and attending LTC will be funded by Brigade. AEO cadets attending LTC 10 are not eligible for scholarships. **NOTE:** *Any student attending LTC who enrolls in the basic course following LTC will require a Basic Course Credit Waiver.* **NOTE:** There will be no 2.5 year scholarships prior to LTC

(1) Students who desire a scholarship and require attendance to LTC to meet basic course requirements will be required to have a scholarship application added in CCIMS Student Management **PRIOR** to coding the Cadets in the LTC Module.

(2) Failure to follow these procedures will disqualify the Cadet from being considered for a scholarship.

b. To request an LTC Scholarship from Headquarters Cadet Command through the CCIMS Student Management Module (this includes 2-year, 2.5 year Fall 10 start):

- (1) Select the Student Management Subsystem.
- (2) Click on the Scholarship Application Link.
- (3) Click on "Add a Record."
- (4) Input the SSN.
- (5) Choose SY 2010-2011 on the school year drop down for 2 year and 2.5 year Fall 10 start.

(6) Complete the Demographic, Academic & ROTC, Enroll, Medical, Scholarship Application and NAPS Tabs IAW the CCIMS User Manual, Chapter 7-5. The scholarship application packet outlined in CC Pam 145-1 must be

completed for each LTC Scholarship applicant. All LTC Nurse Scholarship requests must be coordinated with the Brigade Nurse Counselor.

(7) Send an e-mail request to your Scholarship Program Manager identifying the need for an LTC Scholarship. The G2, Incentives Division will also run weekly queries to identify scholarship applicants attending the course once the LTC Module goes into use.

c. Individuals who have been offered a scholarship must pass the APFT (180 with a minimum 60/60/60 in each event) prior to contracting. These individuals will have until **15 Dec** to meet this level. However, they will not be eligible for stipend or scholarship benefits until fully qualified and contracted.

d. POC for scholarships is your Scholarship Program Manager, G2, Incentives Division listed below:

LOCATION	POC	PHONE	E-MAIL
Chief	Joseph O'Donnell	(757) 788-2994	<a href="mailto:joseph.odonnell@usacc.army.mil">joseph.odonnell@usacc.army.mil</a>
6th BDE & Nurses	Larry Waller	(757) 788-5966	<a href="mailto:larry.waller@usacc.army.mil">larry.waller@usacc.army.mil</a>
1st Bde and ECP	Michael Sutton	(757) 788-2782	<a href="mailto:michael.sutton@usacc.army.mil">michael.sutton@usacc.army.mil</a>
2nd & 4th BDEs	Bill Baker	(757) 788-3111	<a href="mailto:bill.baker@usacc.army.mil">bill.baker@usacc.army.mil</a>
7th, 8th BDEs	Michelle Guffey	(757) 788-4353	<a href="mailto:michelle.guffey@usacc.army.mil">michelle.guffey@usacc.army.mil</a>
3rd, 5th BDEs	Ron Jackson	(757) 788-7118	<a href="mailto:ronald.jackson@usacc.army.mil">ronald.jackson@usacc.army.mil</a>
ARNG/USAR	MAJ Robert Evans	(757) 788-4551	<a href="mailto:robert.evans@usacc.army.mil">robert.evans@usacc.army.mil</a>

## 2-13 Identifying and Coding Cadets in LTC Module/CCIMS

a. All Cadets must be assigned to LTC through the CCIMS Training Module. (The same method used in FY03 - FY05.) Follow these steps:

- (1) Select the Training Subsystem.
- (2) From the Training home page, select Cadet Placement.
- (3) From the menu list, select Leader's Training Course.
- (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 an alphabetical listing of Cadets that could be assigned to LTC. This list includes MS I, MS II, and MS III Pending Scholarship Award in hard to recruit academic categories, e.g., ADM 3, 4, and 5 (Enroll Status = R). All other "R" Cadets will be handled on a case-by-case basis; MS III Alternate Entry (Enroll Status = E, Basis for Advanced LTC Enrollment = Alternate Entry); MS II (Enroll Status = Z) and new LTC Cadets (Enroll Status = N); MS I and MS II scholarship applicant (Enrollment status = A); MJC for Credit (Enroll Status = U); SMC for Credit (Enroll Status = V); Immigrant (Enroll Status = I); Adv. Designee Scholarship (Enroll Status = S); No MS class.

**NOTE:** *New LTC Cadets that are not scholarship applicants must be entered by SSN. They will not appear on the list until after their data is submitted. If a Cadet has been in a Military Science Course at another school, their SSN is linked to that school and CCIMS will not allow you to assign them to LTC. Pay special attention to entering correct SSN's and legal names (i.e. "Jonathan not Jon"). Also, if a cadet is competing for an LTC Scholarship, the scholarship application must be completed in Student Management first.*

(5) Enter all required data, such as the bank account number, bank routing number, and the type account (checking or savings) for ALL eligible Cadets, 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 pre-contracting, remove the Cadet from the training seat by following these steps:

- (1) Follow steps 4a (1)-(4) above to get to the LTC Cadet Placement Page.
- (2) Under Cycle Assignment click on "not attending." This will remove the Cadet from the assigned cycle.
- (3) Click on the submit button to save the change.

c. POC for CCIMS is Gwen Newman, (757) 788-2216, [gwendolyn.newman@usacc.army.mil](mailto:gwendolyn.newman@usacc.army.mil), Applications and Programming Division, G6.

d. POC for the direct deposit information is Ms. Donna Hudgins, Pay Operations Division, G4/8, (757) 788-2573, [donna.hudgins@usacc.army.mil](mailto:donna.hudgins@usacc.army.mil).

## **2-14 Public Affairs**

This headquarters plans information activities to enhance the Army image and visibility, create a favorable climate of public opinion, stimulate interest in the program, and provide LTC information. We accomplish these objectives through Command Information, Public Information, and Community Relations Programs.

a. Each Cadet is encouraged to complete a [DD Form 2266](#), Hometown News Release, at LTC. Releases will be forwarded upon graduation of the Cadet from LTC.

b. A yearbook is produced during LTC; it is distributed on or about **1 November**. Yearbooks are distributed to the Cadet Command Battalions for issue to the Cadets during the fall semester. Additional yearbooks may be distributed to campuses to assist in recruiting efforts.

c. Cadre desiring photographs of Cadets from their school or of LTC training, other than what is published in the LTC yearbook, must bring their own camera and film. The LTC Public Affairs Office does not provide equipment, photographers, or photo processing for this purpose.

## **2-15 Special Events**

a. The consolidated University Nurse and Educators' visit will take place **20-24 July 2010**. Additional information will be published as it becomes available.

b. A New Leader Orientation will take place **1-3 July 2010**. Additional information will be published after final coordination for the event during the LTC Planning Conference **1-5 March 2010**.

c. Once the MOIs/OPORDs become available for these events, they will be posted on AKO LTC TOC Central: <https://www.us.army.mil/suite/page/603365>

## **2-16 Special Diets**

Provisions for special diets do not apply to personal preference diets such as vegetarian diets. The dining facilities at LTC will support special diets required for medical or religious reasons to the extent that **AR 30-1**, The Army Food Service Program, dictates support. If Cadets require a special diet due to medical or religious reasons, inform the 1<sup>st</sup> Brigade USACC S1 POC prior to **8 May 2010**: **Anthony Baptiste (502) 624-2951**, [anthony.baptiste@usacc.army.mil](mailto:anthony.baptiste@usacc.army.mil).

## **2-17 Help Desk**

A help desk, with an established toll free number (**1-800-437-5857**), will be operational in the LTC TOC beginning **30 May 2010 from 0830-1800**. It will be operational for **24 hours** starting **1 June 2010**. The Purpose is to answer questions Cadets or their Family members may have regarding LTC. It is important to remember, this help desk is not a message center. If Cadets or Family members have questions or need information regarding LTC, the

personnel manning the desk will be able to assist in providing or getting the answers to their questions. It is recommended that Cadre sending Cadets to LTC provide this toll free number to the Cadet and their immediate Family members.

## Chapter 3

### Administrative Detail – LTC Cadets

#### 3-1 Basic Physical Conditioning

a. General. The Leader's Training Course demands a high level of physical fitness. Cadets will have difficulty keeping pace with the physical training program unless they are in good physical condition upon arrival at LTC.

b. Preparation:

(1) Cadets should already have a personal program of conditioning. If not, start one immediately and continue a physical fitness program until reporting to LTC. USACC Cadre members are a good source of assistance if help is needed developing a physical fitness plan.

(2) Cadets, excluding MJC, are required to take a BPFT prior to attendance at LTC. The BPFT for each company is administered early at the beginning of training. Be familiar with the BPFT events and standards and be ready to achieve the highest possible score. Cadets must achieve the Initial Entry Training standard of 50/50/50 in each event. If Cadets do not achieve this standard, an approval waiver signed by the PMS's Brigade Commander must accompany the APFT card.

(3) Cadets should gradually wear the combat boots they will wear during LTC to break them in and avoid foot injuries prior to arriving to LTC.

c. Daily physical training. While at LTC, Cadets will sustain their physical conditioning through participation in scheduled PT sessions and physically demanding training. Personal hygiene is essential for both garrison and field training events.

#### 3-2 Typical Training Day

a. Outlined below is a generic training day for Cadets at LTC:

Time	Activity Description
0500-0530	Wake up, get dressed and make bed.
0530-0730	Physical Training (PT) Cadets will conduct Army Physical Fitness Training.
0730-0800	Personal hygiene, clean living area, breakfast.
0800-0900	Move to training site by bus or marching.
0900-1230	Training.
1230-1330	Lunch (movement is integrated into this time as well).
1330-1700	Training.
1700-1730	Move to company area by foot or bus.
1730-1900	Dinner.
1900-2000	Reinforcement Time. Cadets reflect on day's events and receive leadership counseling.
2000-2100	Cadet Leader's time.
2100-2200	Personal Hygiene. Cadets generally use this time for uniform preparation and maintenance, barracks cleaning, and academic preparation for the next day's training.
2200	Lights out.



**\*\*NOTE:** *There are some days that training goes beyond 2200. The night land navigation is an example. Training will be conducted 25 out of 29 days at LTC. Of the remaining 3 days, 1 day is used for in-processing, 1 day for graduation out-processing, and 2 days are allowed for "personal time" for Cadets.*

b. The Leadership Development Program (LDP) is a critical part of the Leader's Training Course, providing assessments through a series of formal and informal leadership opportunities conducted throughout LTC. The primary trainers are Company Cadre to include Drill Sergeants, along with coach, mentor, trainers (CMT's) who provide feedback and assist in training Cadets. While Cadets perform as leaders or team members, Cadre members assess their performance and identify strong and weak areas of leadership competencies and attributes. Following completion of a leadership experience, Cadets are counseled on their performance. They also have the opportunity to receive peer feedback, and conduct a self-assessment. Each Cadet will also receive a comprehensive one-on-one counseling at the end of LTC.

c. Leader's Training Course-Specific Training. Cadets must attend the training listed below. If a Cadet fails to attend any of these events due to injury, illness, or other extenuating or mitigating circumstances, the Cadre will make every effort to ensure the Cadet makes up the training with another unit. If the Cadet cannot make up the training, the Leader Development Committee Chief and CTO will review the Cadet's performance and jointly recommend to the Commandant of Cadets whether or not the Cadet's attendance at these events should be waived. Specific training that must be attended is: two BPFT's, Land Navigation, Combat Water Survival Test and the Bold Leader FTX.

### **3-3 Qualifying Events**

a. The primary focus of LTC is leadership development and assessment, not evaluation. However, there are several areas that will be evaluated based on established Army standards.

b. The Basic Physical Fitness Test (BPFT) will be administered twice at LTC--once near the beginning of the course, and once near the end. The BPFT consists of three events: the push-up, sit-up, and 2-mile run, each scored on a scale of one to 100, for a maximum attainable score of 300. Additionally, each Cadet is required to take a diagnostic BPFT prior to attending LTC. Along with the BPFT, height and weight will be measured to determine compliance with Army height/weight standards in accordance with [FM 21-20](#). The BPFT and the APFT are the same minus the standard for passing; (60/60/60 for the APFT) and (50/50/50 for the BPFT). The BPFT and the APFT are both scored IAW with [FM 21-20](#).

c. Land navigation, swimming ability, and marksmanship will be evaluated and annotated on the [CC Form 157-R](#) Cadet Leadership Development Report.

d. Based on the guidance and goals for LTC, Cadets must successfully complete the following events or receive a waiver to complete for LTC: Physical Fitness Test (BPFT), Height/Weight (AR 40-501), Land Navigation, Combat Water Survival Training, Basic Rifle Marksmanship (Zero and Grouping), Teamwork Development Course, Squad STX (Squad Situational Training Exercises), overall Training Attendance of 80%, and Leadership Development (2 or fewer dimensional N's, satisfactory in all leadership positions).

e. The Company Tactical Officer may waive a single event failure.

f. The Commandant of Cadets may waive a two event failure, except if both failures are in Army Values.

g. The LTC Commander will convene an investigative board to determine completion for any three event failures or two failures (dimensional N's) in Army Values. Examples of single events that result in multiple failures for Army Values would be lying, cheating, stealing, disrespect, sexual harassment, etc.

### **3-4 Travel**

a. Regulations authorize three methods of travel. Travel orders may state one or more of the following:

(1) Government Transportation Request (GTR). Most Cadets attending the Leader's Training Course are directed to travel by GTR. The following instructions apply:

(a) Changes. Voluntary changes to any part of ticket(s) for other than valid mission necessity may result in additional cost, which Cadets must pay.

(b) Allowance. Travel regulations prescribe mileage allowance of \$0.585 per mile for travel performed at personal expense from home to the public transportation terminal used, and return, as long as the terminal used is not for personal reasons.

(c) Tickets. Cadets must exercise proper safeguards for travel documents since GTRs are the same as money and Cadets are liable for the cost involved in the event of a loss. Immediately report loss of a ticket paid for by government funds to either the assigned battalion or to the transportation officer at the supporting travel office. Cadets must pay the approximately \$50.00 cost for replacement of lost GTR. This charge is not reimbursable. A claim for reimbursement for lost ticket(s) requires a minimum of 6 months to settle.

(2) Government Furnished Transportation. This method directs the use of US Government or government furnished transportation and applies to Cadets whose starting point is outside the continental limits of the United States, such as Hawaii, Alaska, Panama, Guam, American Samoa, and Germany.

(3) POVs. Attendees are strongly discouraged from driving to Fort Knox. For safety and equity purposes, Cadet privately owned vehicles will be secured and are NOT available to LTC attendees while they are at Fort Knox. Special permission from the LTC Commander is required on a case-by-case basis to travel by privately owned vehicle. Please remember that drivers are not permitted access to their vehicles during the course and Cadet Command is not responsible for the security of the vehicles.

b. Location. Cadets are authorized to travel from their home of record (HOR) or college campus to Fort Knox and return to their HOR or college campus. Cadets whose HOR is outside the continental United States can request return travel to an authorized family member within the continental U.S. The U.S. Army will provide travel in one of two forms.

(1) Tickets (usually airline tickets) one-way to Louisville, Kentucky. Cadre at Fort Knox will arrange return transportation. Return travel will not be arranged without prior permission in writing from the Fort Knox Transportation Office.

(2) Transportation by government vehicle at no cost to the Cadet.

c. Air Travel. Most Cadets travel by air. When traveling by air, ensure you are ticketed to Louisville, Kentucky (SDF). Commercial airline flights to the Fort Knox area arrive at the Louisville International Airport, approximately 35 miles north of Fort Knox. Proceed from the arrival area to luggage claim. Claim your luggage then go directly to the Fort Knox Reception Area and USO for transportation to Fort Knox; signs are posted in the terminal to direct the traveler.

(1) Reception. The Leader's Training Course will staff the Fort Knox Reception Area and USO 0900-2400, or as required, from **1 June 2010 through 13 July 2010**. Government-furnished transportation to Fort Knox will be provided.

(2) These trips consist of six stages:

- Home or campus to departure airport.
- Departure airport to Louisville Airport (Cadets will be met by an LTC uniformed reception team at the USO in the airport.).
- Louisville Airport to Fort Knox (Cadets will be transported to and from the airport by LTC Cadre.).
- Fort Knox to Louisville Airport.
- Louisville Airport to destination airport.
- Destination airport to home or campus.

(3) Arrival Times. You should arrange your travel so you arrive between 9:00 A.M. and 6:00 P.M. Eastern Standard Time (arrive at Louisville Airport no later than **6:00 P.M.**) on your reporting date. You must have permission from your Host Cadet Command Battalion sponsor through the LTC Commander to arrive earlier or later than the specified reporting (cycle beginning) date.

d. POVs. All Cadets attending the Leader's Training Course are directed to travel by GTR. In certain situations where it is fiscally advantageous to the US Government, regulations may authorize exceptions to allow travel by POV. Cadet Command policy for the Leader's Training Course is that requests for POV travel will only be considered for Cadets within a 500-mile radius of Fort Knox. If eligible, Cadets must obtain written authorization for POV travel from the LTC Commander prior to LTC. PMSs must provide written notification of Cadets traveling by POV to Commander, LTC, and ATTN: LTC S1, Cadet Records Branch, NLT **8 May 2010**. If special permission to drive is granted, you must bring:

- ✓ A notarized consent of the car's owner for you to operate it, if the car is not registered in your name.
- ✓ A valid state registration.
- ✓ A valid driver's license.
- ✓ Valid insurance coverage.
- ✓ Current state safety inspection, if required in the state of vehicle registration.

(1) Upon arrival at the Leader's Training Course, Cadets will park POVs in the designated LTC area parking lot and will not be allowed to drive the vehicles until the day they depart Fort Knox.

(2) Reimbursement for travel performed by POV to and from LTC, as an owner/operator, will not exceed the constructive cost of an airline ticket/bus ticket. If Cadets elect to travel by POV as a passenger, i.e., returning with parents in their automobile after graduation, they will receive reimbursement for travel upon returning to host institution.

(3) **NOTE: POV TRAVEL MUST BE APPROVED IN ADVANCE BY THE COURSE COMMANDER.** *You will not be able to use your POV while at training. Fort Knox exits are off US 31W, which is best accessed from I-65, I-265 or WKY Parkway. To get to the Leader's Training Course, take the Fort Knox Bullion Gate or Brandenburg Gate, and exit. Have your picture ID card, vehicle registration and proof of insurance available for presentation at the Visitor's Control Center (VCC). Report to Building 1468 (see Map, [Appendix M](#)).*

(4) REGISTRATION. Cadets authorized and electing to travel to LTC by POV must register their vehicles during in-processing. To register a vehicle, Cadets must have the following:

(a) Evidence that the vehicle is insured with a minimum of \$10,000 coverage for property damage and \$25,000/\$50,000 for public liability. If the vehicle is licensed in a state that requires "proof of insurance," Cadets must have that documentation in the POV while operating it in Kentucky. Kentucky is a "proof of insurance" state.

(b) A valid state registration. If a Cadet is not the legal or registered owner, a notarized statement from the owner of the vehicle, giving the Cadet(s) permission to drive the vehicle must be presented.

(c) A valid state driver's license.

(5) NONREGISTERED VEHICLES. Any vehicle which cannot be registered during in- processing will be impounded and secured until it can be registered or until completion of training.

(6) SECURITY OF VEHICLES. While at LTC, lock your vehicles. Do not leave valuables in parked vehicles. Recommend that hubcaps, antennas, or other easily removable items be secured in the trunk. Cadet Command will not be responsible for the security of the vehicles.

(7) CLAIMS FOR CB RADIOS/STEREOS/ CELLULAR TELEPHONES. The US Army will not honor claims for settlement of "non-permanently" installed CB radio or cellular telephone equipment stolen from the passenger compartment of a POV, but it will settle a claim (maximum of \$200) for the theft of such equipment from a properly secured vehicle trunk. This policy also denies payment for damage to the car. Although Fort Knox provides a secured parking area, we recommend you not bring CB radio or cellular telephone equipment to LTC.

e. Travel plans. Be sure to discuss your travel plans early with your Host USACC Battalion Cadre to ensure understanding of entitlements. For most Cadets, your sponsoring ROTC battalion will arrange for all of your travel arrangements to LTC. Consult with your Cadet Command Sponsor for details. The LTC staff will arrange all of your travel back to your home or school. Remember to bring money for food/incidentals while en route.

(1) Retain and safeguard all copies of tickets, GTRs, and orders. Cadets must furnish all transportation documents upon reporting to the Leader's Training Course to allow for adequate time to schedule return travel arrangements. The desired mode of travel and destination upon conclusion of LTC are important and the Cadet must make this information known early so the LTC staff can make necessary transportation arrangements.

(2) Transportation changes during the last 2 weeks of LTC will not be made for anything other than emergency reasons.

(3) Discuss this with Family or friends, especially if they will attend your LTC graduation and Family Day, the day before graduation. Tell your ROTC sponsor your travel plans, including your point of departure. Upon your arrival, the LTC staff will discuss your departure travel arrangements. Final travel itineraries will be confirmed prior to graduation.

f. Bus Travel. Cadets who use bus transportation must check with the carrier for a detailed travel itinerary before departure. If traveling into the area from the south by Greyhound bus, Fort Knox is a scheduled stop on the route northbound. If traveling into the area from the north, Greyhound buses arrive in Louisville where you will connect to regular service to Fort Knox. This is the least effective method of travel for Cadets. Cadets should consider using government transportation before using a bus.

g. Problems. If a Cadet encounters difficulty while traveling to the Leader's Training Course which may prevent reporting on time, immediately telephone the LTC S1 Office, commercial (502) 624-1994/2948, or the Tactical Operations Center, commercial (502) 624-5792. **DO NOT DELAY IN MAKING THIS IMPORTANT CALL.**

h. Directions to Fort Knox. Directions to Fort Knox can be found on the Fort Knox website located at: <http://www.knox.army.mil/visiting.stm>. Additional instructions are also located in Annex M of this document.

i. Documents. While traveling to Fort Knox, ensure the following documents are hand carried and kept separate from your luggage. You will need the following to in-process upon arrival:

- ✓ 6 copies of your travel orders.
- ✓ Your return ticket if authorized (special permission is required to pre-arrange round trip transportation).
- ✓ Copy of your physical exam (those without a qualifying DODMERB bring a completed LTC MEDOPS Form SST3per CC Cir 145-04).
- ✓ School transcripts (to confirm attendance qualifications).
- ✓ PMS Pre-LTC Checklist, signed by your PMS.
- ✓ **DA Form 705** (APFT Scorecard) showing Diagnostic BPFT score (signed by your PMS) or a signed waiver.

### 3-5 Arrival at LTC.

Cadets will be assigned to a Cadet Training Company upon arrival and in-process. In-processing this unit will include:

- ✓ Reviewing your physical exam/medical qualification, all medications brought to Fort Knox, and APFT card.
- ✓ Receiving your first pay, \$20.00 and sending notification to Family members of your arrival.
- ✓ Initiating your personnel records.
- ✓ Receiving a training ID card.
- ✓ Accepting military clothing and equipment.
- ✓ Measuring your height and weight (and body fat measurement if necessary).

### **3-6 Safety**

- a. GENERAL. Military training can be hazardous. Paying attention to safety at all times can greatly reduce the danger. A Risk Management Program will be implemented throughout the Leader's Training Course.
- b. INJURY PREVENTION. The LTC Cadre provides specific instructions and reminders regarding safety and injury prevention throughout LTC. Experience shows that most accidents could have been prevented or at least curtailed, if we use common sense, avoid horseplay, and are in good physical condition. Heat is a major factor during LTC training. Prepare students by reinforcing that LTC is not the time to diet or take performance enhancing supplements. Proper hydration, nutrition and rest are key to successfully completing LTC. Students and Cadre can reference the U.S. Army Center for Health Promotion and Preventive Medicine webpage at <http://www.chppm.com/> for more information regarding the prevention of heat injury and general good health information.
- c. POISONOUS PLANTS. Learn to recognize and avoid poison oak and poison ivy. Cadets will receive formal classroom instruction to help identify all the hazardous plants indigenous to Fort Knox.
- d. EARPLUGS/EYE PROTECTION. Cadets will carry and use issued earplugs and eye protection when required.
- e. IDENTIFICATION (ID) TAGS. Cadets will receive temporary ID cards and tags during in-processing. Cadets must carry the ID cards and tags properly at all times, whether or not in uniform.
- f. EYE GLASSES. Cadets are not permitted to wear contacts at any time during LTC. If vision correction is required, Cadets are required to bring two sets of glasses. Ft Knox does not have the facilities to provide glasses and Cadets will be sent home if they are unable to complete the training.

### **3-7 MWR**

- a. PERSONAL AFFAIRS. Cadets should first contact Platoon TAC Officer/NCO if personal problems develop during LTC. Chaplains are also available for counseling assistance.
- b. RELIGIOUS SERVICES/SUPPORT. The Fort Knox and the Leader's Training Course Chaplain Staff will hold services for various faiths each week. Due to the training environment, they will often conduct services in the field and at other than routine times. Specify the denomination of choice to the battalion Cadre during the LTC cycle assignment process.
- c. POST EXCHANGE (PX).
  - (1) The main PX is comparable to a department store. Cadets may use the PX upon presentation of a valid Identification Card during their 2 days of personal time.
  - (2) Appropriate civilian attire for exchanges is posted outside the exchange. Male Cadets are not authorized to wear earrings on the installation while in civilian clothes. The Army Combat Uniform is permitted. Physical Fitness Uniform is not authorized.
  - (3) Cadets can cash checks at all exchanges (personal first-party checks for not more than \$300.00 cash or \$20.00 over amount of purchase). Cadets will speed check-cashing time if the following personal information is already written on the front of all checks: Name, SSN, university, city, state, and training unit at Fort Knox. It is every Cadet's responsibility to ensure that sufficient funds are on deposit before writing personal checks. Checks with insufficient funds or "bounced" checks receive the personal attention of the LTC Commander and indicates poor officer potential. Overdraft protection is a worthwhile option. Exchanges will not accept two-party checks. Have money from home sent as a money order.
- d. LAUNDRY. All Cadets are encouraged to utilize laundry services provided during the Leader's Training Course. A commercial contractor will provide laundry services for all items both personal and military to include ACUs at no cost to Cadets. Laundry service will include 2-3 weekly turn-ins and pickups. ACUs will not be pressed. Cadets

can use the washers and dryers in the company area for personal items, but their use will be both limited and minimal. If individual clothing is lost or damaged by the laundry contractor, Cadets may file a claim against the US Government through their company supply sergeant. It is imperative that Cadets immediately inventory clothing upon receipt and notify their supply sergeant no more than **72 hours** after discovery of loss or damage. Retain your receipt copy of the laundry list for military personnel to provide accountability of clothing turned in to the laundry service.

e. **POSTAL SERVICE.**

(1) Cadets can access stamp vending machines during their days off, located in the Shoppette near the billet area. Complete postal services are available at the Fort Knox Main Post Office. It is recommended that Cadets bring an initial supply of postage stamps and envelopes to LTC.

(2) All outgoing mail should include their LTC, Fort Knox address as the return address.

(3) Each company holds mail call daily, except Sunday. Mailboxes for outgoing mail are located in the billet area.

(4) Cadets should advise correspondents not to write until a complete mailing address has been received. Do not use Company nicknames in the address. Correspondents should use the following address:

Cadet Full Name  
(Company identifier), 1/46 IN  
Fort Knox, KY 40121-5117

f. **PUBLIC PAY TELEPHONES.** A limited number of coin operated pay phones are available in the company areas for Cadet use. Cadets should plan to use telephone calling cards, as there are more credit card operated phones available. Additionally, the credit card phones can be used to make a collect call. Phone cards may be purchased at the PX.

**3-8 Absences from LTC**

a. **EMERGENCIES.** The LTC Commander or designated representative may authorize absences for emergency reasons. Prior to departure for the Leader's Training Course, advise next of kin (NOK) that if a Cadet is needed at home during an emergency, NOK should contact the Host Battalion Cadre immediately. The Host Battalion Cadre will then assist the NOK in contacting the nearest American Red Cross (ARC) representative and LTC Liaison. This is important because a representative of the LTC Commander can immediately authorize an emergency absence if the Red Cross has verified the emergency.

b. **EARLY RELEASES.** The "tiered" LTC structure should eliminate the majority of early releases other than for emergency reasons. Each PMS will make known specialized training and summer school requirements prior to scheduling LTC attendance. The Leader's Training Course will consider requests for early release, initiated prior to the start of the Leader's Training Course, only for emergency or hardship and administrative reasons.

(1) **REQUESTS.** While at LTC, route requests for early release through the Company TAC Officer and Brigade LNO at LTC to the LTC Commander, ATTN: S1, Cadet Records Branch. The LNO must confirm the circumstances for an early release and so indicate by an appropriate comment on the request.

(2) Address requests for early release, initiated prior to the start of LTC to the Commander, Leader's Training Course, ATTN: S1, Cadet Records Branch, ATCC-LTC-APA, Ft Knox, KY 40121-5117 and submit NLT **7 May 2010**. Clearly substantiate any request for early release such as to attend summer school with supporting documentation from an appropriate school official such as the registrar, dean of an academic department, or an academic advisor.

(3) Early release requests are considered on an individual basis. Approval of the request and authority LTC completion credit is given only if a Cadet has successfully completed or can complete all mandatory training.

c. DEPARTURE FROM LTC. Unless approved for an early release, Cadets may not depart Fort Knox until after the conclusion of the graduation ceremony. Companies will accomplish turn in of equipment and barracks inspection the day prior to graduation. For Cadets who are traveling by commercial air, LTC personnel will not normally schedule a flight departing Louisville airport prior to 1500 on the scheduled graduation date.

### 3-9 Security of Personal Property

Trust, which develops between fellow Cadets, can easily lead to careless practices. The open bay barracks living conditions and easy access to the barracks make an inviting situation for a thief. The consequences of inadequate security rest entirely with the owner. To avoid loss, take the following actions:

- ✓ DO NOT leave money or valuables in the barracks.
- ✓ DO NOT bring expensive watches, cameras, or any stereo equipment. (Inexpensive watches and cameras suitable for field use are available at the PX, if required.).
- ✓ DO lock wall lockers and footlockers, even while you're showering.
- ✓ DO secure all approved prescription medications.

### 3-10 LTC Yearbook

The LTC Public Affairs Office produces a complimentary yearbook for each Leader's Training Course graduate. The yearbooks are mailed to the battalion by mid-November. Cadets should coordinate with their PMS/Cadre to receive their yearbook.

### 3-11 Discipline, Law, and Order

a. GENERAL. Cadets are expected to conduct themselves in a manner befitting a prospective commissioned officer. If a Cadet displays a poor attitude, engages in misconduct warranting disciplinary action, or performs in a substandard manner, they may be subject to a review by a board of officers and possible dismissal.

b. JURISDICTION. The Uniform Code of Military Justice does NOT apply to Cadets at LTC. If Cadets commit a criminal offense while at LTC, they are subject to prosecution by the appropriate local, state, or federal authorities.

c. OFF LIMITS AREAS. The following areas are off limits to all Cadets:

(1) All areas and buildings on Fort Knox marked by an OFF LIMITS sign.

(2) All Noncommissioned Officers' (NCO) and Enlisted Clubs unless otherwise approved by the LTC Commander.

(3) Civilian establishments designated "OFF LIMITS." A list of establishments that are designated as off limits will be posted on bulletin boards in platoon areas.

(4) All other activities and places as announced in the LTC Bulletin.

d. TRAFFIC REGULATIONS. If Cadets operate a motor vehicle on post, they will conform to the motor vehicle laws of the State of Kentucky and the traffic regulations of Fort Knox.

(1) The speed limit on post is **35 miles per hour** unless otherwise posted. It is strictly enforced.

(2) Take special care when passing troops marching/running in formation. The speed limit is **10 MPH when passing**.

(3) Cadets must use seat belts on the Fort Knox Military Reservation and in the State of Kentucky.

(4) Only hands-free cell phones can be used when driving on Fort Knox, Texting while driving is absolutely prohibited.

### 3-12 Inappropriate/Unprofessional Relationships

a. While at LTC, Cadets will receive training on the components of sexual harassment, improper relationships, and fraternization between Cadre and Cadets or between Cadets and other Cadets. Cadre and Cadets are expected to maintain the highest standards of honesty, impartiality and professionalism to ensure the proper performance of our Leader's Training Course mission. Inappropriate behavior will not be tolerated and will be dealt with expeditiously and personally by the Course Commander.

b. Cadre will address Cadets as "Cadet" e.g., "Cadet Johnson, report to the orderly room."

c. Sexual Harassment. Sexual harassment is a form of sex discrimination that involves unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature. The military definition of sexual harassment is when any of the following occurs:

(1) Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of a person's job, pay, or career.

(2) Submission to or rejection of such conduct by a person is used as a basis for career or employment decisions affecting that person.

(3) Such conduct interferes with an individual's performance or creates an intimidating, hostile, or offensive environment.

(4) When a person who, in a supervisory or command position, uses or condones implicit or explicit sexual behavior to control, influence or affect the career, pay, or job of another Soldier, civilian, or Cadet is engaging in sexual harassment.

(5) When a person makes deliberate or repeated unwelcome verbal comments, gestures, or physical contact of a sexual nature, he/she is engaging in sexual harassment.

d. Improper Relationships. The regulatory restriction found in **AR 600-20** prohibits relationships between members of different rank that involve or give the appearance of partiality, preferential treatment, or the improper use of rank or positions for personal gain, and are prejudicial to good order, discipline, and morale. This is especially true of the superior-subordinate relationship, which exists between Cadre and Cadets as well as between Cadets in the same unit while at the Leader's Training Course. Personal and romantic relationships between senior and subordinate are perceived by all as a cause for partiality and preferential treatment, and are invariably the source of embarrassment to this command. Therefore, personal and romantic relationships between senior and subordinates are strictly prohibited. Cadets and Cadre must conduct themselves in a professional manner and in a manner that cannot be misinterpreted as an improper relationship.

e. Reporting Offenses. Company Cadre will discuss the topics of sexual harassment and improper relationships with their Cadet companies. Committee Chiefs will discuss these topics with their Cadre, direct support, and Reserve Component personnel. Individuals who have been subjected to sexual harassment or improper advances should be advised to report it to their chain of command, or if that is not possible, to take the matter to the Inspector General.

f. Sexual Activity. Sexual activities are strictly prohibited throughout LTC.

### 3-13 Inspectors General (IG)

The LTC IG serves as an extension of the LTC Commander's eyes, ears, voice, and conscience. The IG provides service to the entire Leader's Training Course Cadre and Cadets. The IG is available on a walk-in basis during the published hours or by appointment for assistance with complaints and redress of grievances without fear of reprisal. Procedures for IG visitations are established in the Leader's Training Course SOP. The IG's telephone numbers are (502) 624-7947/2067.

## Chapter 4



## Administrative Detail – LTC Cadre

### 4-1 Reporting/In-Processing LTC

a. DIRECTIONS TO FORT KNOX. Fort Knox is south/southwest of Louisville, KY. Strip maps showing highway access to Fort Knox are also included in **Appendix M**. Fort Knox exits are off US 31W that is best accessed from I-65, I-265 or Western Kentucky Parkway. From US 31W, take the Fort Knox, Bullion or Brandenburg exit. Cadre must report to LTC Branch S1 for initial in-processing. From the Brandenburg Gate, proceed to the first light (Eisenhower), and make a left. At the next light (Old Ironsides) make a right, finally at the next intersection (12 AR DIV RD) you will make a left, and Bldg#1468 will be on your right. Have your military or government ID card, vehicle registration and proof of insurance available for presentation at the gate if requested.

b. AIRPORT INFORMATION. Commercial airline flights to the Fort Knox area arrive at the Louisville International Airport, located approximately 35 miles north of Fort Knox. Signs are posted in the terminal to direct you. Claim your baggage upon arrival, and then check in at the Fort Knox Reception Area and USO or information desk to arrange transportation to Fort Knox. Taxi/shuttle service to Fort Knox will cost approximately \$65 and is reimbursable upon settlement of travel.

c. TRAIN/BUS INFORMATION. It is recommended that Cadre not use these modes of transportation.

#### d. REPORTING/IN-PROCESSING.

(1) All Cadre to include Reserve Cadre will report to LTC Branch S1 NLT **1630** on the reporting date directed in your orders. During normal duty hours, all 2LTs, Cadet Command, and USAR Soldiers, to include IRR, will report to the Leader's Training Course personnel building located in the basement (Room B-14) of Bldg 1468. Civilian attire is authorized. If you are reporting with physical disabilities that may hinder your performance at Leader's Training Course, you must bring an updated copy of your profile to in-process.

(2) DO NOT REPORT EARLY! If you do, you will be billeted off post at your own expense, regardless of rank. Exception: 1-day early arrivals authorized for personnel traveling from Guam, Hawaii, Puerto Rico, and American Samoa.

(3) All Cadre will be screened to ensure compliance with Army height/weight standards during in-processing.

### 4-2 Billeting

a. Billeting Office, LTC In-processing, (502) 624-0147/0158 Bldg 1468, LTC S4; Leader's Training Course.

b. Cadre billeting will be a combination of on post billeting (barracks or other available quarters), on post lodging/hotel, and or off post contracted lodging or hotel. LTC S4 will determine best method based upon billeting available at the time of in-processing.

c. Do not contact New Garden Towers or local hotels for billeting desires. All LTC billeting has been coordinated in advance. Do not change room assignments after you arrive. After getting the LTC Billeting POC's authorization, staff and committee NCOICs are authorized to move personnel within rooms assigned to their committee only. See your committee NCOIC if you have problems with your room assignment.

d. CONCEPT. The primary consideration in assigning Cadre billets is to support the LTC mission. Billet area/location priority is to the companies, committees, and staff respectively, regardless of rank or position.

(1) Company Cadre are billeted together as close to the company barracks as possible. Committee Cadre is billeted with their respective committees and as close to their training sites as possible. Cadre serving on the LTC Staff is billeted in remaining available beds. If the cleaning service in the hotels is unable to clean your room due to excess baggage, you will be asked to store or ship those items at your expense.

(2) Due to funding constraints and room availability, personnel may be assigned to open bay barracks or doubled up in assigned rooms regardless of rank. Rooms have already been designated/reserved by male/female

categories. Cadre must be conscious of minimizing personal gear due to the limited square footage and closet space available in each living area (wall locker) or hotel room.. Cadre exceeding reasonable amounts of clothing and personal gear may have those items placed into a storage unit at the Cadre members' expense.

(3) Any room assignment discrepancies or issues need to be brought to the attention of the LTC S4 during in-processing.

e. PETS. Do not bring pets! Pets are not allowed in billeting facilities. If you insist on bringing them, you must board them somewhere else at your expense.

f. FAMILY. Do not bring family members, you are being provided TDY for yourself only. If you insist on bringing them, you must provide housing somewhere else at your expense.

g. OBTAINING YOUR ROOM.

(1) EARLY ARRIVALS. If you arrive earlier than the report date on your orders, you must arrange your own billeting at your own expense. Early arrivals, except those approved by the LTC Commander, will not be reimbursed for this lodging or for per diem (above and beyond travel allowances).

(2) LATE ARRIVALS. Late arrivals must be approved by the LTC Commander through the S3. Those personnel arriving late will be considered AWOL, unless coordinated in advance, and the LTC Commander will be notified. If you know you will arrive later than indicated on your orders, notify LTC S1 during in-processing, or as soon as possible and the billeting office will try to hold your room. Let the S4 billeting officer know when you expect to arrive.

(3) FAMILY MEMBER BILLETING. We recommend that Cadre members do not bring Family members to LTC. The long hours and mission preclude much time away from the LTC area. Someone who brings Family members to LTC must make personal arrangements for accommodations. Transient housing facilities are allocated on a space available basis, but personnel in a PCS or school status use these heavily during the summer months. You may not billet family members in BOQs or BEQs.

(4) OFF-POST RENTALS. Several agencies rent furnished apartments on a month-to-month basis. A list of rentals is available from the post housing office. Headquarters, 1<sup>st</sup> Brigade USACC will not participate as an agent, liaison element, or assist in off-post rentals. Requests for information and arrangements are solely between the tenant and the agency/renter. There will be no reimbursement if you choose to reside off-post at other than contracted hotels. If you choose to do this, notify the LTC billeting officer of your off-post arrangements, so a room is not reserved for you.

(5) EXTENSIONS. If you have to extend beyond your planned departure date on the TDA, notify your chain of command who will work with the LTC S4 to ensure your room reservation is extended.

(6) STATEMENTS of NON-AVAILABILITY. Cadre billeted off-post will receive a statement of non-availability when out-processing S4 Billeting. If you owe the hotel you stayed in money for personal expenses (for example long distance phone calls), you will not be given this statement of non-availability until those expenses are paid.

#### **4-3 Departing From LTC**

a. Release from LTC. The LTC Commander or designated representative will release you from your assigned section upon completion of duties, or direct your reassignment within your section. You will be notified in advance if reassignment is projected.

b. All Reserve Component Soldiers will out-process IAW the Leader's Training Course SOP. Those in an ADOS status will ensure an OER/NCOER is completed prior to departure if required.

c. 2LT out-processing will be conducted IAW SOP. Additionally, 2LTs will be required, up to 3 days prior to departure, to complete TDY settlement and other paperwork.

#### 4-4 Appearance/Equipment

a. UNIFORMS. The duty uniform is the Army Combat Uniform (ACU), with subdued rank, branch insignia for officers, appropriate patches, and Soldier's name and US Army tapes. While wearing ACUs, you may not enter off-post establishments where the basic means of revenue is the sale of alcoholic beverages. You may not consume alcoholic beverages in off-post establishments while wearing ACUs.

b. EQUIPMENT.

(1) COMPANY AND COMMITTEE CADRE. All Cadre assigned to a committee or a company MUST report to LTC with the following TA-50 items: Kevlar Helmet, Full LBE or LBV with two Canteens, two Canteen Cases, Canteen Cup, and Pistol Belt. Committee Chiefs may require additional items for their Cadre.

(2) The Leader's Training Course will host an Educator's Visit **20-24 Jul 2010**. If an educator visits from a Cadre member's host university/school or a Cadre member is selected as an escort for the Educator's Dinner, the Cadre member must wear the Army Class A uniform. The ACU is the duty uniform during all other events.

(3) Cadre are required to bring the Improved Physical Fitness Uniform (IPFU). Black or gray spandex shorts may be worn with the IPFU. Additionally, while running on Fort Knox, individuals are required to wear a reflective belt, regardless of the time of day.

#### 4-5 Physical Conditioning

Staff and Cadre will maintain good physical condition, able to meet height/weight standards and be prepared to participate in a rigorous physical fitness program. During the course of LTC, 2LTs will be administered a diagnostic APFT to ensure that they are prepared for follow-on assignments after duty at LTC. If staff and Cadre fail to meet the requirements for APFT/HT/WT, they will be counseled and put on a rigorous physical conditioning program to meet the standards prior to departure.

#### 4-6 Dining

a. GENERAL. The commander and all leaders are responsible for affording personnel the opportunity to consume meals in government facilities.

b. PAYMENT. Dining facility charges are at an ala carte rate. A typical cost per meal is:

<b>Breakfast</b>	<b>\$2.00</b>
<b>Lunch</b>	<b>\$3.65</b>
<b>Dinner</b>	<b>\$3.65</b>
<b>TOTAL:</b>	<b>\$9.30 per day</b>

c. DINING FACILITIES. Personnel TDY to Leader's Training Course may subsist in authorized dining facilities or have meals brought to the field-training site by their committee. In accordance with the LTC Commander's directive, there will be no missed meals payable at Leader's Training Course. Committee Chiefs must ensure all their committee members have the opportunity to consume meals.

#### 4-7 Administration.

a. MEDICAL AND DENTAL. Fort Knox has emergency/sick call medical and dental services available to Cadre who are authorized to use military facilities during LTC.

b. ACTIVE DUTY CADRE ONLY. Review your personnel records at the Personnel Service Center, Bldg 5101. A dental appointment may be made at Margetis Dental Clinic, 624-4236/6511. HIV tests are required every 2 years; if your last test is overdue or coming due, plan to have your HIV test done while you are at LTC. Contact the Reception Medical Processing, Bldg 6588, **624-6646, M-F 1300-1500**.

c. MAIL DELIVERY. The LTC Mail Room provides mail delivery to your assigned unit or section. Advise your correspondents of the complete address as follows:

SSG JOHN E. DOE  
HQ, 1<sup>st</sup> Brigade (LTC)  
Staff Section/ Committee  
Fort Knox, Kentucky 40121-5117

**\*\*Include your return address on all outgoing mail. Official envelopes cannot be used for personal mail.**

d. OFFICIAL DIGITAL PHOTOGRAPH. We encourage you to have a current photograph taken while here. The photo lab is open Mon-Fri (except the last working day of the month) from **0745-1130**. You do not need to make an appointment. Bring your Army Class A uniform with you and change at the photo lab. Pictures are ready for pick-up within **7 days**.

e. MILITARY INSTITUTIONAL REPRESENTATIVE. Military Institutional Representatives (MIR) are Cadet Command Cadre from each school and represent their Cadets at the Leader's Training Course. The MIR does not have to be the senior person, and if a school does not have Cadre at LTC, an individual from another school or brigade will represent their Cadets. All MIRs will report to the respective Brigade LNOs during in-processing. MIRs will participate in the LTC Educator's Visit.

f. Cadet Command Cadre not assigned to 1<sup>st</sup> Brigade USACC will be attached to 1<sup>st</sup> Brigade USACC for UCMJ and award authority during the period specified in their travel orders.

g. PASSES. Company TAC officers, staff section heads, and training committee chiefs may authorize regular 3-day passes during the period of TDY without interruption of per diem payments. Legal Pass [DA 31](#) will be filled out and submitted to LTC S1 for record. Passes are required for distances in excess of 100 miles. First O6 in the Cadre member's chain of command is the approving authority for 4-day passes and leave.

#### **4-8 Pay and Allowances.**

a. GENERAL. Financial records will remain at their current location and regular monthly payments under the Defense Joint Military Pay System - Active Component (DJMS-AC) will continue. Soldier may access their pay information on line through "DFAS my Pay website."

b. LEADER'S TRAINING COURSE CADRE PER DIEM ENTITLEMENTS. Government meals are directed; quarters are contracted. **Per diem entitlement is \$12.25 per day (\$9.25 meals, \$3.00 incidentals), \$36.00 per day if authorized off-post lodging.**

c. POV TRAVEL ENTITLEMENTS. All Cadre POV travel is IAW Cadet Command FY 2010 USACC Budget SOP.

d. COMMERCIAL AIR TRAVEL ENTITLEMENT. Same as POV travel.

e. FAMILY SEPARATION ALLOWANCE. Cadre must be on TDY continuously for more than 30 days. This is computed by counting the actual number of days in the month, the day the Soldier departs the permanent duty station on TDY and the day the Soldier returns to the permanent duty station (unless the Soldier takes leave in conjunction with TDY). Original [DD Form 1561](#), Statement to Substantiate Payment of Family Separation Allowance, should be submitted with a complete travel voucher to the LTC S1 Finance Office.

f. TRAVEL PAY. All individuals must have a government travel card. 2LTs and Cadets are the exception. The Defense Travel System (DTS) use is mandatory for making travel reservations for all Cadre members and DOD Civilians. Scheduled Partial Payments (supplemental vouchers) are required when TDY for 45+ consecutive days and should be scheduled when making your authorization in DTS. Use of the Government Travel Card and split disbursement is mandatory. Travel vouchers will be completed within [5](#) duty days after travel is completed.

g. 2LT PAY.

(1) 2LT FINANCE IN-PROCESSING. As part of in-processing, 2LTs will complete all finance paperwork for accession into the pay system. The 2LT Finance in-processing packet at [Appendix K](#) includes a checklist of all required forms and documents. Accurate and timely completion and forwarding of the in-processing packet will facilitate prompt payment to the 2LT. 2LTs will express mail the completed packets to 1<sup>st</sup> Brigade, ATCC-APA, NLT **14 May 2010**, and hand-carry a copy. 2LTs must also hand-carry their **201 file** and medical documents as well as a copy of [DA Form 71](#). 2LTs should expect to receive their first paycheck approximately **4 weeks** after reporting to LTC. Leave and earnings statements will be provided at LTC for all active component 2LTs.

(2) 2LT POV ENTITLEMENTS. 2LTs are authorized to drive POVs with travel time in accordance with orders. Mileage reimbursement is \$.24 per mile plus a per diem of \$50.00 per day. Travel vouchers will be started during in-processing. However, vouchers will be completed and submitted once 2LTs arrive at their initial duty station.

(3) ADVANCES FOR 2LTs. A one-time \$1200 advance will be given to all 2LTs upon arrival and entry into the pay system. Therefore, it will take approximately **3 to 7 workdays** after reporting to receive an advance in pay. The advance pay will be remitted by direct deposit to your bank account and will be collected over the next 12 months.

#### **4-9 MWR.**

a. LAUNDRY. Commercial laundries, which provide fast service, are available at your own expense. Many BOQ/BEQs have washers and dryers installed. Additionally, Laundromats are available both on post and in nearby communities. Personnel who will be TDY in excess of 7 days are authorized \$2.00/day for cleaning of ACUs. You must turn in receipts with your Travel Voucher ([DD Form 1351-2](#)).

b. POSTAL. Complete postal services are available at the main Fort Knox Post Office.

c. RELIGIOUS SERVICES. The Fort Knox and Leader's Training Course Chaplains will conduct services for various faiths each week during LTC and post chapels. The LTC Chaplain's Office will publish a religious service schedule. Due to the training environment, chaplains will often conduct religious services in the field.

d. RECREATION. Fort Knox has on-post theaters, bowling lanes, service clubs, libraries, craft shops, tennis courts, swimming pools, gymnasiums, and an 18-hole golf course. Additionally, there are fishing and boating facilities. These facilities are available to you upon presentation of proper identification and payment of fees, where applicable. You must comply with all regulations concerning licenses and safety. Boat rentals require boat safety certification. Golfers may join the golf club at a reduced rate for their length of stay at Fort Knox.

e. OFFICER/NCO CLUBS. The Leaders Club and the Rocker II Club offer both casual and formal atmospheres. The clubs permit the duty uniform or casual civilian clothes. To cash checks at the clubs, you must have your military ID card.

#### **4-10 Privately-Owned Vehicles (POVs).**

a. GENERAL. Fort Knox is no longer an open post. Expect random vehicle inspections. A government identification card must be presented to enter Fort Knox. After in-processing at LTC S1, go to Vehicle Registration located in the One Stop PSB, Bldg 5101, and obtain a Fort Knox registration stamp on LTC TDY orders. The stamped TDY orders and government identification card are sufficient for entry onto Fort Knox in the event that Fort Knox elevates its threat posture.

b. OPERATING A POV. To legally operate a motor vehicle in Kentucky, you must have current proof of insurance for the state in which the vehicle is registered, valid state registration and a valid driver's license.

c. MOPEDS. The Kentucky State Motor Vehicle Laws prohibit the operation of MOPEDS on freeways within the state. A MOPED is any motor driven cycle under five horsepower with less than four wheels.

d. MOTORCYCLES. The following requirements apply to Soldiers while operating a motorcycle on the installation. Driver must have attended a DOD-sponsored motorcycle safety course. Driver and passenger must wear protective equipment. This includes approved helmet, eye protection (shatter-resistant glasses, goggles, or face shield);

gloves, long legged pants, long sleeved shirt or jacket, over the ankle boots or shoes, and high visibility reflective over garments (reflective vest). If PT belt is used, it will be worn diagonally over the shoulder.

#### 4-11 Operating GSA Vehicles.

a. INCIDENTAL OPERATOR'S PERMIT. All personnel participating in Leader's Training Course should possess a valid state driver's license. The government is essentially a self-insurer, but should the GSA vehicle be damaged as a result of misconduct or negligence, the government may seek reimbursement through a Financial Liability Investigation of Property Loss (FLIOPL), [DD Form 200](#). Some private insurance companies carry a provision that covers the insured for damages to GSA or other government vehicles. This provision protects the insured when found liable for damages by FLIOPL. Recommend individuals who will operate GSA vehicles during summer LTC contact their insurance agent about this coverage.

b. Operation of administrative use vehicles under one-ton requires a valid state operator's permit and completion of online Accident Avoidance Course. The course can be accessed at the following website: <http://www.transchool.eustis.army.mil/training/web/>.

c. All personnel who will be operating a 15-passenger van on Fort Knox this summer, are required to complete the 15-Passenger Van Driver Improvement Course prior to arriving. This course is a self-paced instructional program, with test. Upon completion of the instruction and the test, print out a personalized Certificate of Completion and bring it with you to LTC. The Certificate of Completion must be with the operator when operating a 15-passenger van on Fort Knox. This course can be located on AKO LTC TOC Central website, <https://www.us.army.mil/suite/page/603365> click on "Leader's Training Course," click on "Training Information," click on "15 Passenger Driver Improvement Course," begin the training.

d. TMP vehicles are dispatched weekly; re-dispatching is required. In addition to the TMP dispatch, an internal operator control log and operator maintenance record will be maintained by each staff section, committee and company. These documents will be used to monitor operator usage and maintenance throughout LTC. The internal operator control log will be collected at each weekly re-dispatching.

e. LTC TMP is open from **0800-1700**. An LTC transportation coordinator is assigned to S4 throughout LTC and is your POC for vehicle questions or problems. Additional vehicle information can be found in the LTC SOP.

f. Contractor Vehicle Use: COMTek employees participating in LTC may utilize GSA vehicles IAW the contract stipulations and the FAR. The policy and procedures in [AR 58-1](#) apply to all Army owned/leased motor vehicles furnished to DA contractors. Contractors are not protected under the Federal Tort Claims Act (FTCA). COMTek carries employee vehicle liability insurance. Any contracted Cadre involved in a GSA vehicle accident must identify themselves as contracted employees immediately, and then follow corporate procedures for reporting the accident to them. In case of contractor at-fault GSA vehicle accident/incident at LTC, the supporting GSA Fleet Management Center (FMC) bills Cadet Command's Billed Office Address Code (BOAC) Number. When the bill is received, a claim must be filed with the COMTek Zone Manager (insurance carrier) to reimburse Cadet Command's BOAC account for GSA vehicle accident/incident repair costs.

#### g. ACCIDENT REPORTING PROCEDURES:

(1) Notify post, state, county, or local police authorities as required by law.

(2) Fill out [SF 91](#) (Motor Vehicle Accident Report) in Accident Kit ([GSA Form 1627](#)) located in vehicle glove compartment.

(3) Submit all reports to supervisor/LTC S4 within **24 hours** of occurrence.

(4) Verbally report accident to the GSA Accident Management Center (AMC)/800-325-2958 within **24 hours** of occurrence.

(5) AMC requires 1 estimate of damage if under \$2,500/3 estimates if over \$2,500 within **5 days** of occurrence.

(6) Submit all accident reports involving a third party civilian to the supporting installation SJA Claims Office.

#### **4-12 Safety**

a. ACCIDENT PREVENTION. Remember it's your responsibility to prevent accidents. Safety is a leadership responsibility and you are equally responsible for ensuring that training areas and equipment are used safely. Common sense, close supervision, and emphasis on safety will help reduce the chance of injuries. Heat is a major factor during LTC training. LTC is not the time to diet or take performance enhancing supplements. Proper hydration, nutrition and rest are the key to safe, successful training. Students and Cadre can reference the U.S. Army Center for Health Promotion and Preventive Medicine webpage at <http://www.chppm.com/> for more information regarding the prevention of heat injury and general good health information.

b. RANGE CERTIFICATION. Cadre who operate range complexes (OIC/RSO) must be certified IAW [Fort Knox Regulation 385-22](#), Range Regulation (Training/Impact Areas). The regulation can be accessed at the following website: <http://www.knox.army.mil/center/safety/range.asp>. The point of contact for this action is MSG Jeffrey Reeves S3 Operations NCOIC, (502) 624-5792, [jeffrey.reeves@usacc.army.mil](mailto:jeffrey.reeves@usacc.army.mil).

c. MEDICAL HAZARDS. Dehydration, insect bites/stings, allergies, reactions to poisonous plants and heat exhaustion are just a few of the health problems you may encounter. If you have known medical problems, provide appropriate information to medical personnel.

d. APPLIANCES. Do not bring coffee makers, hot plates, or other similar heat-producing appliances for use in sleeping quarters; they are not authorized.

e. HEARING CONSERVATION. Earplugs are required whenever hazardous noise levels are known or suspected (i.e., firing ranges and areas where hazardous noise level signs are posted).

f. EYE PROTECTION. Eye protection is required whenever eye injury hazards exist, i.e., firing ranges, Land Navigation, or areas with blowing debris.

#### **4-13 Tobacco Control Plan**

Army policies permit smoking in designated areas only. Smoking or use of any tobacco product within sight of Cadets or on the committee sites during training is prohibited. There is no smoking or use of tobacco products in buildings used as offices, workplaces, or in billets.

#### **4-14 Security of Personal Property**

a. WEAPONS. DO NOT bring weapons or ammunition of any type to LTC. No knives with blades over 3 inches in length are permitted.

b. PERSONAL PROPERTY. You are responsible for the security of your personal property. We strongly recommend that you do not bring large amounts of money, jewelry, or any unnecessary high dollar value items.

#### **4-15 Inappropriate/Unprofessional Relationships**

a. While at LTC, Cadets will receive training on the components of sexual harassment, improper relationships, and fraternization between Cadre and Cadets or between Cadets and other Cadets. Cadre and Cadets are expected to maintain the highest standards of honesty, impartiality and professionalism to ensure the proper performance of our Leader's Training Course mission. Inappropriate behavior will not be tolerated and will be dealt with expeditiously and personally by the Course Commander.

b. Cadre will address Cadets as "Cadet" e.g., "Cadet Johnson, report to the orderly room."

c. SEXUAL HARASSMENT. Sexual harassment is a form of sex discrimination that involves unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature. The military definition of sexual harassment is when any of the following occurs:



(1) Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of a person's job, pay, or career.

(2) Submission to or rejection of such conduct by a person is used as a basis for career or employment decisions affecting that person.

(3) Such conduct interferes with an individual's performance or creates an intimidating, hostile, or offensive environment.

(4) When a person who, in a supervisory or command position, uses or condones implicit or explicit sexual behavior to control, influence or affect the career, pay, or job of another Soldier, civilian, or Cadet is engaging in sexual harassment.

(5) When a person makes deliberate or repeated unwelcome verbal comments, gestures, or physical contact of a sexual nature; he/she is engaging in sexual harassment.

d. **IMPROPER RELATIONSHIPS.** The regulatory restriction found in [AR 600-20](#) prohibits relationships between members of different rank that involve or give the appearance of partiality, preferential treatment, or the improper use of rank or positions for personal gain, and are prejudicial to good order, discipline, and morale. This is especially true of the superior-subordinate relationship, which exists between Cadre and Cadets as well as between Cadets in the same unit while at the Leader's Training Course. Personal and romantic relationships between senior and subordinate are perceived by all as a cause for partiality and preferential treatment, and are invariably the source of embarrassment to this command. Therefore, personal and romantic relationships between senior and subordinates are strictly prohibited. Cadets and Cadre must conduct themselves in a professional manner and in a manner that cannot be misinterpreted as an improper relationship.

e. **SEXUAL ACTIVITY.** Inappropriate sexual activity is strictly prohibited.

f. **REPORTING OFFENSES.** The Company Cadre will discuss the topics of sexual harassment and improper relationships with their Cadet companies. Committee Chiefs will discuss these topics with their Cadre, direct support, and Reserve Component personnel. Individuals who have been subjected to sexual harassment or improper advances should be advised to report it to their chain of command, or if that is not possible, to take the matter to the Inspector General. If a reported incident involves a contracted Cadre member, the chain of command must also notify the COR at HQ Cadet Command, e-mail [Lynn.doody@usacc.army.mil](mailto:Lynn.doody@usacc.army.mil) and [Robert.taraba@usacc.army.mil](mailto:Robert.taraba@usacc.army.mil).

#### **4-16 Inspector General (IG)**

The LTC IG serves as an extension of the LTC Commander's eyes, ears, voice, and conscience. The IG provides service to all Leader's Training Course Cadre and Cadets. The IG is available on a walk-in basis during the published hours or by appointment for assistance with complaints and redress of grievances without fear of reprisal. Procedures for IG visitations are established in the Leader's Training Course SOP. The IG's telephone numbers are **(502) 624-7947 or 2067**.

#### **4-17 2LT Duty Descriptions**

The 2LT's attending LTC may be positioned in one of three areas. These areas are the following:

a. **Squad Tactical Officer (STO):** The Squad Tactical Officer (STO) is the primary coach and trainer of the LTC Cadets. The STO ensures fair and equal assessment of a Cadet Candidate's leadership potential and interacts with Cadet Candidates IAW Cadet Command and Leader's Training Course guidance. The STO is also responsible for the welfare of all assigned candidates while performing duties of the primary tactical officer assessing candidate leadership. The STO serves as a role model for Cadet Candidates to emulate in all squad scheduled events as the first person to conduct the training.



b. Assistant Instructor for Committee: Responsible for assisting in the training of Cadets at one of the training stations. Responsible for providing Cadets with demonstrations and hands-on training on the events at that station. Responsible for the construction, maintenance, and recovery of assigned station. Responsible for continually monitoring site safety. Individuals will be combat lifesaver certified to assist with medical support during training at station.

c. Staff 2LTs: Work directly with the staff section and staff chief assigned. Responsible for providing data and information for all daily briefs and special assignments. Must be available to work in other committees. Assist in plan and coordination of future operations with Cadet Command, 1<sup>st</sup> Brigade USACC, and LTC staffs.

## **Appendix A - References**

### **CC CIR 145-3**

Pre-commissioning Training and Leadership Development

### **CC Policy Memorandum 10**, Cadre-Student Relationships

### **DODFMR 7000.14-R, Volume 7**

Part a Department of Defense Financial Management Regulation

### **AR 5-9**

Intra-service Support Installation Area Coordination with FORSCOM/TRADOC Supplement 1

### **AR 30-5**

Food Cost and Feeding Strength Summary (RCS CSGLD-1596 (R5))

### **AR 30-22**

The Army Food Program

### **AR 37-104-4**

Military Pay and Allowances Policy and Procedures - Active Component.

### **AR 40-3**

Medical, Dental, and Veterinary Care

### **AR 40-501**

Standards of Medical Fitness

### **AR 145-1**

Senior ROTC Program: Organization, Administration, and Training

### **AR 210-130**

Laundry and Dry Cleaning Operations

### **AR 335-15**

Management Information Control System

### **AR 601-210**

Regular Army and Army Reserve Enlistment Program

### **AR 611-75**

Management of Army Divers

### **CC Reg 670-1**

Uniform Wear and Appearance

### **CC Pam 145-4**

SOP Enrollment, Retention and Disenrollment Criteria Policy and Procedures

### **USARC CIR 145-10-1**

Leader's Training Course TY 2010

## Appendix B - PMS Pre-LTC Checklist

### LEADER'S TRAINING COURSE QUALIFICATIONS TO ATTEND

- ☐ Be between the ages of 17 and 30 years with no more than 3 dependent Family members
- ☐ Be enrolled in college full-time in pursuit of a baccalaureate or advanced degree and have at least 2 years remaining in school or be sponsored to attend LTC by a military junior college (MJC)
- ☐ Cumulative GPA of at least 2.0 on a 4.0 scale (MJC students must have a minimum ACT score of 17 or SAT score of 850)
- ☐ Initiate DODMERB physical; have no civil convictions (unless waiver is approved)
- ☐ [DA Form 705](#) (APFT Scorecard) showing Diagnostic BPFT score (signed by your PMS) or a signed waiver.

### GENERAL

- ☐ This student has been briefed that he/she must complete at least 80% of all training at Leader's Training Course.
- ☐ This student has achieved a minimum of at least 50/50/50 on the BPFT. If not, the Brigade Commander has approved a waiver.
- ☐ This student is capable of meeting the Army's height, weight and APFT standards within the fall semester/quarter.
- ☐ If male, the Cadet is aware that he must obtain a military regulation haircut prior to arrival at LTC.
- ☐ This student has visited the Leader's Training Course website:  
<http://leaderstrainingcourse.com> .
- ☐ This student understands that Army drill sergeants, ROTC tactical officers and NCOs will be in charge of his/her assessment while at Leader's Training Course.
- ☐ A student personnel file has been forwarded on this student to LTC. The file contains orders, [DD Form 93](#), Medical Records, and other required documents IAW regulatory guidance.
- ☐ This student data has been entered into CCIMS and verified with the student as of (date) \_\_\_\_\_.

### MEDICAL

(MARK ALL BOXES THAT APPLY TO THIS STUDENT.)

The following questions provide a screening tool for the PMS to help determine initial medical eligibility for LTC and/or ROTC. If there are any questions regarding conditions please do not hesitate to call LTC Favand at 502-624-6855, or email at [laura.favand@usacc.army.mil](mailto:laura.favand@usacc.army.mil). The Cadet Command Surgeon is always available for any questions or concerns as well.

Q: Do you have any of the following medical conditions? (Not limited to these conditions alone. See AR 40-501, June 2006, for a complete listing of disqualifying conditions.)

- ☐ Asthma (any treatment received after 12 years of age)
- ☐ Allergy to peanuts, bee stings, fire ants (in your lifetime that caused an anaphylactic reaction)
- ☐ Learning disorders including Attention deficit disorder (ADD)/ Attention deficit hyperactivity disorder(ADHD) (treated within one year of this interview)

- ☐ Anxiety/Panic attacks (within 1 year of this interview or treatment greater than 6 months duration in the past)
- ☐ Depression or other psychiatric disorders (treated within one year of this interview or treatment greater than 6 months duration in the past)
- ☐ Migraine headaches (recurrent headaches within the past three years).
- ☐ Diabetes
- ☐ History of Seizures
- ☐ Recent Surgery (including eye surgery for vision correction)
- ☐ Heat Casualty (Heat exhaustion or heat stroke diagnosed recently or in the past) if yes, which one and when?

If "YES" to any of the conditions above the PMS needs to stop the interview. This student is not eligible for LTC or ROTC since these medical conditions are disqualifying for military service and usually not waiver able by the Command Surgeon. The PMS must also inform DoDMERB if any of the above conditions were not reported. Questions about a Cadet medical issues that may be considered a disqualifying conditions can be directed to LTC Favand, (502) 624-6855, for clarification.

**NOTE:** *Heat casualties will not disqualify any Cadet from attending LTC. These conditions must be known in order to identify past heat casualties for training.*

\*It is highly recommended to check in with the Cadet 1 week before departure to see if there is any change in health status (i.e., dislocation, strain, sprain, long-term viruses; anything that might inhibit the Cadet from training safely in a rigorous environment). Cadets with recent injuries that arrive at LTC will be returned home if found unable to meet training safety requirements.

- ☐ This student is DoDMERB qualified and has a copy of their DoDMERB physical exam in his/her possession.
- ☐ This student is not DoDMERB qualified and has a physical from their medical provider within 6 months of the start of LTC. (The following documents are required and must have an official medical provider signature and stamp: **LTC MEDOPS Form STT3**.)
- ☐ This student needs a physical exam. A physical exam was not initiated on campus because \_\_\_\_\_
- ☐ On \_\_\_\_\_ all remedials were forwarded to DoDMERB pending final approval.
- ☐ On \_\_\_\_\_ a medical waiver was submitted on this student for \_\_\_\_\_
- ☐ This student is under 18 years of age. A Medical Consent Form is notarized and in the personnel file.
- ☐ This student has a copy of his/her shot records. (Students are highly encouraged to bring a copy of their immunization record with them to LTC.)
- ☐ This student is in possession of 2 sets of eyeglasses for use at LTC. (Must have, not negotiable. No contacts are allowed during training.)
- ☐ The student's signature and PMS's signature below confirms: 1) the PMS has briefed the student on all the above requirements. 2) The PMS has provided the necessary supervision and training to the student prior to the student departing the school. 3) The student fully understands and has complied with these requirements.

**PMS SIGNATURE:** \_\_\_\_\_ **DATE** \_\_\_\_\_

PMS NAME: \_\_\_\_\_ RANK \_\_\_\_\_ SCHOOL \_\_\_\_\_

STUDENT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

STUDENT FULL NAME (Print Only): \_\_\_\_\_

SSN: \_\_\_\_\_

CYCLE DESIRED: \_\_\_\_\_ SCHOOL PHONE NUMBER: \_\_\_\_\_

## Appendix C - Cadet Record Checklist

CADET RECORD CHECKLIST			
<b>Name:</b>			
<b>SSN:</b>			
<b>Cycle:</b>			
<b>Personnel Records Folder</b>			
ITEM #	DESCRIPTION	YES	NO
1	Travel Orders and Amendments (6 Copies)		
2	<a href="#">DD Form 93</a> , Emergency Data (1 Copy)		
3	<a href="#">DA Form 705</a> (APFT Score Card) signed by PMS /or a signed waiver.		
4	<a href="#">CC Form 139-R</a>		
5	PMS Pre-LTC Checklist.		
<p><i>Personnel and Medical folders should be labeled with the following information:</i>  <b>Last Name, First Name MI. SS#</b>  <b>School Code</b>  <b>University</b>  <b>Cycle X, Sex</b></p> <p><i>Send the Personnel records folder <b>NLT 7 days prior to the Cadet's attendance at LTC</b> to: <b>ATTN: LTC S1 Branch (Cadet Records), HQ, 1<sup>st</sup> Brigade, U.S. Army Cadet Command, Building 1468, 328 Third Avenue, Fort Knox, KY 40121-5117.</b></i></p>			
<b>Medical Folder</b>			
ITEM #	DESCRIPTION	YES	NO
6	<a href="#">DD FORM 2005</a> – Privacy Act Statement – Health Care Records (Original)		
7	<a href="#">DD FORM 2351</a> – Provide copy of the completed and qualified DoDMERB exam		
8	<b>LTC MEDOPS Form STT 3</b> Provide copies (original is best) of these forms with appropriate official provider signature and stamp if not DoDMERB qualified. The physical exam must be within 6 months of the start of LTC.		
9	Medical Consent Form – For students who are minors under 18 years of age must be notarized. ( <a href="#">Appendix I</a> )		
10	Medical Documents concerning any serious surgeries, injuries or illnesses, or recent change in health status.		
<p><i>Send the medical records folder <b>NLT 7 days prior to the start of the Cadet's cycle at LTC</b> to: <b>ATTN LTC S1 Branch (Cadet Records), HQ, 1<sup>st</sup> Brigade, U.S. Army Cadet Command, Building 1468, 328 Third Avenue, Fort Knox, KY 40121-5117.</b></i></p>			
<b>Additional Requirements (if available)</b>			
ITEM #	DESCRIPTION	YES	NO
11	Photo ID Card or Reserve Armed Forces ID Card		
12	Personal Identification (ID)		
13	<a href="#">PHS Form 731</a> , International Certificate of Vaccination		

# LEADERSHIP TRAINING COURSE (LTC) – MEDICAL OPERATIONS

## PRE-PARTICIPATION PHYSICAL FORM - MEDICAL HISTORY FORM

Name (Print): \_\_\_\_\_ Gender: ☐ Male ☐ Female Age: \_\_\_\_\_ Date of birth: \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Address: \_\_\_\_\_ Phone: \_\_\_\_\_ School: \_\_\_\_\_

In case of emergency, contact the following:  
 Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone (H): \_\_\_\_\_ (C): \_\_\_\_\_

Are you now or have you ever been treated for any of the follow:

Allergies:

	YES	NO	EXPLAIN				
Asthma	<input type="checkbox"/>	<input type="checkbox"/>					
Diabetes	<input type="checkbox"/>	<input type="checkbox"/>					
Hypertension (high blood pressure)	<input type="checkbox"/>	<input type="checkbox"/>					
Heart Condition	<input type="checkbox"/>	<input type="checkbox"/>					
Skipped or irregular heart beats	<input type="checkbox"/>	<input type="checkbox"/>					
Migraine Headaches	<input type="checkbox"/>	<input type="checkbox"/>					
Ear/Sinus problems/ear tubes	<input type="checkbox"/>	<input type="checkbox"/>					
Heat Injury	<input type="checkbox"/>	<input type="checkbox"/>					
Psychiatric/psychological and emotional difficulties	<input type="checkbox"/>	<input type="checkbox"/>					
Learning Disorders (i.e. ADHD, ADD)	<input type="checkbox"/>	<input type="checkbox"/>					
Bleeding disorders	<input type="checkbox"/>	<input type="checkbox"/>					
Fainting spells/passed out	<input type="checkbox"/>	<input type="checkbox"/>					
Thyroid Disease	<input type="checkbox"/>	<input type="checkbox"/>					
Kidney Disease	<input type="checkbox"/>	<input type="checkbox"/>					
Sickle Cell Disease	<input type="checkbox"/>	<input type="checkbox"/>					
Seizures	<input type="checkbox"/>	<input type="checkbox"/>					
Sleep disorders (i.e. sleep apnea)	<input type="checkbox"/>	<input type="checkbox"/>					
GI Problems (i.e. abdominal, digestive)	<input type="checkbox"/>	<input type="checkbox"/>					
Surgery	<input type="checkbox"/>	<input type="checkbox"/>					
List when and what type:							
Serious injury/concussion	<input type="checkbox"/>	<input type="checkbox"/>					
When and what:							
Mononucleosis	<input type="checkbox"/>	<input type="checkbox"/>					
Have you ever had an injury, like a sprain, muscle or ligament tear, or tendonitis, that caused you to miss an athletic event? If yes, circle affected area below:	<input type="checkbox"/>	<input type="checkbox"/>					
Have you had any broken or fractured bones or dislocated joints? If yes, circle below:	<input type="checkbox"/>	<input type="checkbox"/>					
Have you had a bone or joint injury that required x-rays, MRI, CT, surgery, injections, rehabilitation, Physical Therapy, a brace, a cast, or crutches? If yes, circle below:	<input type="checkbox"/>	<input type="checkbox"/>					
Head	Neck	Shoulder	Upper Arm	Elbow	Forearm	Hand/fingers	Chest
Upper Back	Lower Back	Hip	Thigh	Knee	Calf/Shin	Ankle	Foot/Toes
<b>FEMALES ONLY</b>							
Have you ever had a menstrual period				<input type="checkbox"/>	<input type="checkbox"/>		
How old were you when you had your first menstrual period?				AGE:			
How many periods have you had in the last 12 months				#			

### MEDICATIONS:

List all medications currently used. (If additional space is needed, please photo copy this part of the health form.)  
 Inhalers and EpiPen Information must be included, even if they are for occasional or emergency use only.

Medication:

Strength: \_\_\_\_\_ Frequency: \_\_\_\_\_

Reason for medication:

Date Started: \_\_\_\_\_

Temporary ☐ Permanent ☐

Medication:

Strength: \_\_\_\_\_ Frequency: \_\_\_\_\_

Reason for medication:

Date Started: \_\_\_\_\_

Temporary ☐ Permanent ☐

Medication:

Strength: \_\_\_\_\_ Frequency: \_\_\_\_\_

Reason for medication:

Date Started: \_\_\_\_\_

Temporary ☐ Permanent ☐

Medication:

Strength: \_\_\_\_\_ Frequency: \_\_\_\_\_

Reason for medication:

Date Started: \_\_\_\_\_

Temporary ☐ Permanent ☐

Medication:

Strength: \_\_\_\_\_ Frequency: \_\_\_\_\_

Reason for medication:

Date Started: \_\_\_\_\_

Temporary ☐ Permanent ☐

Be sure to bring medications in the original containers and make sure that they are NOT expired, including inhalers and EpiPens. You SHOULD NOT STOP taking any maintenance medications

Cadet

Signature \_\_\_\_\_

# LEADERSHIP TRAINING COURSE (LTC) – MEDICAL OPERATIONS

## PREPARTICIPATION PHYSICAL FORM - MEDICAL HISTORY FORM

Name (Print): \_\_\_\_\_ Date of birth: \_\_\_\_\_

Height: \_\_\_\_\_ Weight: \_\_\_\_\_ Meets Height/Weight Limits ☐ Yes ☐ No Pulse: \_\_\_\_\_ BP: \_\_\_\_\_ / \_\_\_\_\_ ( \_\_\_\_\_ / \_\_\_\_\_ )

Vision R 20/ \_\_\_\_\_ L 20/ \_\_\_\_\_ Corrected: ☐ YES ☐ NO Pupils: ☐ EQUAL ☐ UNEQUAL

	NORMAL	ABNORMAL	ABNORMAL FINDINGS	INITIALS*
<b>MEDICAL</b>				
Eyes	<input type="checkbox"/>	<input type="checkbox"/>		
Ears	<input type="checkbox"/>	<input type="checkbox"/>		
Nose	<input type="checkbox"/>	<input type="checkbox"/>		
Throat	<input type="checkbox"/>	<input type="checkbox"/>		
Pulses	<input type="checkbox"/>	<input type="checkbox"/>		
Lungs	<input type="checkbox"/>	<input type="checkbox"/>		
Abdomen	<input type="checkbox"/>	<input type="checkbox"/>		
Skin	<input type="checkbox"/>	<input type="checkbox"/>		
Genitalia (males only) **	<input type="checkbox"/>	<input type="checkbox"/>		
Inguinal Hernia	<input type="checkbox"/>	<input type="checkbox"/>		
Emotional Adjustment	<input type="checkbox"/>	<input type="checkbox"/>		
<b>MUSCULOSKELETAL</b>				
Neck	<input type="checkbox"/>	<input type="checkbox"/>		
Back	<input type="checkbox"/>	<input type="checkbox"/>		
Shoulder/arm	<input type="checkbox"/>	<input type="checkbox"/>		
Elbow/forearm	<input type="checkbox"/>	<input type="checkbox"/>		
Wrist/hand	<input type="checkbox"/>	<input type="checkbox"/>		
Hip/thigh	<input type="checkbox"/>	<input type="checkbox"/>		
Knee	<input type="checkbox"/>	<input type="checkbox"/>		
Leg/ankle	<input type="checkbox"/>	<input type="checkbox"/>		
Foot	<input type="checkbox"/>	<input type="checkbox"/>		
<b>OTHER</b>				
Glasses (contacts)	<input type="checkbox"/>	<input type="checkbox"/>		
Braces	<input type="checkbox"/>	<input type="checkbox"/>		
	<input type="checkbox"/>	<input type="checkbox"/>		

Allergies (to what agent, type of reaction, treatment)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I certify that I have, today, reviewed the health history, examined this person and approved this individual for participation in:

☐ Leaders Training Course (LTC) Cleared without restriction  
☐ LTC Cleared with recommendations for further evaluation or treatment for:

☐ Not cleared for: ☐ Physical Fitness Activities, ☐ Specific Activities:

Reason:

Provide Printed Name \_\_\_\_\_

Signature: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Office Phone \_\_\_\_\_

Date: \_\_\_\_\_

HT/WT Standards		MAX	MAX	MAX	MAX
HT (inches)	Minimum WT	Male age 17-20	Male age 21-27	Female Age 17-20	Female Age 21-27
58	91			122	124
59	94			127	128
60	97	139	141	132	134
61	100	144	146	136	137
62	104	148	150	140	141
63	107	153	155	145	147
64	110	158	160	149	151
65	114	163	165	154	156
66	117	168	170	160	160
67	121	174	176	163	166
68	125	179	181	168	171
69	128	184	186	173	176
70	132	189	192	178	181
71	136	194	197	183	186
72	140	200	203	189	191
73	144	205	208	194	196
74	148	211	214	199	203
75	152	217	220	205	208
76	156	223	226	210	213
77	160	229	232	216	219
78	164	235	238	222	224
79	168	241	244	227	230
80	173	247	250	233	236



## Appendix D - LTC Cadet Packing List

LTC CADET PACKING LIST		
Personal and Clothing Items		
<b>Everyone should bring:</b>	<b>YES</b>	<b>NO</b>
Civilian Apparel- <i>NO inappropriate civilian apparel, tank tops, t-shirts with foul/profane language, short shorts, etc.</i>		
Jeans		
Slacks/Skirts		
Toothbrush & Toothpaste		
Shorts		
Comb/Brush		
Towels & Washcloths, brown, 2 to 4 sets		
Two Locks (combination preferred - keys get lost!)		
Athletic Socks, 6 pr, plain white, calf length (no stripes)		
Personal Medications (disclose upon arrival)		
Prescription for Any Medication Being Taken		
Shower Shoes		
Swimming Suit (conservative style - one piece)		
Soap & Soap Container		
Note Writing Pad, pocket size		
Pencils, Black Ink Pens		
Eyeglasses (2 pair & elastic band recommended) & Eyeglasses Prescription NO CONTACTS ARE PERMITTED		
Flashlight, small, hand held (red lens capable)		
Wristwatch		
Moleskin (highly recommended)		
Shirts/Blouses		
Deodorant		
Running Shoes, 2 pair		
Camera (optional)		
Coat Hangers (wire only)		
Laundry Detergent		
<b>Men should bring:</b>	<b>YES</b>	<b>NO</b>
Undergarments, 6 to 10		
Athletic Supporters, 3 or more		
Socks, Dress		
Razor & Blades, shaving cream, etc.		
<b>Women should bring:</b>	<b>YES</b>	<b>NO</b>
Sport bras (3 or more) suitable for running		
Undergarment, 6 to 10 pair, cotton		
Mirror, small, portable		
Hair Dryer (compact) or Blow Comb		
Personal Hygiene Items		
Spandex shorts (2 to 3 pair)		
<b>*NOTE:</b> (you may be required to turn in any knives or leather man tools until Squad STX phase)		

<b>LTC CADET PACKING LIST</b>		
<b>Military Clothing (to be issued by your Cadet Command Battalion)</b>		
	<b>UI</b>	<b>QTY</b>
2 pairs of Temperate or Hot Weather Combat boots, well worn and broken in (Do not bring <i>Extreme Cold Weather (ECW) boots</i> )*	2 pr	2 pr
3 sets of ACUs	3 sets	3 sets
2 soft/patrol caps <i>No cat eyes on patrol cap</i>	2	2
6 pairs of OD or black wool socks	6 pr	6 pr
1 Tan Rigger's Belt	1	1
6 Sand T-shirts	6	6
1 pair Gloves, Black, Work, Leather	1 pr	1pr
3 US ARMY nametapes	2	2
4 Name Tapes	3	3
2 Leadership Excellence Patches	2	2
2 US Flag Patches		
2 sets of PT Uniforms (APFU)	2	2
<b>Military Clothing (to be issued by CIF at Fort Knox)</b>		
	<b>UI</b>	<b>QTY</b>
Bag Barracks Cotton	2	2
Bag Duffel	1	1
Bag, Sleeping Green	1	1
Bag Waterproof	1	1
Canteen, 1 Quart Water Plastic	2	2
Bivey Cover	1	1
Canteen, 2 Quart Water Plastic	1	1
Case Field First Aid LC-1	1	1
Cover Helmet Camo KEVLAR	1	1
Cover Canteen, 1 Quart	2	2
Cover Canteen, 2 Quart	1	1
Cup, Canteen	1	1
Helmet KEVLAR	1	1
Trousers Wet Weather	1	1
Parka Wet Weather	1	1
Poncho Wet Weather	1	1
Elbow Pads	1 pr	1 pr
Knee Pads	1 pr	1 pr
Poncho Liner	1	1
Sweatband Helmet	1	1
Band, Helmet	1	1
<b>CIIP (to be issued LTC S4)</b>		
	<b>UI</b>	<b>QTY</b>
2 sets of ACUs	2 sets	2 sets
1 set of PT Uniforms (APFU)**	1	1
1 set of MOLLE Gear	1	1

\*Boots will be issued at a one-for-one exchange rate, in the event a Cadet either has an ill-fitted pair or boots which are not sufficiently broken in.

\*\*Cadets issued 1 set of APFUs during in-processing

\*\*\*All clothing and equipment, other than above, required for training will be issued during in-processing. Additional tan undershirts and military clothing/items may optionally be purchased at Fort Knox.

\*\*\*\* It is recommended that Cadets bring \$50 to \$75 preferably in travelers checks. This amount will cover incidental expenses during travel and the first several days at LTC. All Cadets receive an LTC stipend of \$28.19 a day paid Electric Funds Transfer (EFT) to their individual account at the end of LTC, minus two cash payments and applicable taxes. Cadets will be given the opportunity to receive a cash payment of \$20.00 on their second day at LTC and then another cash payment of \$100 approximately 1 week after arrival. Electronic Funds Transfer is the only method of payment; therefore, Cadets must have or open a checking or savings account prior to LTC. See your Host Battalion Cadre to establish direct deposit.

## Appendix E - Recommended Personal Medical Supplies

1. LTC Companies do not receive medical supplies for issue to individual Cadets. A sundry pack is provided with limited items. If you have preferences for certain over-the-counter medications, it is strongly recommended you bring a small personal supply from home (no more than a 30 day supply). This will minimize lost training or personal time waiting to be seen in the medical clinic for minor conditions. All medications, prescription and over-the-counter, must be in their original container so they can be clearly and easily identified during in-processing and inspections. Medicines not in their original containers are taken away and returned to you upon your departure from LTC. Many dietary supplements and all weight loss products can negatively impact training and general health in the hot environment of Fort Knox and are not permitted at LTC (See appendix G). Prescribed narcotics are not permitted without prior permission of the LTC MEDOPS OIC.

2. Things you should consider bringing to LTC with you:

- ✓ Pain reliever – aspirin, Tylenol (Acetaminophen) and/or Motrin (Ibuprofen.)
- ✓ Throat lozenges.
- ✓ Cough syrup (limit to one bottle).
- ✓ Allergy medication if you are prone to seasonal or environmental allergies.
- ✓ Band-aids (assorted sizes).
- ✓ Mole-skin to protect from or treat blisters.
- ✓ Antibiotic ointment or cream for minor cuts or abrasions.
- ✓ Calamine lotion or stick to reduce itching of bites or rashes.
- ✓ 1% cortisone cream to reduce itching of bites or rashes.
- ✓ SPF 15 sunscreen at a minimum (brand you have tried before to reduce chance of skin irritation).
- ✓ Chap Stick or lip balm.
- ✓ Tweezers to remove splinters.
- ✓ Nail clippers.

**CADRE ONLY:** If you have an "Anaphylaxis Kit," you MUST bring the kit with you to LTC.

## **Appendix F - Foot Care and Blister Prevention**

### **Preventive Care**

- a. Avoid ill-fitting footwear (too large or too small). Break in boots prior to coming to LTC!
- b. Keep feet clean and dry (use spray antiperspirants or foot powder containing aluminum chlorohydrate or aluminum chloride on feet).
- c. Wear padded socks (Military issued).
- d. Apply moleskin to reddened areas (hot spots).
- e. Change socks each time feet get wet.

### **Blister Care**

#### First Aid

- a. Gently wash area with soap and water.
- b. Do not remove blister skin. This is a natural barrier that protects the area from infection.
- c. Cover blister area with moleskin that has a hole formed to blister shape; this relieves pressure on that area. If blister is large, cover the entire blister with moleskin.
- d. Avoid touching blister area (this decreases bacterial contamination).

#### Follow Up

- a. If area of redness and warmth develops or fluid from blister is whitish/greenish, refer to Medical Clinic for evaluation.
- b. Continue with moleskin and hygiene as described above, blistered areas may take several days to weeks to heal.

#### Tips

- a. Wear polypropylene socks to wick moisture away from feet.
- b. Wear (dress socks or panty hose) under issue socks.

## Appendix G - Medications and Dietary Supplements Policy

ATCC-AZ

1 January 2010

**MEMORANDUM FOR** All Cadets, Cadre and Drill Sergeants at Leader's Training Course

**SUBJECT:** Leader's Training Course (LTC) Medications and Dietary Supplements Policy

1. LTC medical authority reviews all prescription and non-prescription medications, vitamins, and supplements brought by students during in-processing. Students are obligated to inform the medical personnel of all medications and any dietary supplements they have in their possession and medications must be in their original labeled container. All students participating in the LTC are permitted to retain their approved prescription and non-prescription medications only after screening by the LTC medical authorities.
2. Examples of prohibited appetite suppressants and food supplements are, but not limited to: Dexatrim, Ephedra and Ephedra-based medications, Metabolife and high caffeine-based medications such as Vivarin; food supplements such as Dr. Atkins bars and non-steroidal muscle builders such as Creatine and MET-X. These types of items are not permitted during LTC.
3. Students are evaluated individually and allowed to keep a 1 month supply of non-prescription medications and supplements that are determined safe for their ongoing use as intended and approved by the FDA. Approved non-prescription medications include over-the-counter pain medications (i.e., Tylenol, Motrin, and Aleve) and allergy medications (i.e., benadryl, pseudoephedrine).
4. LTC medical authorities will indicate on the "LTC Medication Form" what prescription and non-prescription medications the student may retain. A copy goes to each of the following: Drill sergeant receives the original copy upon completion of in-processing; the second copy goes to the chain of command; the third copy is retained in the student medical record. Any substance or medication not indicated on the "LTC Medication Form" is retained by the drill sergeant during inspection and returned to the student upon their departure from LTC. The student may see any of the medical authorities at LTC for evaluation of their medications not indicated on the "LTC Medication Form." It is the student's responsibility to retrieve their retained medication (medications are retained in the company area). All medications left in the medical section after a Cadet departs LTC will be disposed of according to MEDDAC regulations.
5. All medications dispensed at sick call will be annotated in the student's medical record and on the student's sick call form ([DD 689](#)). The [DD 689](#) is immediately given to the drill sergeant upon the Cadet's release from sick call.
6. Any questions on this policy or assistance needed may be directed to LTC Favand, Medical Operations Chief, at (502) 624-6855 or 502-471-6962, [laura.favand@usacc.army.mil](mailto:laura.favand@usacc.army.mil).

**DAVID S. HUBNER**  
**COL, AR**  
**Commander, Leader's Training Course**

## **Appendix H - Anaphylaxis (Life-Threatening Reaction to Stinging Insect, Food, Medication or Substance)**

Anaphylaxis is a serious and potentially life-threatening allergic response. Wasp or bee stings are common causes of anaphylaxis. Common food triggers include nuts, shellfish (shrimp, lobster), dairy products, egg whites, and sesame seeds. Cadre must be familiar with the use of EPI pens available at training sites. **(NOTE: Any student with a known allergy to stinging insects or peanuts is not medically eligible for LTC or ROTC. This information is for Cadre in case of an unlikely, but possible event of an allergic reaction during LTC.)**

### **EMERGENCY MEASURES FOR ANAPHYLAXIS**

Anaphylaxis is a MEDICAL EMERGENCY. If an individual has symptoms of anaphylaxis, seek emergency medical attention immediately. The condition can quickly result in an increased heart rate, sudden weakness, a drop in blood pressure, shock and ultimately unconsciousness and death. There is only one effective treatment for anaphylaxis—epinephrine by injection. Symptoms include: difficulty breathing, fainting, light-headedness, dizziness, palpitations, confusion, anxiety, and wheezing

- EPI pens are available on training sites and maintained by medical personnel. Inject epinephrine immediately. The shot is given into the outer thigh and can be administered through light fabric. Rub the site to improve absorption of the drug.
- Call 911 IMMEDIATELY. If at a training site, call Range Control immediately.
- Place a conscious person lying down and elevate the feet if possible.
- Stay with the person until help arrives.
- Begin CPR if the person stops breathing or doesn't have a pulse.
- Here are some important points to remember regarding the "Bee Sting" kits:
  - ✓ If you are a Cadre member with a "Bee Sting Kit," ask your doctor to explain the use of the kit carefully and practice with the demonstrator kit.
  - ✓ Check expiration dates and replace outdated kits.
  - ✓ Keep kits out of direct sunlight, which may affect the drug.
  - ✓ Additional kits should be brought to school or work.
  - ✓ Always have kits with you or readily available.
  - ✓ Make sure that your friends, relatives, exercise buddies, and co-workers are aware of your condition and know what to do in case of a reaction.

## Appendix I - Medical Consent for Minors

### CONSENT FOR MEDICAL AND DENTAL CARE OF MINOR

Name of Cadet: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

School: \_\_\_\_\_

Occasionally, a Cadet will require medical or dental care while at Fort Knox. Except in an emergency, a doctor or dentist cannot provide treatment without first obtaining consent from an authorized individual. In the case of a Cadet under the age of 18, authorized individuals include parents, guardians, and persons designated by a parent or guardian. As the parent or guardian of a Cadet under the age of 18, please tell us how we can contact you to obtain consent in the event that your child requires medical or dental care.

Names of Parents/Guardians: \_\_\_\_\_

Address (es) of Parents/Guardians: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone Number(s) of Parents/Guardians: \_\_\_\_\_

### MEDICAL POWER OF ATTORNEY

You may authorize your child, or any adult, to act in your place and give consent for medical or dental treatment. If you wish to do so, please check the appropriate box (es) below and complete the remainder of this form. You will need to have your signature notarized.

- ☐ I authorize \_\_\_\_\_ (name of Cadet) to consent to medical or dental care for himself or herself. I certify that he or she is at least 16 years of age.
- ☐ I authorize \_\_\_\_\_ (name, address, and telephone number of third party) to consent to medical or dental care. I certify that this individual is at least 18 years of age.

The person(s) named above is (are) authorized to consent to any and all medical and dental treatment deemed necessary by a duly licensed physician or dentist, and to execute any consent required by medical or dental authorities incident to the provision of medical, surgical, or dental care to Cadet \_\_\_\_\_. I authorize the person(s) named above to perform any and all acts, deeds, and things whatsoever as fully and effectually as I might and could do in my own person if personally present. I do hereby ratify and confirm each of the lawful acts of the person(s) named above. I intend for this to be a Durable Power of Attorney, which shall continue to be effective if I become disabled, incapacitated, or incompetent. Unless sooner revoked or terminated by me, this document shall become null and void on \_\_\_\_\_. (This document may be valid for up to three years.)

Date \_\_\_\_\_

Parent or Guardian X \_\_\_\_\_

**NOTARIZATION**



## CONSENT FOR MEDICAL AND DENTAL CARE OF MINOR

Name of Cadet: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

School: \_\_\_\_\_

State of \_\_\_\_\_

County of \_\_\_\_\_

I, the undersigned, certify that I am a duly commissioned, qualified, and authorized notary public. Before me personally, within the territorial limits of my warrant of authority, appeared Grantor, who is known to me to be the person who is described herein, whose name is subscribed to, and who signed this Power of Attorney as Grantor, and who, having been duly sworn, acknowledged that this instrument was executed after its contents were read and duly explained, and that such execution was a free and voluntary act and deed for the uses and purposes herein set forth.

In witness whereof, I have hereto set my hand and affix my official seal on \_\_\_\_\_.

X \_\_\_\_\_

My Commission Expires: \_\_\_\_\_ Notary Public

## CONSENT FOR MEDICAL AND DENTAL CARE OF MINOR

### Privacy Act Statement

1. **AUTHORITY:** The authority for the collection of personal information is 10 United States Code Section 3013.
2. **PRINCIPAL PURPOSE:** The purpose for soliciting this information is to determine those persons possessing legal authority to consent for medical and dental care for Cadets under the age of 18.
3. **ROUTINE USES:** Any information you disclose can be provided to members of the Department of the Defense who have a need for this information in the performance of their official duties. In addition, any information may be disclosed to the U.S. Department of Justice when necessary in the defense of litigation brought against the Department of Defense or against members of that agency as a result of actions taken in their official capacity.
4. **DISCLOSURE MANDATORY OR VOLUNTARY – THE EFFECT OF NOT PROVIDING INFORMATION:** Providing the information is voluntary. There will be no adverse effect to you for not furnishing the information. However, the failure to provide information may result in the denial of, or a delay in furnishing, no emergency medical or dental care to Cadets under the age of 18.

## Appendix J - Lieutenant In-Processing Checklist

LIEUTENANT IN-PROCESSING CHECKLIST		
Name:		
IA/AD:		
Entered Active Duty Date:		
School:		
LTC Assignment:		
Report:	Depart:	# Days:
Required Finance Documents:		
ITEM #	DESCRIPTION	CHECK
1	Three complete sets of orders and <a href="#">1610s</a> to include amendments	
2	<a href="#">W4</a> Employee Withholding Allowance	
3	<a href="#">DD Form 2058</a> Statement of Legal Residence	
4	<a href="#">DD Form 2058-1</a> State Tax Exemption (if applicable)	
5	<a href="#">DA Form 5960</a> (BAH), Need copy of marriage/birth certificate and copy of court order for child support (if applicable)	
6	<a href="#">ATZK-CM 3564</a> Uniform Allowance Statement	
7	<a href="#">DA 3685</a> Pay Election	
8	<a href="#">SF 1199</a> Direct Deposit or <a href="#">FMS 2231</a> (Fast Start) with a voided check	
9	Advance Pay Request for Accession Officers	
10	<a href="#">DD 214</a> Discharge orders from Reserve or National Guard units to accept commission (SMP)	
11	<a href="#">DD 93</a> Emergency Data (copy)	
12	<a href="#">DA 71</a> Oath of Office	
<p>** If missing orders, <a href="#">DA 71</a>, or any of the documents listed above, annotate it on the check list and send the rest of the required document by the suspense date. Fax copies of all missing documents to (502) 624-4774 Attn: LTC S1, 2LT In-processing, as soon as possible.</p>		
Required Personnel Documents (hand carry the following to LTC):		
ITEM #	DESCRIPTION	CHECK
13	Military Personnel Record	
14	<a href="#">SGLV 8286</a> Servicemen's Group Life Insurance Election and Certificate	
15	<a href="#">DD 93</a> Records of Emergency Data	
16	<a href="#">DA 31</a> (If you were selected Immediate Active Duty (IA), you must have a leave form effective the date of commission (or when you depart the school) through your report date to LTC.	
17	<a href="#">DD 1610</a> LTC	
18	<a href="#">DD 1610</a> OBC	
19	<a href="#">DA 71</a> (Oath of Office)	
20	<a href="#">DA 705</a> (APFT Score Card)	
Required Medical Documents:		
ITEM #	DESCRIPTION	CHECK
21	Medical Record	
22	<a href="#">SF 88</a> (Commissioning Physical)	
23	Shot Record	

## Appendix K - CADRE/Drill Sergeant/AIT Instructor/2LT PACKING LIST

All Cadre Members and 2LTs are required to bring their complete basic complement of Personal Clothing Items to include Class A uniform. Cadet Command Cadre, Drill Sergeants and USARC Personnel (2LTs not included) will not be issued TA-50 from CIF; they must bring their personal TA-50 (at a minimum LBE with Kevlar Helmet) with them.

<b>CADRE/Drill Sergeant/AIT Instructor/2LT PACKING LIST</b>		
<b>Men should bring:</b>	<b>YES</b>	<b>NO</b>
Swimming suit (swim shorts)		
<b>Women should bring:</b>	<b>YES</b>	<b>NO</b>
Swimming suit (one piece, conservative style)		
<b>Recommended Items:</b>	<b>YES</b>	<b>NO</b>
Sewing Kit		
Camera/film (inexpensive or disposable)		
Knife or Leatherman Tool (optional)		
Zip-lock bags (sandwich and quart size)		
Antiseptic/baby wipes (highly recommended)		
ACUs (broken in, for field use)		
Flashlight, small handheld, red lens capable		
Extra batteries		
Bungee Cords		
Hammock, compact		
Headgear		
1 patrol cap with sewn on rank for garrison (no cat eyes)		
1 patrol cap with sewn on rank for field (no cat eyes)		
1 beret with rank		
<b>TA-50 issued to 2LTs through CIF:</b>	<b>U/I</b>	<b>QTY</b>
Bag Barracks Cotton	1	1
Bag Duffle	1	1
Bag, sleeping green	1	1
Bivey cover	1	1
Canteen Water Plastic	2	2
Case Field First Aid LC-1	1	1
Case Small Arms Ammo	2	2
Belt Individual Equipment	1	1
Cover Helmet ACU KEVLAR*	1	1
Cover Water Canteen	2	2
Cup Water Canteen	1	1
Field Pack LC-1**	1	1
Frame, Field Pack	1	1
Helmet KEVLAR	1	1
Trousers Wet Weather	1	1
Parka Wet Weather	1	1
Poncho Wet Weather	1	1
Suspenders Individual LC-1	1	1
Poncho Liner	1	1
Bag, Waterproof	1	1
Sweatband, helmet	1	1
Band, helmet	1	1

<b>Drill Sergeant/AIT Instructor Packing List***</b>		
<b><i>TA-50 issued at home station and brought to LTC</i></b>	<b><i>U/I</i></b>	<b><i>QTY</i></b>
Water Source (Camel Back)	1	1
Army Combat Helmet (ACH) with NVG Mount	1	1
Cover Helmet ACU (ACH)	1	1
Band, Helmet	1	1
Improved First Aid Kit	1	1
Canteen Water Plastic	2	2
Case Field First Aid LC-1	1	1
Case Small Arms Ammo	2	2
Belt Individual Equipment	1	1
Suspenders Individual LC-1	1	1
Bag, sleeping	1	1
Mat, sleeping	1	1
Road Guard vest with Name Tape	1	1
Large Ruck W/Frame (or MOLLE Set)	1	1
Gloves, black	1	1
Patrol Cap with Sewn on Rank (no cat eyes)	2	2
Poncho, Wet Weather	1	1
Trousers Wet Weather	1	1
Parka Wet Weather	1	1
Ballistic Eye Protection	1	1

\*STO's may wish to purchase a helmet cover to avoid the sewing/re-sewing rank later on.

\*\*STO's may wish to purchase a large rucksack in order to make it easier to carry additional equipment items.

\*\*\*DS/AIT Instructors will **NOT** be able to draw TA-50 at Fort Knox CIF. Bring necessary items from Home Duty Station.

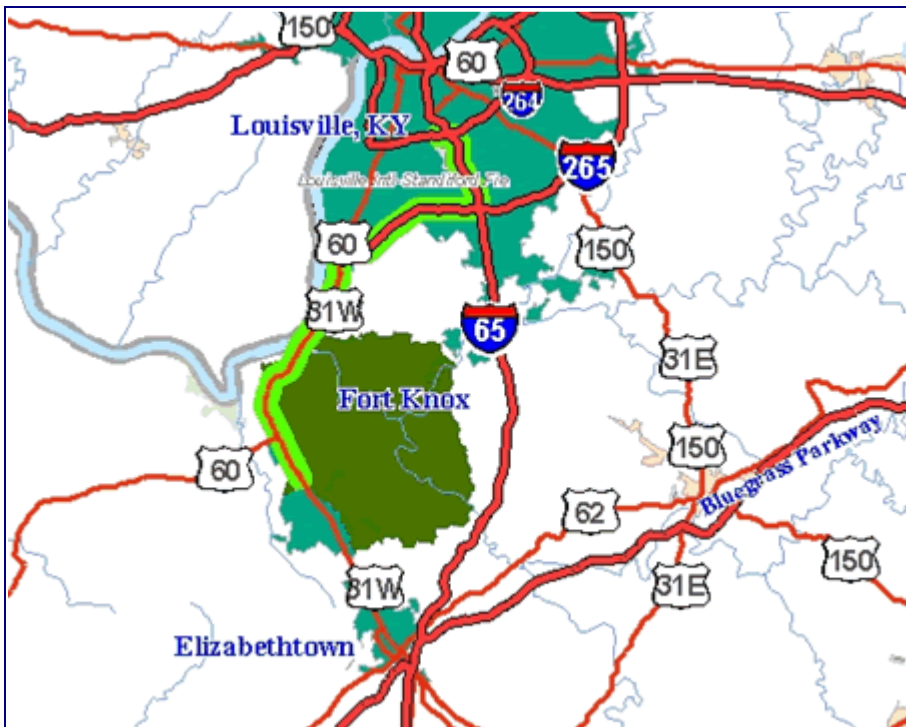
## Appendix L -Recommended Civilian Packing List

The clothing items listed are recommended for those civilians actively participating in training at LTC.

CIVILIAN PACKING LIST		
<b>Recommended Items:</b>	<b>YES</b>	<b>NO</b>
Wet weather suit		
Hat w/bill		
Sunglasses		
Boots, 2 pair, broken in		
Shorts, walking		
Boot socks		
Flashlight w/red lens		
Batteries		
Back pack		
Gloves, protective, leather		
Camelback or canteen		
Lock		
Notebook		
Pens		
Pencils		
Whistle		
Jacket		
Personal hygiene items		
Insect repellent		
Sunscreen lotion		
<b>Optional Items:</b>	<b>YES</b>	<b>NO</b>
Camera		
Leather man, pocket knife		
Sewing kit		
Zip-lock bags		
Hand wash, antiseptic		
Small tool kit		
Small cooler		

## Appendix M -Directions to Fort Knox

### Louisville International Airport (SDF) to Fort Knox



#### Directions

1.	You are at Louisville International Airport in Louisville, KY. Go Southeast on Terminal Dr for 200 feet to Lower Terminal Dr. You will see a sign reading "PASSENGER PICKUP".
2.	Continue onto Lower Terminal Dr and go Southeast for 0.33 miles to Toll Plaza Dr for 0.3 miles.
3.	Continue onto Toll Plaza Dr and go Northeast for 260 feet to Lower Terminal Dr. You will see a sign reading "I-264 E to I-65/PARKING/TERMINAL RETURN/DOWNTOWN".
4.	Continue onto Lower Terminal Dr and go North for 0.12 miles to Terminal Dr for 0.1 miles. You will see a sign reading "I-264 E to I-71".
5.	Continue onto Terminal Dr and go West for 0.27 miles to Ramp for 0.3 miles. You will see a sign reading "I-264 E to I-65/DOWNTOWN".
6.	Enter on ramp to I-65 S (merge with caution) for 0.8 miles. You will see a sign reading "I-65 S to US-61/NASHVILLE".
7.	Take I-65 S Ramp (merge with caution) for 0.6 miles.
8.	Continue on I-65 S and go Southeast for 4.7 miles to Exit 125. You will see a sign reading "EXIT 125 to I-265/KY-841/GENE SNYDER FREEWAY".
9.	Exit onto off-ramp at exit 125 to Gene Snyder Frwy for 0.2 miles. You will see a sign reading "to GENE SNYDER FREEWAY".
10.	Take West Gene Snyder Frwy Ramp (merge with caution) for 0.4 miles.
11.	Continue on Gene Snyder Frwy and go West for 9.7 miles to US-31W, Dixie Hwy/US-60. You will see a sign reading "FORT KNOX".
12.	Bear right onto off-ramp to US-31W, Dixie Hwy/ US-60 for 0.2 miles.

13.	Bear left onto US-31W, Dixie Hwy and go South for 18.5 miles.
14.	You will see a sign reading "BULLION BLVD EAST".
15.	Continue onto East Bullion Blvd ramp and go East on Bullion Blvd for 0.6 miles.
16.	You are at Chaffee Gate (main visitors entrance), Fort Knox, KY
Total Distance: 37.02 miles	
Total Estimated Time: 52 Minutes	

<http://www.knox.army.mil/directions - louisville.stm>.

**Louisville International Airport (SDF) to Fort Knox (continued)**

## Nashville International Airport (BNA) to Fort Knox

Directions	
1.	You are at Nashville International Airport, Nashville, TN. You will see a sign reading "ARRIVING FLIGHTS to DEPARTING FLIGHTS". Go South on Terminal Access for 460 feet to Arriving Flights.
2.	You will see a sign reading "ARRIVING FLIGHTS". Continue onto Arriving Flights and go South for 0.26 miles.
3.	You will see a sign reading "I-40". Continue onto and go Southeast for 0.42 miles to TN-255 N (Donelson Pike).
4.	You will see a sign reading "TN-255 N". Turn left on ramp to TN-255 N (Donelson Pike) and (merge with caution) for 0.2 miles.
5.	Continue onto TN-255 N (Donelson Pike) and go North for 0.49 miles to I-40 W. You will see a sign reading "I-40 W to NASHVILLE".
6.	Turn left on ramp to I-40 W (merge with caution) for 0.2 miles. You will see a sign reading "EXIT 213B to I-40 W/I-24 W/NASHVILLE".
7.	Continue on I-40 W and go West for 5.1 miles to I-24 W. You will see a sign reading "EXIT 46A to I-24 W/I-65 N/CLARKSVILLE/LOUISVILLE".
8.	Bear right onto I-24 W at exit 211B and go Northwest for 4.9 miles to I-65 N. You will see a sign reading "I-65 N to LOUISVILLE".

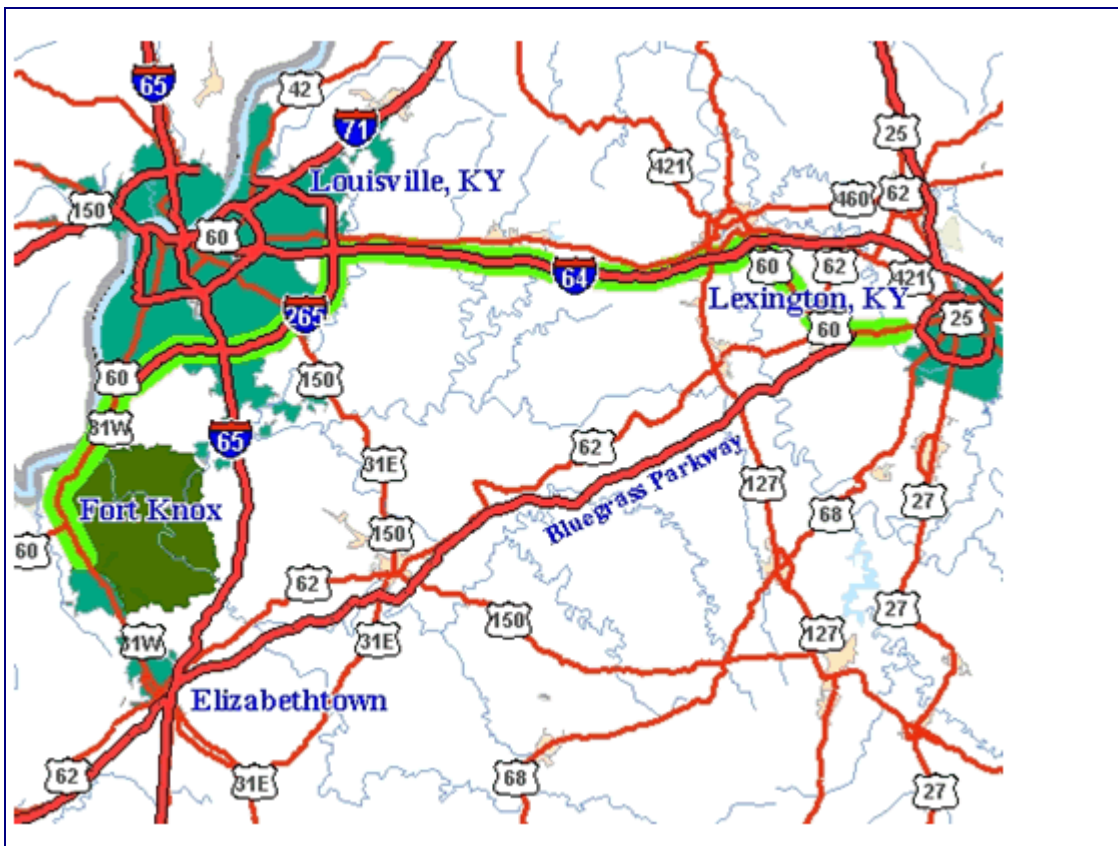




9.	Continue onto I-65 N and go North for 124 miles to Exit 91. You will see a sign reading "EXIT 91 to US-31W/KY-61/WK PARKWAY/ELIZABETHTOWN/PADUCAH".
10.	Bear right onto off-ramp at exit 91 to Wendell H Ford Western Kentucky Pkwy for 0.2 miles. You will see a sign reading "US-31W-BYP to WK PARKWAY/FORT KNOX/PADUCAH".
11.	Take Wendell H Ford Western Kentucky Pkwy Ramp (merge with caution) for 0.7 miles.
12.	Continue on Wendell H Ford Western Kentucky Pkwy and go Northwest for 0.63 miles to BYP US-31W N (Elizabethtown Byp). You will see a sign reading "EXIT 136 to US-31W-BY-PASS N/FT KNOX".
13.	Exit onto off-ramp at exit 136 to BYP US-31W N (Elizabethtown Byp) for 0.5 miles.
14.	Continue onto BYP US-31W N (Elizabethtown Byp) and go North for 3.1 miles to US-31W N (Dixie Hwy, Louisville Rd).
15.	Turn left onto US-31W N (Dixie Hwy, Louisville Rd) and go North for 11.82 miles.
16.	You will see a sign reading "BULLION BLVD EAST". Continue onto and go East on Bullion Blvd for 0.6 miles.
17.	You are at Chaffee Gate (main visitors entrance), Fort Knox, KY.
Total Distance: 153.12 miles	
Total Estimated Time: 3 hours, 7 Minutes	

[http://www.knox.army.mil/directions\\_nashville.stm](http://www.knox.army.mil/directions_nashville.stm).

## Lexington Bluegrass Airport (LEX) to Fort Knox



### Directions

1.	You are at Bluegrass Airport, Lexington, KY. You will see a sign reading "LONG TERM PARKING".
2.	Go North on for 17.7 miles to I-64 W.
3.	You will see a sign reading "I-64 W" Turn left on ramp to I-64 W (merge with caution) for 0.3 miles.
4.	Continue on I-64 W and go West for 38.6 miles to I-265 S (KY-841 S, Gene Snyder Frwy). You will see a sign reading "EXIT 19A to I-265 S/KY-841 S/GENE SNYDER FREEWAY".
5.	Exit on ramp at exit 19A to I-265 S, Gene Snyder Frwy (merge with caution) for 0.3 miles.
6.	Continue on I-265 S, Gene Snyder Frwy and go South for 2.1 miles to I-265 W, Gene Snyder Frwy).
7.	Continue onto I-265 W, Gene Snyder Frwy and go South for 23.1 miles to Gene Snyder Frwy.
8.	Continue onto KY-841 W, Gene Snyder Frwy and go West for 10.4 miles to US-31W, Dixie Hwy/ US-60. You will see a sign reading "FORT KNOX".
9.	Bear right onto off-ramp to US-31W, Dixie Hwy/ US-60 for 0.2 miles.
10.	Bear left onto US-31W, Dixie Hwy and go South for 18.5 miles.
11.	You will see a sign reading "BULLION BLVD EAST". Continue onto East Bullion Blvd ramp and go East on Bullion Blvd for 0.6 miles.
12.	You are at Chaffee Gate (main visitor's entrance), Fort Knox, KY.

Total Distance: 111.8 miles

Total Estimated Time: 2 hours, 12 minutes

[http://www.knox.army.mil/directions\\_lexington.stm](http://www.knox.army.mil/directions_lexington.stm).

Golden Manor

City of  
Muldraugh

## LEADER'S TRAINING COURSE PLANNING CONFERENCE 2009 FORT KNOX MAP

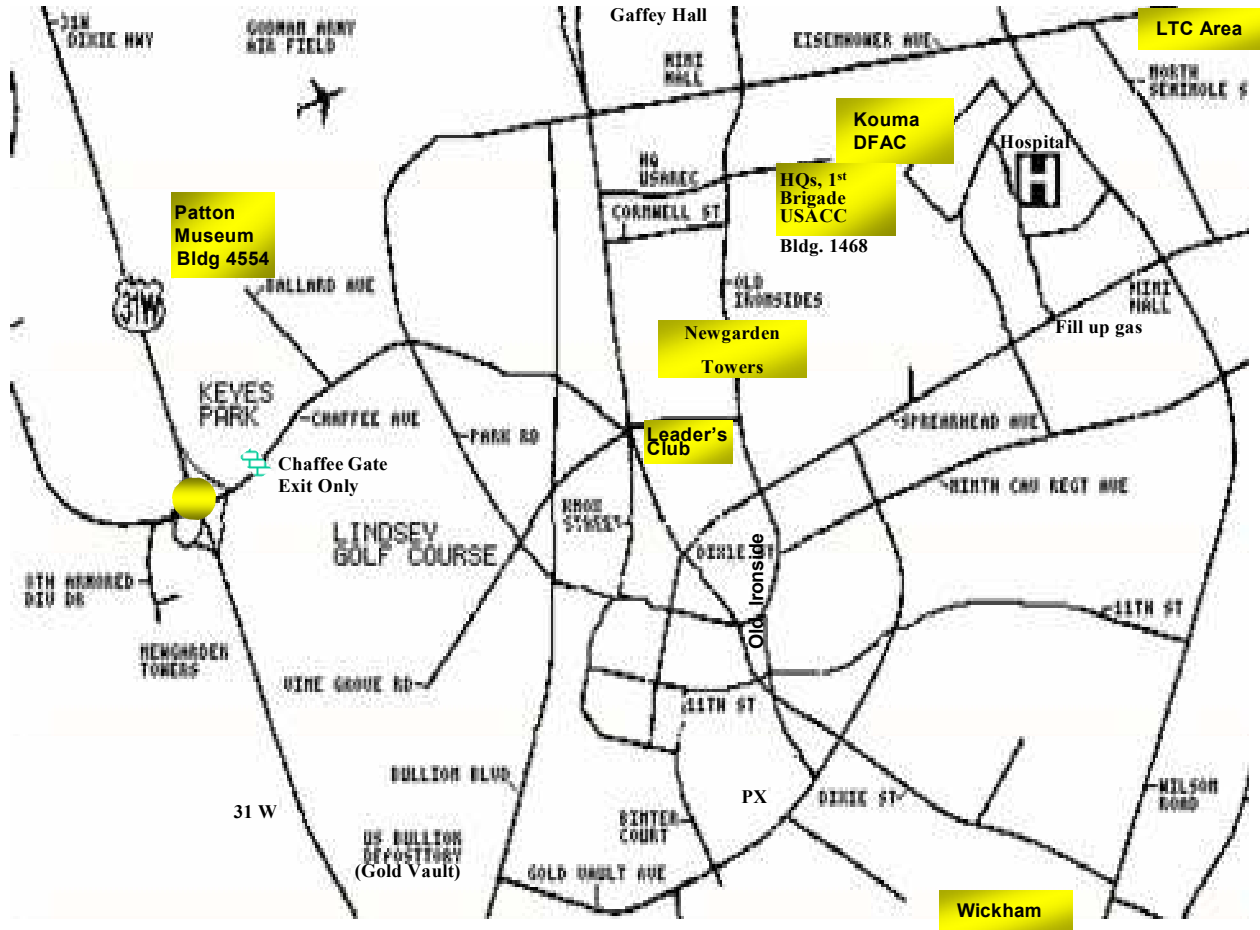
Mendick Range  
Bldg 9749

BRANDENBURG RD

Brandenburg  
Gate Entrance

MAIN RANGE RD

UPTON RD



NORTH

Bullion Gate  
Entrance

### Fort Knox Gate Hours

Chaffee (Main Gate) - Open 24 hours

Brandenburg - Open 24 hours

Wilson - Open 24 hours

KNOX BLVD

City of Radcliff

Gold Vault Inn

Wilson Gate  
Entrance

## Appendix N-Passport to Gold



This document provides basic information to all ROTC Cadets attending the Leader's Training Course (LTC) at Fort Knox. For additional information refer to CC Cir 145-4, posted on 1<sup>st</sup> Brigade Website under Leader's Training Course. You may also call the LTC Help Desk at 1-800-437-5857. (**Number will be activated on 30 May 2010.**)

**Office of the Commander****Dear Student:**

Welcome to the Leader's Training Course (LTC)! The Leader's Training Course experience is a unique 4-week opportunity to develop new skills, to grow personally, and to qualify for enrollment in Army ROTC. The Leader's Training Course is a 28-day leadership development program that will instill self-confidence and provide leadership skills for life.

Conducted at Fort Knox, Kentucky, the Leader's Training Course is not basic training. Training in basic Soldier skills, however, is used as a mechanism for leadership development. Experienced Army Drill Sergeants assist ROTC Cadre in coaching, teaching, and mentoring Cadets. You will learn a great deal from them if you are attentive, cooperative and responsive. Trainers will assess your leadership performance and potential. This assessment will be important as you decide how Army ROTC can help you achieve your personal, academic, and professional goals.

While here, you will learn the value of teamwork and how to be an effective small team leader. Approximately 64,000 young people have successfully completed the Leader's Training Course (formerly known as Basic Camp) since the course started in 1965. Each was physically and emotionally challenged; you will be, too. Successful completion comes to those who are willing to listen, learn, work with their teammates, and challenge themselves. Graduation is an achievement of which students, their Families and friends are justifiably proud.

Ask questions, visit the Leader's Training Course webpage, and talk to Cadets who have been here to get their views. You should also remember that one of the goals of the Leader's Training Course is to instill a personal ethos of physical fitness, which combats stress and is the cornerstone of stamina, endurance, and good health. Additionally, another goal of the Leader's Training Course is to educate students about the "Warrior Ethos," which is at the very foundation of the officer corps in the US Army. Consequently, the course is physically demanding. The better you prepare yourself, the more likely you will be to place well among graduates.

The Leader's Training Course staff is committed to giving you the best training and leadership experience available. Come prepared to be challenged, to learn, and to grow in self-confidence. We look forward to meeting you.

Sincerely,

**David S. Hubner**  
**Colonel, US Army**  
**Commander, Leader's Training Course**

## **LEADER'S TRAINING COURSE 2010**

In, 2010 we will conduct Leader's Training Course in seven cycles (companies).

- a. Company 1: **01 Jun - 30 Jun.**
- b. Company 2: **04 Jun - 03 Jul.**
- c. Company 3: **12 Jun - 11 Jul.**
- d. Company 4: **19 Jun - 18 Jul.**
- e. Company 5: **25 Jun - 24 Jul.**
- f. Company 6: **05 Jul - 03 Aug.**
- g. Company 7: **09 Jul - 07 Aug.**

## **TRAINING**

Leader's Training Course is intentionally stressful and is designed to build individual confidence through the accomplishment of leadership opportunities and tough and demanding training. The days are long with occasional night training and 2 days off to experience military life on post.

Training includes the Team Development Course, Rappelling, Stream Crossing, Map Reading, Land Navigation, Basic Rifle Marksmanship, Squad Tactics, Drill & Ceremony, Army Values, Ethics, Warrior Ethos, Leadership, Combat Water Survival Test and Physical Training. You will learn basic military skills through hands-on practice. You will also develop leadership skills by performing leadership positions in your assigned unit. There is some classroom instruction.

The structure of the training program is based on action-oriented training. Emphasis is hands-on, outdoor training with rapid, constructive feedback to Cadets. The training program is designed to inspire students to become outstanding leaders with a sound understanding of traditional leadership values. Training is organized into four phases consisting of:

- a. Soldier First Phase: Includes arrival, in-processing and learning basic military customs and courtesies. This is often described as "what right looks like."
- b. Warrior Leader Phase: Covers various basic military skills, which builds both Cadet self-confidence and unit esprit de corps using adventure training exercises and basic level military skills training.
- c. Bold Leader Phase: A dynamic 3-1/2-day field exercise concentrating on squad level tactical skills. Cadets are exposed to patrolling and MOUT operations where Cadre assesses each Cadet's leadership ability in a field environment.
- d. Future Leader Phase: The final 4-1/2 days of LTC, during which Cadets receive counseling and individual out-briefings that recommend a personalized leadership development plan, enable the Cadet to continue to develop his/her leadership skills. This phase includes a Family day (the day prior to graduation) and a graduation ceremony to conclude LTC.

The training at Leader's Training Course utilizes small unit tactical training as the vehicle for assessing officer potential. The smallest training unit is the squad made up of about 13 Cadets which is sub-divided into two fire teams of six Cadets each with a team leader and one overall squad leader. This is the group with which you will become closest; together you will train and enjoy off-duty activities. Five squads make up a platoon and four platoons make up a company. Each cycle is a company size organization. Each squad is assigned a tactical officer, a newly commissioned lieutenant, who is actively involved in your daily activities to include training, counseling, evaluation and daily reflection time.

Training is organized into separate committees in a tiered structure, allowing each company to follow the same progressive sequence of training, ensuring standardized training and evaluation of all Cadets.

## **QUALIFICATIONS TO ATTEND**

. To attend the Leader's Training Course, a potential Cadet must:

- ✓ Be a U.S. citizen or U.S. National (except as provided in [AR 145-1](#), Para 3-29).
- ✓ Be between 17 and 30 years old (age 17 requires medical consent form, see [App I](#)).
- ✓ Be enrolled in college full-time in pursuit of a baccalaureate or advanced degree and have at least 2 years remaining in school or be sponsored to attend LTC by a military junior college (MJC).
- ✓ Have a cumulative GPA\* of at least 2.0 on a 4.0 scale (MJC student must also have a minimum ACT score of 17 or SAT score of 850\*\*).
- ✓ Initiate DODMERB physical or have a LTC MEDOPS form STT3 completed by a healthcare provider.
- ✓ Have no civil convictions unless a waiver has been granted.
- ✓ Have no more than 3 dependent Family members.
- ✓ Pass the Basic Physical Fitness test, scoring at least 50 points in each event, or have an approved waiver from the USACC Brigade Commander.
- ✓ Must meet Army height/weight standards (applicants must pass the initial procurement weight and body fat percentage standards: IAW [AR 40-501](#)) \*\*\*

\*a GPA of 2.5 is required to receive an Army Scholarship.

\*\* MJC students are required to have an ACT of 19 or SAT of 920 in order to receive an Army Scholarship.

\*\*An additional 3% will be allowed beyond the initial procurement weight and body fat percentage. Those individuals who do not meet this requirement will need an approved waiver from their USACC Brigade Commander.

#### b. Processing for LTC.

(1) Cadet Command Battalion representatives sponsor attendance to the Leader's Training Course; they will conduct an interview, verify eligibility, and have necessary documents signed. Medical consent form is required if less than 18 years old.

(2) Cadet Command Battalion representatives arrange for a (no cost) physical examination, which is required for attendance. The absence of an approved DODMERB physical exam prior to attending Leader's Training Course may delay or disqualify a Cadet from scholarship benefits that might otherwise be available upon graduation from LTC.

### PROCESSING FOR THE LEADER'S TRAINING COURSE

A representative from the Host Cadet Command battalion sponsoring your attendance at the Leader's Training Course will interview you, verify your eligibility, and have you sign the necessary documents. You will need your parent's written consent and a medical power of attorney if you are less than 18 years old.

The Battalion representative will arrange for you to take a (no cost to you) physical examination, which is required for attendance, less MJCs. The absence of an approved physical exam prior to attending Leader's Training Course may delay or disqualify you from scholarship benefits for which you might otherwise be eligible upon graduation from LTC.

### OBLIGATIONS

You will sign a conditional contract prior to departing campus for LTC. This contract represents your intent to attend and graduate LTC, and fully contract upon your return to campus. You are highly encouraged to remain at LTC for the entire cycle. Hasty departures from LTC because of unfamiliar surroundings or inconvenience in the first few days are almost always regretted later. Remaining with your peers will allow you to fully appreciate the Army camaraderie and lifestyle. If it becomes necessary for you to depart LTC prior to graduation, please be aware that it routinely takes **12 to 24 hours** to arrange unscheduled transportation. You remain the responsibility of Leader's Training Course personnel until you are transported back to the Louisville airport for departure. Each year over 90% of LTC attendees meet the challenge and graduate from Leader's Training Course.

#### TRAVEL TO FORT KNOX, KENTUCKY



You are authorized to travel from your home or college campus to Fort Knox and return to your home or campus. The U.S. Army will provide travel in one of two forms:

- Tickets (usually airline tickets) one-way to Louisville, Kentucky. Cadre at Fort Knox will arrange return transportation.
- Transportation by government vehicle at no cost to the Cadet.

Most Cadets travel by air. These trips consist of six stages:

- Home or campus to airport
- Airport to Louisville Airport (Cadets will be met by an ROTC uniformed reception team at the USO.)
- Louisville Airport to Fort Knox (Cadets will be transported to and from the airport by LTC Cadre.)
- Fort Knox to Louisville Airport
- Louisville Airport to destination airport
- Destination airport to home or campus

For most Cadets, your sponsoring Cadet Command Battalion will arrange for all of your travel en route to LTC. Consult with your sponsor for details. The LTC staff will arrange all of your travel en route back to your home or school. Remember to bring money for food/incidentals while en route.

Attendees are strongly discouraged from driving to Fort Knox. For safety and equity purposes, Cadet privately owned vehicles are secured by installation authorities and are NOT available to LTC attendees while they are at Fort Knox. Special permission from the Course Commander is required on a case-by-case basis to travel by privately owned auto. Cadet Command policy for the Leader's Training Course is that requests for POV travel will only be considered for Cadets within a 500-mile radius of Fort Knox. If eligible, Cadets must obtain written authorization for POV travel from the LTC Commander prior to LTC. PMS's must provide written notification of Cadets traveling by POV to Commander, LTC, and ATTN: S1, Cadet Records Branch, NLT 8 May 2010. Please remember that drivers are not permitted access to their vehicles during LTC.

If special permission to drive is granted, you must bring:

- ✓ A notarized consent of the car's owner for you to operate it, if the car is not registered in your name.
- ✓ A valid state registration.
- ✓ A valid driver's license.
- ✓ Valid insurance coverage.
- ✓ Current state safety inspection, if required in the state of vehicle registration.

Be sure to discuss your travel plans early with your host Battalion Cadre. Discuss them with Family or friends, especially if they will attend your graduation. Tell your sponsor your travel plans, including your point of departure. Upon your arrival the LTC staff will discuss your departure travel arrangements. Final travel itineraries will be confirmed prior to graduation.

(1) Upon arrival at the Leader's Training Course, Cadets will park POVs in the designated LTC area parking lot and will not be allowed to drive the vehicles until the day they depart Fort Knox.

(2) Reimbursement for travel performed by POV to and from LTC, as an owner/operator, will not exceed the constructive cost of an airline ticket/bus ticket. If Cadets elect to travel by POV as a passenger, i.e., returning with parents in their automobile after graduation, they will receive reimbursement for travel upon returning to host institution.

## DOCUMENTS

While traveling to Fort Knox, ensure the following documents are hand carried and kept separate from your luggage. You will need the following to in-process upon arrival:

- ✓ 6 copies of your travel orders.
- ✓ Your return ticket if authorized (special permission is required to pre-arrange round trip transportation).
- ✓ Copy of your physical exam (those without a qualifying DODMERB bring a completed LTC MEDOPS Form SST3per CC Cir 145-04).
- ✓ School transcripts (to confirm attendance qualifications).
- ✓ PMS Pre-LTC Checklist, signed by your PMS.
- ✓ [DA Form 705](#) (APFT Scorecard) showing Diagnostic BPFT score (signed by your PMS) or a signed waiver.

## ARRIVING AT FORT KNOX, KENTUCKY

When you arrive at LTC, you will be assigned to an LTC training unit. In-processing this unit will include:

- ✓ Reviewing your physical exam/medical qualification, all medications brought to Fort Knox, and APFT card.
- ✓ Receiving your first pay, \$20.00 and sending notification to Family members of your arrival.
- ✓ Initiating your personnel records.
- ✓ Receiving a training ID card.
- ✓ Accepting military clothing and equipment.
- ✓ Measuring your height and weight (and body fat measurement if necessary).

## LODGING AND MEALS

While at LTC, you will live in barracks. There are no private rooms at LTC. You will have a bunk bed and one wardrobe (6'4" x 3') for storage of all clothing, equipment, and personal belongings.

You will eat many of your meals in a dining facility or "mess hall", normally located in your company's area. Your company area will also have limited recreation facilities such as a TV/Game Room.

Special Diets. Provisions for special diets do not apply to personal preference diets such as vegetarian diets. The dining facilities at LTC will support special diets required for medical or religious reasons to the extent that **AR 30-1**, The Army Food Service Program, dictates support. If Cadets require a special diet due to medical or religious reasons, inform the 1<sup>st</sup> Brigade S1 POC prior to **8 May 2010: Tony Baptiste, (502) 624-2951, [Anthony.baptiste@usacc.army.mil](mailto:Anthony.baptiste@usacc.army.mil)**

## PACKING

Bring the following items with you to Leader's Training Course. You will only have one wardrobe (6'4" x 3') for storage of all clothing, LTC issued equipment, and personal belongings. Do not bring weapons, ammunition, illegal drugs, or pets to LTC, as these items are not permitted. Bring eyeglasses if needed, as contact lenses may not be worn during field training for safety reasons. If you have special/religious apparel requirements please make these known to your sponsoring Battalion before leaving home.

## PERSONAL AND CLOTHING ITEMS

LTC CADET PACKING LIST		
Personal and Clothing Items		
<b>Everyone should bring:</b>	<b>YES</b>	<b>NO</b>
Civilian Apparel- <i>NO inappropriate civilian apparel, tank tops, t-shirts with foul/profane language, short shorts, etc.</i>		
Jeans		
Slacks/Skirts		
Toothbrush & Toothpaste		
Shorts		
Comb/Brush		
Towels & Washcloths, brown, 2 to 4 sets		
Two Locks (combination preferred - keys get lost!)		
Athletic Socks, 6 pr, plain white, calf length (no stripes)		
Personal Medications (disclose upon arrival)		
Prescription for Any Medication Being Taken		
Shower Shoes		
Swimming Suit (conservative style - one piece)		
Soap & Soap Container		
Note Writing Pad, pocket size		
Pencils, Black Ink Pens		
Eyeglasses (2 pair & elastic band recommended) & Eyeglasses Prescription NO CONTACTS ARE PERMITTED		
Flashlight, small, hand held (red lens capable)		
Wristwatch		
Moleskin (highly recommended)		
Shirts/Blouses		
Deodorant		
Running Shoes, 2 pair		
Camera (optional)		
Coat Hangers (wire only)		
Laundry Detergent		
<b>Men should bring:</b>	<b>YES</b>	<b>NO</b>
Undergarments, 6 to 10		
Athletic Supporters, 3 or more		
Socks, Dress		
Razor & Blades, shaving cream, etc.		
<b>Women should bring:</b>	<b>YES</b>	<b>NO</b>
Sport bras (3 or more) suitable for running		
Undergarment, 6 to 10 pair, cotton		
Mirror, small, portable		
Hair Dryer (compact) or Blow Comb		
Personal Hygiene Items		
Spandex shorts (2 to 3 pair)		
<b>*NOTE:</b> (you may be required to turn in any knives or leather man tools until Squad STX phase)		

<b>LTC CADET PACKING LIST</b>		
<b>Military Clothing (to be issued by your Cadet Command Battalion)</b>		
	<b>UI</b>	<b>QTY</b>
2 pairs of Temperate or Hot Weather Combat boots, well worn and broken in (Do not bring <i>Extreme Cold Weather (ECW) boots</i> )*	2 pr	2 pr
3 sets of ACUs	3 sets	3 sets
2 soft/patrol caps <i>No cat eyes on patrol cap</i>	2	2
6 pairs of OD or black wool socks	6 pr	6 pr
1 Tan Rigger's Belt	1	1
6 Sand T-shirts	6	6
1 pair Gloves, Black, Work, Leather	1 pr	1pr
3 US ARMY nametapes	2	2
4 Name Tapes	3	3
2 Leadership Excellence Patches	2	2
2 US Flag Patches		
2 sets of PT Uniforms (APFU)	2	2
<b>Military Clothing (to be issued by CIF at Fort Knox)</b>		
	<b>UI</b>	<b>QTY</b>
Bag Barracks Cotton	2	2
Bag Duffel	1	1
Bag, Sleeping Green	1	1
Bag Waterproof	1	1
Canteen, 1 Quart Water Plastic	2	2
Bivey Cover	1	1
Canteen, 2 Quart Water Plastic	1	1
Case Field First Aid LC-1	1	1
Cover Helmet Camo KEVLAR	1	1
Cover Canteen, 1 Quart	2	2
Cover Canteen, 2 Quart	1	1
Cup, Canteen	1	1
Helmet KEVLAR	1	1
Trousers Wet Weather	1	1
Parka Wet Weather	1	1
Poncho Wet Weather	1	1
Elbow Pads	1 pr	1 pr
Knee Pads	1 pr	1 pr
Poncho Liner	1	1
Sweatband Helmet	1	1
Band, Helmet	1	1
<b>CIIP (to be issued LTC S4)</b>		
	<b>UI</b>	<b>QTY</b>
2 sets of ACUs	2 sets	2 sets
1 set of PT Uniforms (APFU)**	1	1
1 set of MOLLE Gear	1	1

\*Boots will be issued at a one-for-one exchange rate, in the event a Cadet either has an ill-fitted pair or boots which are not sufficiently broken in.

\*\*Cadets issued 1 set of APFUs during in-processing

\*\*\*All clothing and equipment, other than above, required for training will be issued during in-processing. Additional tan undershirts and military clothing/items may optionally be purchased at Fort Knox.

\*\*\*\* It is recommended that Cadets bring \$50 to \$75 preferably in travelers checks. This amount will cover incidental expenses during travel and the first several days at LTC. All Cadets receive an LTC stipend of \$28.19 a day paid Electric Funds Transfer (EFT) to their individual account at the end of LTC, minus two cash payments and applicable taxes. Cadets will be given the opportunity to receive a cash payment of \$20.00 on their second day at LTC and then another cash payment of \$100 approximately 1 week after arrival. Electronic Funds Transfer is the only method of payment; therefore, Cadets must have or open a checking or savings account prior to LTC. See your Host Battalion Cadre to establish direct deposit.

## **SPECIAL GUIDE: FIELD HYGIENE AND SIMPLE SURVIVAL TIPS**

Running Shoes must be of high quality and supportive design to absorb the stresses of long distance running. Do not bring basketball, tennis or "designer" shoes to wear for running; foot and leg injuries will result.

Zip-lock plastic bags, sandwich and quart size, make excellent waterproof storage bags to organize items and carry within ACU pockets.

A small plastic tube or jar of cold cream will help with the removal of camouflage coloring from the face and hands.

All underwear should be made of 100% cotton. Males would benefit from using loose fitting boxer shorts to improve air circulation and rash prevention.

Females should bring comfortable fitting cotton underwear; at times during training, full bathroom facilities will be limited. In a hot environment, individually wrapped wipes will greatly reduce the potential of skin irritation. Also, frequent changing of panty liners for female underwear reduces discomfort if you are unable to change your underwear as often as normal.

Females should wear supportive sports bras at all times at LTC. Lacy/designer bras are not appropriate at LTC.

To help reduce friction blisters with boots, all Cadets, male and female, would benefit from bringing knee high nylon stockings or thin nylon socks to put on the feet first before putting on thicker wool socks. The thin nylon stockings help prevent the boot/wool socks from rubbing against the skin causing blisters. Break in your boots by wearing them frequently before arriving at the Leader's Training Course.

Place sole liners or inserts into the boots to provide added cushion effect for the feet. The increased shock absorption from the liners will prevent foot injuries from marching in boots.

The physical activity encountered with LTC may affect the female menstrual cycle. Your cycle may come earlier or later than expected. Bring with you an adequate supply of feminine hygiene products.

## **MONEY**

It is recommended that Cadets bring \$50 to \$75 preferably in travelers checks. This amount will cover incidental expenses during travel and the first several days at LTC. All Cadets receive an LTC stipend of \$28.19 a day paid Electric Funds Transfer (EFT) to their individual account at the end of LTC, minus two cash payments and applicable taxes. Cadets will be given the opportunity to receive a cash payment of \$20.00 on their second day at LTC and then another cash payment of \$100 approximately 1 week after arrival. Electronic Funds Transfer is the only method of payment; therefore, Cadets must have or open a checking or savings account prior to LTC. See your Host Battalion Cadre to establish direct deposit.

## SPECIAL INSTRUCTIONS

Accommodating Religious Practices: The Army places a high value on the rights of its people to observe tenets of their respective religions (special religious worship, dietary, medical, dress and appearance practices) providing they do not have an adverse impact on cohesion, standards, health, safety, discipline, or otherwise interfere with training or the performance of duties. Accommodation of a Cadet's religious practices may not be guaranteed at all times due to considerations indicated above and/or the training environment. Cadets who observe special religious practices should consult their Host Battalion sponsor before attending the Leader's Training Course. (Ref: Paragraph 5.6, [Army Regulation 600-20](#), Army Command Policy, and [DA Pamphlet 600-75](#), Accommodating Religious Practices). Most religious services are found on Fort Knox.

Drugs, Supplements, Vitamins, etc: Personal non-prescription drugs (aspirin, Midol, etc.), and vitamins in their original container and limited to a 30 day supply may be retained and used by Cadets, subject to inspection. All prescription, non-prescription drugs, or unidentifiable/questionable "medicines," are screened by a LTC Doctor or Nurse and will be confiscated by medical personnel if considered inappropriate/unsafe in the training environment. Use of Tobacco Products: Tobacco usage at the Leader's Training Course is strictly prohibited

## COMPLETION CRITERIA

The following defines "what it takes" to receive completion credit for Leader's Training Course.

The Leader's Training Course is not a hurdle so much as it is the beginning of a lifelong process. Consequently, the emphasis is not on evaluation or grading, but rather on leadership development. During LTC, Cadets will be designated to serve in various leadership positions such as team leader, squad leader, platoon sergeant, platoon leader, company first sergeant, and company commander. Each Cadet will have the opportunity to serve in leadership positions. For each of these leadership development opportunities, Cadets will receive formal feedback on their leadership style and ability, with an emphasis on improving personal leadership skills.

Leadership development is the overarching purpose of LTC. Events used to accomplish this purpose are rappelling, water survival, rifle marksmanship, map reading, and physical fitness. Again, the purpose of LTC is not to train Cadets to become experts at these military skills, but to start them down the path of leadership development. A Cadet cannot "fail" LTC because of a poor performance in one or more of these events.

The following guidance is provided to assess a Cadet. This information can also be found on Part 10 of the 157R.

a. Fully Qualified: To earn a "fully Qualified" rating a Cadet must:

- ✓ Have a DODMERB physical.
- ✓ Pass the APFT (60/60/60) during LTC.
- ✓ Pass HT/WT during LTC.
- ✓ Group and Zero a M16/M4 during LTC.
- ✓ Pass the Map Reading and Land Navigation/Day tests during LTC.
- ✓ Attempt the CWST during LTC.
- ✓ Participate in the TDC.
- ✓ Participate in FTX.
- ✓ The Cadet also must demonstrate the will to improve, to take charge without orders.

b. Qualified: To earn a "qualified" rating a Cadet must:

- ✓ Pass the BPFT (50/50/50) during LTC.
- ✓ Attempt to group and zero.
- ✓ Attempt the map reading and land navigation tests.
- ✓ Attempt the CWST.
- ✓ Participate in 80% of training.
- ✓ The Cadet has become familiar with the squad leader position and understands the dynamics of the squad.

In addition, the LTC Course Commander reserves the right to dismiss a Cadet for illegal, immoral, or unethical behavior.

## TYPICAL TRAINING DAY

Outlined below is a typical training day for Cadets at Leader's Training Course:

Time	Activity Description
0500-0530	Wake up, get dressed and make bed.
0530-0730	Physical Training (PT) Cadets will be taught how to conduct Army Physical Fitness Training.
0730-0800	Personal hygiene, clean living area, breakfast.
0800-0900	Move to training site by bus or marching.
0900-1230	Training.
1230-1330	Lunch (movement is integrated into this time as well).
1330-1700	Training.
1700-1730	Move to company area by foot or bus.
1730-1900	Dinner.
1900-2000	Reinforcement Time. Cadets reflect on day's events and receive leadership counseling.
2000-2100	Cadet Leader's time.
2100-2200	Personal Hygiene. Cadets generally use this time for uniform preparation and maintenance, barracks cleaning, and academic preparation for the next day's training.
2200	Lights out.

**\*\*NOTE:** *There are some days that training goes beyond 2200. The night land navigation is an example. Training will be conducted 24 out of 28 days at LTC. Of the remaining 3 days, 1 day is used for in-processing, 1 day for graduation out-processing, and 2 days are allowed for "personal time" for Cadets.*

## GRADUATION AND BEYOND

Leader's Training Course ends with military ceremonies to salute your accomplishments. The graduation event includes a Cadet parade, presentations of Cadet awards for outstanding performance, addresses by government or military dignitaries, and a reception for parents and friends. We encourage you to invite relatives and friends to share this important day in your life.

Graduation day is actually a beginning. During Leader's Training Course, each Cadet will be given graduation invitations to send to Family and friends. We invite and encourage Family and friends to attend the briefings, tours, ceremonies, and receptions sponsored in recognition of the Cadets' accomplishments. Having completed LTC, you are now eligible to seek a commission as an officer in the United States Army during your next 2 years on campus. Contact your Host Battalion Cadre following the Leader's Training Course for enrollment in the Cadet Command Advanced Course.

## GENERAL INFORMATION

### GETTING IN SHAPE

The Leader's Training Course demands a high level of physical fitness. Cadets will have difficulty keeping pace with the physical training program, unless they are in good physical condition upon arrival at LTC.

a. Preparation.

(1) Cadets should already have a personal program of conditioning. If not, start one immediately and continue a physical fitness program until reporting to LTC. Host Battalion Cadre members are a good source of assistance if help is needed developing a physical fitness plan.

(2) Cadets, excluding MJC, are required to take a BPFT prior to attendance at LTC. The BPFT for each company is administered during day four of training. Be familiar with the BPFT events and standards and be ready to achieve the highest possible score. Cadets must achieve the Initial Entry Training standard of 50/50/50 in each event. If Cadets do not achieve this standard, an approval waiver signed by the PMS's Brigade Commander must accompany the APFT card.

(3) Cadets should gradually wear the combat boots they will wear during LTC to break them in and avoid foot injuries prior to arriving to LTC.

b. Daily physical training. While at LTC, Cadets will sustain their physical conditioning through participation in scheduled PT sessions and physically demanding training. Personal hygiene is essential for both garrison and field training events.

## **ADDITIONAL SUMMER TRAINING OPPORTUNITIES**

Each summer a number of Leader's Training Course graduates have the opportunity to go on to additional training such as the Army Airborne School for 3 weeks or Air Assault School for 2 weeks, immediately after graduation. If you desire to participate in such training, you should discuss this opportunity with your PMS prior to departure for the Leader's Training Course. While at LTC, you should stay in contact with your Host battalion through the LNO (liaison office) station here. Your Host Battalion will also be responsible for preparing your additional travel orders and ensuring you have been issued any additional uniforms and equipment for those attending follow-on Cadet Professional Development Training (CPDT).

## **POST SERVICES**

Many services at Fort Knox will be available to Cadets during Leader's Training Course.

**Laundry Services.** All Cadets are encouraged to utilize laundry services provided during the Leader's Training Course. A commercial contractor will provide laundry services for all items both personal and military to include ACUs at no cost to Cadets. Laundry service will include 2-3 weekly turn-ins and pickups. ACUs will not be pressed. Cadets can use the washers and dryers in the company area for personal items, but their use will be both limited and minimal. If individual clothing is lost or damaged by the laundry contractor, Cadets may file a claim against the US Government through their company supply sergeant. It is imperative that Cadets immediately inventory clothing upon receipt and notify their supply sergeant no more than **72 hours** after discovery of loss or damage. Retain your receipt copy of the laundry list for military personnel to provide accountability of clothing turned in to the laundry service.

**Post Exchange (PX).** The PX is a major shopping facility (department store) on post. It offers quality goods at substantial discounts. The non-transferable Cadet identification card you will receive at LTC will allow you to use the PX.

**Medical Services.** Injuries or illnesses sustained by Cadets while attending Leader's Training Course are treated, without cost, at Fort Knox medical treatment facilities.

**Recreation Facilities.** While off duty, you may use recreation facilities at Fort Knox. Fort Knox has an indoor aquatic center, a water park, golf course, bowling centers, etc. (Shuttle buses are available to these sites.)

## **WEATHER**

Fort Knox summer daytime temperatures range from low 70's to high 90's with high humidity and frequent thunderstorms.



## LAW ENFORCEMENT

You will not be subject to military law (Uniform Code of Military Justice) while attending Leader's Training Course. Leader's Training Course, however, is located on federal property under jurisdiction of a Federal Magistrate. The magistrate is empowered to try Cadets who have allegedly committed traffic offenses or minor criminal offenses on Fort Knox. As an example, shoplifting is always prosecuted. The United States Attorney prosecutes major criminal offenses in the U.S. District Court in Louisville, KY. While at Fort Knox, automobiles are subject to search. The barracks are also subject to search, and your personal belongings are subject to health & welfare inspections. Laws governing possession/use of unlawful drugs are enforced, both on Fort Knox and in surrounding communities. Cadets who violate local, state, or federal laws may be surrendered to the proper authorities.

## INFORMATION FOR PARENTS

### KEEPING IN TOUCH

During in-processing at Leader's Training Course, we will give your son/daughter a letter to send home to provide you with his/her mailing address. Cadets look forward to receiving letters from home during "mail call." We also encourage Cadets to write home. Correspondents should not write until a complete mailing address has been received. **Do not use** Company nicknames in the address. Correspondents should use the following address:

Cadet Full Name  
(Company identifier), 1/46 IN  
Fort Knox, KY 40121-5117

Pay phones are available but demand is high during the summer. Expect phone calls to be infrequent. Additionally phone cards may be purchased at the PX.

### IN CASE OF EMERGENCY

If you must contact your son/daughter in an emergency, you should first call his/her Host Battalion (Professor of Military Science) and/or notify the American Red Cross. These organizations will help you make the necessary contacts.

### HELP DESK

A help desk, with an established toll free number (**1-800-437-5857**), will be operational in the LTC TOC beginning **26 May** from 0830-1800. It will be operational for 24 hours starting **31 May 10**. Purpose is to answer questions Cadets or their Family members may have regarding LTC. It is important to remember, this help desk is not a message center. If Cadets or Family members have questions or need information regarding LTC, the personnel manning the desk will be able to assist in providing or getting the answers to their questions. It is recommended that Cadre sending Cadets to LTC provide this toll free number to the Cadet and their immediate Family members.