



DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY CADET COMMAND AND FORT KNOX
1ST CAVALRY REGIMENT ROAD
FORT KNOX, KENTUCKY 40121-5123

REPLY TO
ATTENTION OF:

ATCC-TOL

SEP 21 2018

MEMORANDUM FOR

Commanders, All Units Reporting Directly to This Headquarters
Deputy Chiefs of General Staff and Chiefs of Special Staff Offices, HQ USACC

SUBJECT: Policy Memorandum 29 – USACC Cadre/Faculty and Staff Development
and Certification Program (On-campus)

1. References.

a. Army Regulation 350-1 (Army Training and Leader Development), 10 December 2017.

b. Army Regulation 611-1 (Military Occupational Classification Structure Development and Implementation), 30 September 1997.

c. Department of the Army Pamphlet 611-21 (Military Occupational Classification and Structure), 19 July 2018.

d. TRADOC Regulation 350-18 (The Army School System), 1 May 2018.

e. TRADOC Regulation 350-70 (Army Learning Policy and Systems), 10 July 2017.

f. TRADOC Regulation 600-21 (Faculty Development and Recognition Program), 2 May 2018.

g. TRADOC Pamphlet 350-70-3 (Staff and Faculty Development), 4 February 2013.

2. Background.

a. Army Regulation 350-1 and TRADOC Regulation 350-70 direct commanders and commandants at TRADOC institutions to establish faculty and staff development programs with supporting policies and procedures to develop and certify instructors. Commanders and commandants are also required to establish instructor evaluation processes to provide ongoing feedback and development, and recognition programs to incentivize and recognize outstanding contributions.

b. USACC has made efforts to align with TRADOC policy requirements in executing its Cadre/Faculty and Staff Development Program by implementing courses that provide

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foundational training and education. We must take the next steps in meeting the regulatory requirements to develop world-class cadre and faculty (in order to produce high-quality 2LTs) and meet Army and TRADOC faculty development and instructor certification requirements.

3. Purpose.

a. To establish USACC policy regarding cadre/faculty and staff certification. This policy applies to all on-campus cadre/faculty (instructors) who train and educate cadets and all staff members who support cadre/faculty and cadets at the programs.

b. Cadre/Faculty are Professors of Military Science (PMSs), Assistant Professors of Military Science (APMSs), Senior Military Science Instructors (SMSIs), and Military Science Instructors (MSIs), including contractor and Reserve Component personnel. Staff are Recruiting Operations Officers (ROOs), Human Resource Assistants (HRAs), Logistics Specialists (LOGs), and Program Assistants (PAs).

c. This policy supersedes that in Cadet Command Regulation 145-3, Chapter 4, faculty certification requirements.

d. Commanders, managers, supervisors, and civilian employees serving in staff positions at USACC should also see "Policy Memorandum 27 – USACC Civilian Workforce Development Program" for additional guidance and requirements related to professional development.

4. Policy.

a. USACC implements the enclosed Cadre/Faculty and Staff Development Program. Brigade Commanders, Deputy Brigade Operations Officers, Brigade Executive Officers and their staffs, along with PMSs, will collaborate with USACC Headquarters, Directorate of Leader Development and Education (DoLDE), and the Cadre/Faculty and Staff Development Division (CFSDD) to implement the enclosed policy.

b. DoLDE/CFSDD will conduct implementation by continuing to manage and implement Phase 1, foundational instructor training courses and by allocating training seats to Brigades. DoLDE/CFSDD will coordinate with and support the Brigades to identify foundational training seat requirements, track allocations, course completion rates, and instructor certification completions. Brigades will make every effort to ensure cadre/faculty (instructors) attend foundational training either enroute to assignments,

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immediately after arrival at SROTC Programs, or at the latest within 120 days after arrival.

c. DoLDE, in collaboration with USACC Headquarters' Directorates (G-1, G-4, and RMID), will continue to implement staff foundational courses to support the certification of HRAs, LOGs, ROOs, and PAs. Brigades will schedule staff members for these courses as soon as possible after reporting to their respective staff assignments.

d. Brigade Commanders and SROTC Program PMSs will ensure that all cadre/faculty (instructors) and staff follow the certification phases/processes in the enclosed program. Phases 0, 1, 2, and 3 of the on-campus cadre/faculty certification process and the staff certification process are outlined in the enclosed Cadre/Faculty and Staff Development Program and associated annexes and job aids.

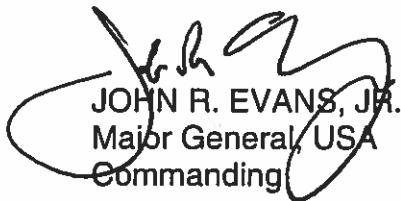
5. Exceptions to Policy. USACC Brigade Commanders and PMSs will certify all instructors and staff members to perform the duties of their respective positions. No exceptions.

6. Policy Compliance. DoLDE/CFSD and Brigade leaders will identify cadre, faculty, and staff training needs and submit status of foundational training and certification completions through Command and staff briefings.

7. The proponent for this policy is the Director, DoLDE.

8. Point of contact is Dr. Louis (Wes) Smith, CFSD, U.S. Army Cadet Command, at (502) 624-0115, or louis.w.smith6.civ@mail.mil.

Encl


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