MICHIGAN STATE UNIVERSITY
SPARTAN BATTALION
SOP
(STANDING OPERATING PROCEDURE)
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Welcome to the Spartan Battalion,

Whether you have a personal commitment to pursue an Officers’ commission, are simply enrolling to gain leadership training and experience, or you just want to learn something about the military, we are pleased to have you with us.

We prepared this handbook to assist you in understanding how the program is organized. Keep it with you as a reference and become familiar with its contents.

The goal of the MSU Army ROTC program is to develop leaders and commission qualified Second Lieutenants for the United States Army. Our courses and extracurricular activities build to achieve this end. We believe you will find the program challenging, rewarding, and fun.

Each member of the department stands ready to assist in making your participation in Army ROTC a productive and enjoyable experience. Our program, like our Army, consists of individuals with different personal goals and objectives. We encourage students to discuss their goals with our Cadre so that we can help you achieve them.

Welcome to the program and best of luck in everything you do at MSU. GO GREEN!

JASON O. DEGEORGE
LTC, AV
Chairperson
INTRODUCTION

Mission

**United States Army Cadet Command (USACC).** The U.S. Army Cadet Command partners with universities to recruit, educate, develop, and inspire Senior ROTC Cadets in order to commission officers of character for the Total Army; and partners with high schools to conduct JROTC in order to develop citizens of character for a lifetime of commitment and service to the nation.

**7th Brigade, USACC.** 7th Brigade commissions officers to meet the Army's leadership requirements; and provides a citizenship program that motivates young people to be strong leaders and better citizens.

**MSU ROTC, 7th Brigade, USACC.** During this academic year Michigan State University Army ROTC, 7th Brigade, Cadet Command will recruit, retain, and develop Cadets of character in order to commission future U.S. Army leaders capable of thriving in chaos who are dedicated to lifelong service to our communities.

**MSU ROTC History**

The origin of military instruction at MSU dates to the founding of Michigan Agricultural College (MAC) in 1855. For nearly thirty years MAC, like subsequent land-grant colleges, required all its students to receive some form of instruction in the art of military tactics. The year 1861 saw the first military unit on the campus of MAC. The unit, organized by a member of the faculty, was known as the “Plowboy Guards”. In the fall of 1861, a recruiting Officer from the Union Army appeared seeking men with knowledge of science and engineering. The senior class was excused two months before commencement to enable the members to answer Lincoln’s call to arms.

During the period 1862 to 1917, the military program at the newly renamed Michigan State College offered instruction in infantry tactics and sponsored an infantry band. The Military Department, the forerunner of today’s Department of Military Science, was established in 1884 and the first active duty Professor of Military Science and tactics reported for duty in November of that year. This early Military Department expanded the formal instruction of courses in military art, and introduced equestrian training and applied Soldiering skills.

The college Military Department became part of the Reserve Officers Training Corps (ROTC) as established by the National Defense Act of 1916. By 1918 there were Infantry, Cavalry, Coast Artillery, and Band units established at MSU. Demonstration Hall was constructed during the next decade to accommodate the ROTC program and provide a riding arena for instruction in horsemanship.
In June of 1922, the first class of twenty Cadets was commissioned as Second Lieutenants in the United States Reserve under the current ROTC concept. Demonstration Hall has been the home for ROTC since its completion in 1927.

By 1941 the Cadet regiment was over 3,000 and one third of the junior and senior class was enrolled in Advanced ROTC. In 1954 all Officers received academic rank from the university as Assistant Professors. Prior to this only the Professor of Military Science held academic rank. In 1962 mandatory enrollment in ROTC for freshman and sophomores ended and enrollment dropped dramatically.

The Department of Military Science has undergone many generations of change and its history reflects the political, social, and economical realities of the times. Graduates of the program form a core of distinguished and successful alumni of the university in both the civilian and military community.

Today, the Department of Military Science at Michigan State University continues to commission highly qualified Cadets as Second Lieutenants in the United States Army, the Army National Guard, and the Army Reserve.

**PROGRAM OVERVIEW**

The program provides education in leadership and military skills through courses offered by the Department of Military Science. The Army ROTC program provides preparation for leadership in a profession, either military or civilian.

**Commissioning/Professional Military Education (PME) Requirements**

Cadets must meet all PME requirements in order to commission. U.S. Army Cadet Command PME commissioning requirements is in an outline below. Substitutions, deferments, waivers and exemptions to the PME requirements are in Chapter 3 of this regulation.

a. Baccalaureate degree. Cadets must achieve a cumulative GPA of 2.0 on a 4.0 scale or its equivalent and possess a baccalaureate degree conferred by an accredited 4-year degree granting institution.

b. Advanced Course. Cadets must complete the Advanced Course, (MSL 310, MSL 320, MSL 410, MSL 420, and Leadership Labs) and CLC in order to receive a commission.

c. Military History Course. Prior to commissioning, Cadets will complete a one-semester or equivalent college-level course in American military history offered by the college
history department or offered by the ROTC Department. See Table 1 below for the list of MSU Courses that meet this requirement.

d. Staff Ride or Battlefield Tour. A staff ride or battlefield tour happens in addition to the Military History Course PME requirement. The PMS will ensure Cadets participate in a staff ride or battlefield tour prior to commissioning. This staff ride or battlefield tour will happen in conjunction with the ROTC American Military History Course or as a separate activity during the school year. The intent is to involve Cadets in a formal battle analysis. Cadets must properly prepare and conduct the necessary preliminary study prior to the event, participate in the event and complete a battle analysis paper or briefing in order to meet this requirement.

e. Combat Water Survival Test (CWST). CWST is a non-waiverable PME requirement that all Cadets must successfully complete in order to commission.

f. English Language Proficiency. In order to commission, a Cadet whose native language or primary language spoken in the home is other than English must score a 90 on the ECLT and have an OPI score of 2+/2.

**Basic Course**

The Basic Course, normally completed in the freshman and sophomore years, provides the student a general knowledge of the military’s role in our society and the missions of the Army. Subjects include leadership, land navigation, marksmanship, military history, and basic military skills. Students enroll in one military science course each semester. It is possible for a sophomore to complete the Basic Course in one year through prior arrangement with the department. No military obligation incurs for non-scholarship students participating in or completing the Basic Course.

**Advanced Course**

The Advanced Course is the professional phase of the ROTC training program. Upon satisfactory completion of required ROTC courses and the professional military education (PME) component, the student is eligible for a commission as a Second Lieutenant in the Active Duty Army, the U.S. Army Reserve, or the Army National Guard.

The professional phase includes courses in leadership skills, training, personnel management, ethics, military justice, and military tactics. During the two years of the Advanced Course, students enroll in one military science course and one lab per term. The PME component consists of two essential parts: a bachelor’s degree and at least one undergraduate course from three designated fields of study. You must take a course in military history, which Michigan State University offers. See your military science instructor for specifics in PME. Attendance at one scheduled field training
exercise (FTX) happens each semester, and all students must meet Army physical fitness and weight control standards. A four-week Cadet Leadership Course (CLC) is normally attended in the summer between the junior and senior years.

**Cadet Summer Training (CST)**

**Basic Camp**

The Cadet Summer Training Basic Camp is the premier leadership program of its kind in the United States. An intense four-week introduction to Army life and leadership training of the Reserve Officers' Training Corps, the aim of the course is to motivate and qualify Cadets for entry into the Senior ROTC program.

Basic Camp is for college students, typically between their sophomore and junior years. Upon successful completion of the course, graduates can take part in ROTC at their college as a third-year student in the four-year program.

While attending Basic Camp at Fort Knox, Kentucky, Cadets gain an experience that runs the gamut of Army life and the responsibilities of being an officer. The course instills confidence and decision-making abilities to become a leader, in the Army and in life.

The four weeks of Basic Camp are mentally grueling and physically taxing. The reward of graduation and meeting ROTC standards is the opportunity to enroll in the world's greatest leadership program.

Graduation from Basic Camp has been the first step in many successful officers' careers. Graduates have gone on to lead America's sons and daughters in fighting to preserve American democracy and freedoms or in civilian life in the boardrooms and offices of American business.

**Advanced Camp**

The Cadet Summer Training Advanced Camp happens annually at Fort Knox, Kentucky. The U.S. Army's largest training exercise, Advanced Camp is the U.S. Army Cadet Command's capstone training event.

The purpose of the course is to train U.S. Army ROTC Cadets to Army standards, to develop their leadership skills, and to evaluate their officer potential. Most Army Cadets attend Advanced Camp between their junior and senior undergraduate years after having contracted to join the Army. Successful completion of Advanced Camp is a prerequisite to becoming an Army officer through ROTC.
The 29-day course starts with individual training and leads to collective training, building from simple to complex tasks. This building-block approach permits integration of previously learned skills into follow-on training. This logical, common-sense training sequence happens for each training cycle. Every day at Advanced Camp is a day of training.

Land Navigation training happens early in the training cycle for the Cadets to be fully successful in the tactical training that follows. The Land Navigation evaluation consists of three events totaling 100 points. The written examination is worth 20 percent. The day Land Navigation test is worth 50 percent. The night Land Navigation test is worth 30 percent. Each cadet must earn 70 percent on each test to pass this event. A passing score in Land Navigation is a criterion for success.

This includes rappel training, the Slide For Life, Log Walk/Rope Drop, and confidence and obstacle courses. Confidence Training challenges the Cadets' physical courage, build confidence in personal abilities, and help them overcome fear. At the rappelling site, each cadet executes one 17-foot rappel and several 37-foot rappels. Cadets demonstrate confidence in their ability to overcome fear of heights by executing the Confidence/Obstacle Course, Log Walk/Rope Drop and Slide For Life.

Field Leaders Reaction Course (FLRC) develops and evaluates leadership, and builds teamwork early in the training cycle. Course administration happens using the established cadet organization and chain of command. Cadet leadership potential is assessed by committee evaluators. Cadets have the opportunity to get early feedback on their leadership strengths, weaknesses, styles and techniques.

Chemical, Biological Radiological, Nuclear, Explosive Training teaches Cadets how to administer a nerve agent antidote, how to protect themselves from chemical and biological contamination using their assigned protective mask, decontaminate themselves and individual equipment using chemical decontaminating kits and how to react to chemical or biological hazard/attack. In addition, Cadets must go through the CS gas chamber.

Advanced Camp familiarizes Cadets with the operation and employment of infantry squad weapons and call for fire grid missions. The Cadets train in the fundamentals of operation and engaging of targets and emplacement of crew-served weapons such as the M-249, M203, and M136. Advanced Camp teaches Cadets a basic understanding of cultural matters and how cultural awareness will facilitate mission success. Cadets learn how to conduct bi-lateral discussions with local officials, how to conduct a knock and search mission and how to defuse volatile situations using an interpreter.

Cadets develop confidence in their ability to react properly to battlefield wounds. Through hands-on training and evaluation, Cadets learn critical first aid skills.
In the first block of instruction in maneuver at Advanced Camp, Cadets learn individual battlefield skills, combat movement techniques and procedures necessary for subsequent tactical training at the squad level. Maneuver training is a vehicle to teach and evaluate leadership. It introduces conditions of stress that parallel those found in combat. Tactical training introduces new skills, provides performance-oriented reinforcement opportunities and increases the degree of difficulty and sophistication of training events. Cadets learn the skills necessary to function in a Tactical Training Area. This building-block approach provides the best opportunity for Cadets to learn and for cadre to assess leadership potential.

Squad Situational Training Exercise: Squad STX is a four-day, two-phase event. The first day, the squad-training phase, trains squad battle drills and collective tasks. The last three days, the Squad STX lane phase, evaluates leadership using tactical scenarios. Each cadet receives two formal evaluations of his/her performance as a squad leader during this phase. Squad operations build on and reinforce all previous instruction. Cadets use knowledge of land navigation, terrain analysis, weapons systems and all individual training previously presented.

Patrolling Situational Training Exercise: Patrolling STX is a two-day event that provides Cadets practical experience in leading Soldiers at the section level in a challenging, realistic and fluid environment. On the first day, Cadets undergo training and then during the last three days they participate in an exercise where they receive an evaluation. Cadre gives developmental feedback to all levels of leadership. Patrolling STX builds on and reinforces all previous instruction received during the course. The event ends with a 10K foot march.

**Army Physical Fitness Test (APFT)**

Military leaders have always recognized that the effectiveness of Soldiers depends largely on their physical condition. Unified Land Operations place a premium on the Soldier’s strength, stamina, agility, resiliency, and coordination. Victory—and even the Soldier’s life—so often depend upon these factors. To march long distances in fighting load through rugged country and to fight effectively upon arriving at the area of combat; to drive fast-moving tanks and motor vehicles over rough terrain; to assault; to run and crawl for long distances; to jump in and out of craters and trenches; and to jump over obstacles; to lift and carry heavy objects; to keep going for many hours without sleep or rest - all these activities of warfare and many others require superb physical conditioning.

Physical readiness is the ability to meet the physical demands of any combat or duty position, accomplish the mission, and continue to fight and win. Physical readiness training provides the physical component that contributes to tactical and technical competence, and forms the physical foundation for all training. Commanders and supervisors must establish PRT programs consistent with the requirements in Army
Regulation 350-1, with their unit missions, and with this field manual (TC 7-22). Cadets must meet the physical fitness standards set forth in Army Regulation 350-1 and in the Army Physical Fitness Test (APFT).

**Army Body Fat Composition Program (ABCP)**

Cadets must maintain a high level of physical readiness in order to meet mission requirements. Body composition is one indicator of physical readiness that is associated with an individual’s fitness, endurance, and overall health. Individuals with desirable body fat percentages generally exhibit increased muscular strength and endurance, are less likely to sustain injury from weight bearing activity, and are more likely to perform at an optimal level. Cadets will meet Army body composition standards prescribed in Army Regulation 600-9, for the individual and collective benefit to themselves, their unit, and the entire Army.

**ACADEMICS**

The Department of Military Science is the official certifying agency for a commission and is responsible for development of professional skills and standards. For these reasons, it is necessary that there is a strict grading. The grading criteria for each course is in the syllabus and provided to each student at the beginning of the course. Required field trips, special lectures, and attendance shows in the grading for the term in which they are given.

a. Each Military Science course consists of earning points through examination, class participation, or other graded work as be determined by the instructor.

b. Numerical grades for Military Science courses are as described in the course syllabus.

c. Contracted Cadets must attend leadership labs. Enrolled or participating Cadets are encouraged to participate in leadership labs. (Refer to your instructor’s class syllabus for details on lab attendance).

d. All contracted Cadets participate in physical fitness training program. Enrolled and participating Cadets are encouraged to participate in physical training.

e. **Only instructors may excuse Cadets from training/classroom instruction.**

**MS110/120**

MS 110 Army Leadership and Officer Development
Duties and responsibilities of the Army Officer and Non Commissioned Officer (NCO). Organizational structure of the Army, Army Reserve, and National Guard. The Army’s role in joint operations. Introduction to Army values, leadership, customs, and traditions.

MS 120 Introduction to Army Leadership & Problem Solving

Fundamentals of basic Army leadership. Military problem solving process. Military briefing and writing skills. Goal setting and time management. Introduction to the Army's developmental counseling program.

**MS210/220**

MS 210 Values and Ethics of Army Leaders

Application of military case studies. Critical dilemmas in combat situations and the ethical decisions Army leaders make to ensure mission success. Understanding how to improve Army organizations and Soldier performance. Introduction to the Army’s leadership development program, battle drills, land navigation, and combat decision making.

MS 220 Challenges in Army Leadership

Application of military case studies. Recognizing challenging situations for military leaders and units. Applying sound ethical leadership practices to implement decisions. Understanding basic military small unit tactics.

**MS310/320**

MS 310 Leading and Problem Solving in Army Units

Planning and executing military activities in small Army units. Recognizing and analyzing problems in challenging situations. Implementing the skills required to communicate decisions and supervise subordinates. Applying fundamentals of map reading and land navigation.

MS 320 Army Unit Tactics and leadership

Fundamentals of military Tactics and battle drills. Applying troop leading procedures to military tactical operations. Implementing skills and making decisions to lead small Army units on the battlefield. Integrate terrain analysis into military planning and operations.
**MS410/420**

**MS 410 Adaptive Army Leadership**

Application of military case studies. Skills and attributes military leaders use to make decisions in combat situations. Practical exercises in problem solving and crisis counseling. Fundamentals of Army Training Management, the military justice system, and the law of land warfare.

**MS 420 Army Leadership in a Complex World**

Application of military case studies to the principles of the law of land warfare, and rules of engagement in the face of international terrorism. Importance of ethics in military leadership. Integration of the media into military operations. Evaluation of interaction with nongovernmental organizations, civilians, and host nation support on the battlefield.

**MS490**

**Independent Study in Military Science**

This course does not have a set topic or instructor. Cadets choose a military-related topic that interests them. Topics accepted in the past include:

- Historical Battles and Campaigns
- Future Combat Systems
- Analysis of Current Events
- Military Reading Analysis

**History Requirement**

<table>
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<tr>
<th>COURSE NO.</th>
<th>TITLE</th>
<th>CREDITS</th>
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<tbody>
<tr>
<td>HST 302</td>
<td>Revolutionary America</td>
<td>3</td>
</tr>
<tr>
<td>HST 304</td>
<td>The American Civil War</td>
<td>3</td>
</tr>
<tr>
<td>HST 325</td>
<td>U.S. Foreign Relations to 1914</td>
<td>3</td>
</tr>
<tr>
<td>HST 326</td>
<td>U.S. Foreign Relations Since 1914</td>
<td>3</td>
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<tr>
<td>HST 328</td>
<td>Military History of the U.S. 1900-Present</td>
<td>3</td>
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<tr>
<td>HST 365</td>
<td>The Vietnam War</td>
<td>3</td>
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<tr>
<td>HST 390</td>
<td>History of International Relations</td>
<td>3</td>
</tr>
<tr>
<td>HST 395</td>
<td>The Social History of War</td>
<td>3</td>
</tr>
<tr>
<td>HST 414</td>
<td>World War II: Causes, Conduct &amp; Cons.</td>
<td>3</td>
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Defense Studies and Leadership Minor

The Minor in Defense Studies and Leadership, given by the Department of History, provides students with a broad perspective on the military with analysis of all service branches of the Armed Forces from a historical and social scientific perspective. It also prepares current Cadets for active duty service.

The minor is available as an elective to students who participate in bachelor’s degree programs at Michigan State University. With the approval of the department and college that administers the student’s degree program, the courses that will satisfy the minor may also be used to satisfy the requirements for the bachelor’s degree. Cadets who plan to complete the requirements for the minor should consult an undergraduate advisor in the Department of History.

Financial Assistance

Scholarship Overview

Four, three-and-a-half-, three, two-and-a-half, and two-year Army ROTC scholarships may be available and awarded on a competitive basis. These scholarships will pay for full tuition (some can be used for room and board), as well as required fees, and provide $600 per semester for textbooks, supplies, and equipment. Scholarship students also receive the $300-500 (based on MS level) per month subsistence allowance for up to ten months each school year the scholarship is in effect. Pay is also received while attending the four-week Cadet Leadership Course between MS III and MS IV school year. Scholarship students must meet university admission criteria, pass the Army Physical Fitness Test (APFT), meet Army Body Fat Composition standards, and pass a DOD medical exam. General qualifications for a scholarship are:

- U.S. citizen upon acceptance.
- Minimum 17 years of age.
- Have taken the ACT or SAT no later than November of the year you apply.
- Participate in leadership extracurricular and athletic activities.
- Meet required medical and fitness standards.
- Be under 30 years old on December 31 of the year you expect to graduate and receive commission.
- Gain admission to MSU.
- Be accepted by one of the Army ROTC host college or universities, or a cross-enrollment school.
- Pursue a Department of the Army approved academic discipline.
- Agree to accept a commission as an active duty Officer.
National Board Scholarships

National Board Scholarships are awarded competitively to High School Students. The board meets three times in the winter and fall of the High School Student’s Senior year. It awards 3 and 4-year scholarships. Standards:

- Have a high school GPA of at least 2.50
- Score a minimum of 1000 on the SAT (math/verbal) or 19 on the ACT (excluding the required writing test scores)

On-Campus Scholarship

The Spartan Battalion can request scholarships for cadets who are highly qualified. These Scholarships are generally 2 and 3-year scholarships. On-campus scholarships may be awarded on a competitive basis. The qualifications are the same as above and:

- Have at least three years (for a three-year scholarship) or two years (for a two-year scholarship) remaining for baccalaureate or graduate degree.
- Have satisfactory grades in all academic courses and ROTC courses (if already enrolled in ROTC).
- Minimum of 2.5, but preferably a 3.0 cumulative GPA.

Minuteman Scholarships

Minuteman Scholarships are similar to National Board Scholarships. National Guard State Adjutants General (TAG), USAR Ambassadors, and States’ Civilian Aides to the Secretary of Defense nominate Students for Minuteman Scholarships. The scholarships are 3 and 4-year scholarships and provide the same benefits as National Board Scholarships. There are two differences:

- Minuteman Scholarship Winners must serve in the ARNG or USAR Simultaneous Membership Program (SMP)
- Must access into the ARNG or the USAR.

Guaranteed Reserve Forces Duty (GRFD) Scholarships

GRFD Scholarships are similar to 2 and 3-year on-campus scholarships. However, GRFD winners must serve in the ARNG or USAR Simultaneous Membership Program (SMP), and they must access into the ARNG or the USAR.

MSU ROTC Room and Board Scholarships
Michigan State University graciously provides the Department of Military Science a number of Room and Board Scholarships to provide to Michigan State University Students in our program. The program awards the room and board scholarships on a competitive basis, annually. The scholarship is $10,000 per year awarded.

**Nursing Scholarships**

Nursing students who are also Army ROTC Cadets can benefit from hands-on, unique nursing opportunities while receiving financial assistance for college. You will gain valuable leadership experience and management training that can benefit you in either a private sector or military nursing career. Army ROTC program offers two-, three- or four-year scholarships for undergraduate nursing students.

**CLIP-B**

The U.S. Army announced Aug. 13, 2008 a financial incentive pilot program for recruiting new college Reserve Officer Training Corps (ROTC) Cadets who take courses in critical foreign languages, such as Arabic, Persian-Farsi, and Chinese-Mandarin, as well as commit to entering the regular Army, the Army Reserve, or the Army National Guard as a commissioned Officer.

CLIP-B is aimed at promoting the study of languages and cultural studies that are of importance to the Army. Language and cultural studies bonuses are graduated in increasing amounts and in sufficient dollar amounts to provide a lucrative incentive to persuade Cadets to begin to gain Culture and Foreign Language competence.

**GoArmyEd**

Lead by example. An educated Soldier is the best asset of the Army. Pursue your educational dreams by using GoArmyEd to research your educational options, register for classes and to monitor your educational progress. GoArmyEd is used by all Soldiers, Active Component, Army National Guard and the Army Reserves and is managed by Headquarters, Army Continuing Education System (ACES), Army Human Resources Command at Fort Knox, Kentucky.

GoArmyEd is the virtual gateway for you to request Tuition Assistance (TA) online, anytime for both classroom and distance learning college courses. GoArmyEd is a dynamic online portal that automated many of the paper-based processes historically conducted with your Army Education Counselor. GoArmyEd is your one-stop location for managing your college education and using TA benefits. GoArmyEd gives you access to thousands of regionally accredited colleges and universities and over 1,000 available degree plans. GoArmyEd is used by:
• Cadets to pursue their postsecondary educational goals
• Army Education Counselors to provide educational guidance
• Schools to deliver degree and course offerings and to report Cadets progress

Using GoArmyEd for your educational needs puts you one click closer to obtaining the finest education, anywhere you are, anytime you want it.

Simultaneous Membership Program (SMP)

United States Army Reserve (USAR)/Army National Guard (ARNG)

Simultaneous Membership Program (SMP) Cadets will:

• Job shadow leaders in their Army National Guard (ARNG)/United States Army Reserve (USAR) unit and get hands-on management and leadership training
• Attend weekend drill/annual training
• Get paid as an E-5; wear cadet rank at training (cadet 2nd Lieutenant)

Benefits:

• Eligible to federal (ARNG and USAR) and state (ARNG only) tuition assistance
  o In order to use these benefits, SMP cadets must be non-scholarship or using their scholarship towards Room and Board
• Eligible for in-state tuition
• Eligible for training opportunities and school slots from both the ROTC program and ARNG/USAR
• Eligible for Guard Recruiting Assistance Program benefits
• Eligible for Montgomery GI Bill benefits, if the SMP cadet completed basic training
• Eligible to all applicable ARNG/USAR benefits of a service member

Cadets can participate in SMP and still access into Active Duty, although there are some limitations

Requirements:

• At least sophomore status
• Eligible to contract in the ROTC program
• Eligible for enlistment in the ARNG/USAR

Enlisted Soldiers who are eligible to contract in the ROTC program can also participate in SMP.
CADET ACTIONS

Contracting

In order to contract with the Army ROTC you need to be fully qualified. You must be enrolled in Military Science Class, pass a current Army ROTC-APFT and HT/WT, have an approved DODMERB, have an approved CC 104R (Academic Plan-signed by Advisor and Professor of Military Science), and be in good standing with the Professor of Military Science. Each student must also turn in the following documents:

- CC 139R (Enrollment Application)
- Copy of Birth Certificate
- Copy of SSN card
- Transcript
- Act/SAT Scores
- High School Transcript

If prospect is ARNG or USAR (listed below are the other required documents)

- DD214 (Certificate of Discharge from Active Service) or DD 220
- DD 4-1/2 (Enlistment Contract)
- Copy of SF 1199 (direct Deposit)
- Copy DD93 (Emergency Data)
- Copy of SGLI (Life Insurance)
- Copy of DD2808 and DD2807-1 (MEPS Physical)

Extensions of Benefits

a. Cadet responsibilities:

(1) Order electronic transcript sent to HRA.

(2) Update USACC 104-R Sep 13 version with extra semesters on it. This must have three signatures on it, cadet (pages 2 & 3), MSU Academic Advisor (page 2), & the Professor of Military Science (page 3).

(3) Provide statement as to why requesting an extension of benefits.

b. Suspense dates:

(1) Summer & Fall Requests – Due no later than close of business of previous spring semester’s tuition refund date.
(2) Spring Requests – Due no later than close of business of previous fall semester’s tuition refund date.

(3) Both these dates can be found at the following link: https://reg.msu.edu/ROInfo/Calendar/academic.aspx.

Changes of Major

a. Cadet responsibilities:

(1) Order electronic transcript sent to HRA.

(2) Update USACC 104-R with the new major on it. This must have 3 signatures on it, cadet (pages 2 & 3), MSU Academic Advisor (page 2), & the Professor of Military Science (page 3).

(3) Provide a written statement as to why they want to change their major.

Migration

a. Cadet responsibilities:

(1) Order electronic transcript sent to HRA.

(2) Update USACC 104-R, Sep 13 version, with new graduation date on it. This must have 3 signatures on it, cadet (pages 2 & 3), MSU Academic Advisor (page 2), & the Professor of Military Science (page 3).

(3) Provide a written statement as to why they need to migrate.

Transfer of School

a. Cadet responsibilities:

(1) Coordinate with the PMS/ROO of school they want to transfer to/from.

(a) For cadets transferring from MSU to another school;

(1) Order electronic transcript sent to HRA.

(2) Update USACC 104-R, Sep 13 version, with the proposed school transferring to. This must have three signatures on it, cadet (pages 2 & 3), Registrar’s office (page 2), & the Professor of Military Science (page 3).
(3) Obtain a letter of acceptance the PMS of the proposed school to transfer.

(4) Provide a written statement as to why they want to transfer schools.

(b) For cadets transferring from another school into MSU

(1) Update USACC 104-R, Sep 13 version, with the MSU academic advisor of major cadet is currently contracted/enrolled in.

(2) Obtain a letter of acceptance from the PMS at Michigan State University. Losing school processes the rest of the packet.

ACCESSIONS

Component

Cadets can join three components. They are Active Duty Army, United States Army Reserve (USAR), and Army National Guard (ARNG). Cadets will have to indicate in order of preference, and for the USAR and ARNG Cadets will have to indicate three service states in order of preference. More information at the below resources:

www.goarmy.com

www.usar.army.mil

www.nationalguard.com

Branch

Early in their senior year, Cadets indicate in order of preference, branches of the Army in which they would commission. Notification of assigned branches comes out in early October. ROTC graduates commission in any one of the following basic or special branches of the Army:

- Adjutant General's Corps (AG)
- Air Defense Artillery (ADA)
- Armor (AR)
- Aviation (AV)
- Chemical Corps (CM)
- Corps of Engineers (EN)
- Field Artillery (FA)
- Finance Corps (FI)
- Cyber (CY)
- Transportation Corps (TC)
- Infantry (IN)
- Military Intelligence (MI)
- Military Police Corps (MP)
- Ordnance Corps (OD)
- Quartermaster Corps (QM)
- Signal Corps (SC)
- Medical Service Corps (MS)
Special Branches:

Army Nurse Corps (AN)

Officers may request to enter these branches through the education delay program.

Army Medical Specialist Corps (SP)
Chaplains Corps (CH)
Dental Corps (DC)
Judge Advocate Generals Corps (JAG)
Medical Corps (MC)
Veterinary Corps (VC)

Spartan Battalion OML

In addition to participation in the normal ROTC classroom and field training activities, Cadets have the opportunity to participate in a variety of off-campus Army schools and training exercises. Selection criteria and number of slots come from Headquarters, 7th BDE and the Professor of Military Science.

Voluntary Training. Attendance at all of the training programs noted below is voluntary, and contingent upon:
- Number of school slots available
- Order of Merit (OML) standing- G.P.A./APFT Score, Cadre Recommendations
- Individual Cadet desires
- Demonstrated excellence in physical fitness testing and overall potential within the ROTC program

SUMMER TRAINING OPPORTUNITIES

CULP

The Department of the Army has developed a comprehensive strategy to define, assess, and train culture and language proficiency skills. Part of this strategy addresses how Cadet Command increases Cadet language learning exposure. Cultural awareness training is in our curriculum, at LDAC, and now via many more overseas culture immersion internships opportunities. This will increase the number of Cadets cultural immersion opportunities using existing programs to minimize additional resource requirements. It helps produce Officers who possess language and cultural skills required in the state or of persistent warfare expected in the 21st century. Participating Cadets develop culture awareness skills and appreciation of cultural difference and
recognize potential impact on assigned missions. For information, see CC PAM 145-3-2.

**Operation Global Officer (GO)!**

The ROTC Language & Culture Project provides scholarships to ROTC students for critical languages study domestically and abroad. Project Go is a collaborative initiative that promotes critical language education, study abroad, and intercultural dialogue opportunities for ROTC students. Project Go programs focus exclusively on the languages and countries of the Middle East, Asia, Central Asia, and Africa. Applicants must be a current ROTC student on track to commission (Geared more to MS I level Cadets at any language proficiency level). For successful completion of the program, Cadets may qualify for the language incentive bonus (CLIP B).

**Airborne**

Airborne School is three weeks long and happens at the US Army Infantry School at Fort Benning, Georgia. At Airborne School, you learn military parachuting, from the proper way to put on the parachute to what to do when you hit the ground. The training is extremely rigorous, and you must be physical fit. Fort Benning is very hot and humid, and the training days are about 12 hours long - if you want to go, you had better be in shape! When you graduate, you are qualified to wear Airborne wings, the silver wings of a paratrooper.

**Air Assault**

Air Assault School is the "toughest ten days in the Army". This school is open to both male and female Cadets and happens at multiple sites. During the course, you learn how to prepare and load/sling equipment into helicopters, and the fundamentals of small unit airmobile assaults and movement. Physical preparation is critical. There are arduous road marches in full combat gear. Discipline at the course is exacting. Upon graduation, you wear the Air Assault Insignia or patch.

**Northern Warfare**

Each year Cadets receive instruction in cold weather operations. The course happens at Fort Greely, Alaska, is three-weeks long and attendance happens by a selection board convened at Fort Knox. Selection is very competitive. Training emphasizes arctic survival techniques, mountain and glacier climbing, navigation, and river operations.

**Cadet Troop Leader Training (CTLT)**
Cadet Troop Leadership Training (CTLT) is available to selected volunteers immediately following completion of LDAC. CTLT offers you realistic training with active Army, Reserve and National Guard units giving firsthand knowledge of the duties, responsibilities, and living conditions of the junior officer in the Army. It offers exposure to a wide range of Army activities so that you will better understand the daily operations of units in garrison and in the field. You may receive practical experience in performing the duties of a platoon and company level. CTLT is your opportunity for additional orientation in the daily professional and social life of the officer corps of the United States Army.

CLUBS

Ranger 1

Ranger 1 develops high physical, disciplinary and tactical skills and prepares many future officers for effective combat arms leadership. The club accepts students who meet its stringent standards. Ranger 1 has many traditional annual activities including a 5-mile unit ruck march, arduous term-long recruit training, patrolling and squad tactical exercise requirements each term.

The club is steeped in history. In 1962, a group of energetic ROTC cadets realized a need for more challenging leadership and tactical training in order to better prepare themselves to lead combat units in the growing conflict in Indochina. The Army approved Spartan Counter Guerilla Company for activation in 1963. In the fall of 1965, the Army renamed the organization Commando 1 and a year later redesignated it Ranger 1, the title it carries today.

Ranger 1 continued to “Lead the Way” at MSU ROTC during the 1970’s. On 29 November 1973 Ranger 1LT Michael P. Mulvaney reported completion of the Demonstration Hall rappel platform; the tower benefits hundreds of cadets, firefighters, and recreational mountaineers. On 17 January 1974, the U.S. Army Institute of Heraldry assigned the black and gold shoulder cord as a Ranger 1 uniform accouterment.

The unit justified its reputation by selecting its best to compete nationwide for an opportunity to take on the U.S. Army’s Ranger course. Ranger 1 continues its mission of training MSU ROTC students for combat arms leadership. A demanding 10-week recruit phase identifies those who have the desire and drive to meet the stringent standards. The club only accepts a few recruits each term into Michigan State University’s premier leadership proving ground.

Pathfinders
The Spartan Battalion's Pathfinders started as an Orienteering Club at Michigan State University in 1987. Over the years, it has branched out to cover training that is more diverse. The Pathfinders meet each Wednesday and its charter provides for the development of members' individual land navigation skills and leadership abilities. In addition to land navigation, Spartan Battalion students who become Pathfinders also train in topics such as infantry tactics, rappelling, first aid, and helicopter operations. The training provides Spartan Pathfinders with numerous opportunities to develop leadership skills and lead fellow students in the execution of training.

The Pathfinders also endeavors to provide an environment for the development of a high level of physical fitness among its members. The Michigan State University Army ROTC Spartan Battalion recognizes the importance of well-developed land navigation skills and strong leadership to the success of the Soldier in combat. The Spartan Pathfinders provide an enthusiastic group of Cadets who not only learn more and develop themselves, but also encourage other members of the Spartan Battalion to do the same. The Spartan Pathfinders have provided a large number of highly ranked Cadets who have served in important leadership positions within the Spartan Battalion, such as battalion commander, company commander, and command sergeant major. These same Cadets have gone on to successful military careers as commissioned officers in the United States Army.

Running Club

The Running Club is an extracurricular group that offers students the opportunity to train and race while pursuing individual health and fitness goals. The Running Club fosters camaraderie through communication, member participation in club functions, running events, leadership opportunities and social activities. The Running Club honors the Spartan Battalion through their participation in team competitions including the Army Ten Miler in Washington DC in the fall, as well as the 5th/3rd 25K race in Grand Rapids in the Spring.

Color Guard

The Spartan Battalion's Color Guard is a unique extracurricular group in Michigan State University's (MSU) Army ROTC program. Its mission is to “execute professionalism and be the face of the Michigan State University Army ROTC program.” It is comprised of highly motivated students who want to contribute more to the Spartan Battalion and become highly trained in drill and ceremony. Since it became a formalized organization several years ago with a centralized command structure, the Color Guard has achieved high prestige within the ranks of the Spartan Battalion and the university. Students who participate in the Spartan Battalion Color Guard have the special opportunity to play a central role in many events such as the annual Homecoming Parade, Veterans Day Ceremonies, the annual MSU ROTC Military Ball and multiple home NCAA sporting events for football, men's and women's basketball, ice hockey,
and others. Students train hard every week in order to carry out their missions in an organized, professional manner in any location at any time. The Color Guard’s role is highly crucial in all these events and are complimentary to the MSU Marching Band in honoring America with the “Star Spangled Banner.”

Students who choose to join this exciting club commit several hours weekly to rehearsals for upcoming events while maintaining their status as full-time students and students. Participation in four events earns the Color Guard ribbon and participation in 7 events earns the distinguished white Color Guard Chord. Other great incentives include tickets to MSU sporting events, and the opportunity to meet many MSU legends, such as MSU football coach Mark Dantonio, and men’s basketball coach Tom Izzo. The Spartan Battalion Color Guard witnesses some of the greatest games in MSU athletic history.

Marksmanship

The Michigan State University Army R.O.T.C. Marksmanship Team is an extracurricular club comprised of Cadets that are passionate about marksmanship and competition shooting. Comprised of Cadets from every military science level, the marksmanship team trains and competes at MSU’s state-of-the-art Demmer Center in both rifle and pistol events. The team is one of two Senior R.O.T.C. programs to compete in the annual U.S. Army Smalls Arms Championship at Fort Benning, GA hosted by the Army’s elite Army Marksmanship Unit.

EVENTS

Army 10-Miler

The Army Ten-Miler (ATM) happens in the Military District of Washington (MDW). The MDW serves as the Army Forces Component and core staff element of the Joint Force Headquarters National Capital Region to conduct operations that deter, prevent, and respond to threats aimed at the National Capital Region; and conducts excellent ceremonial, musical and special events in support of our Nation's leadership. Over 600 Soldiers from 3rd Infantry Regiment (The Old Guard) volunteer race weekend. The ATM happens each October in Washington, DC. All race proceeds benefit Soldier MWR programs. The mission of the ATM is to promote the Army, build esprit de corps, support Army fitness goals, and enhance community relations.

Alex’s Great State Race

Alex Powell was a high school senior, a dedicated student, an enthusiastic athlete and a natural leader. His smile radiated confidence and his heart held the dreams that
every one of us hopes will come true for those we love. There were no outward signs that the future was anything but bright for Alex. His senior pictures depict a strong, vital young man with his mother’s eyes and his father’s confident bearing. Our lives can be profoundly changed in an instant. And so it was with Alex Powell. A rare, aggressive cancer was growing inside of him. As Alex contemplated his acceptance at Michigan State University and received treatment from University of Michigan Medical Center, he knew that his remaining earthly journey would be brief and each day would slowly peel away his strength.

A cancer diagnosis focuses you on making the most of every day and Alex was determined to fully participate in his Spartan experience. As the disease began to take its toll, he turned to MSU’s Resource Center for Persons with Disabilities. He discovered that the center served a large student population, many with challenges not visible to the eye, but all sharing the same desire: to learn and grow despite conditions that some would define as insurmountable. RCPD helped Alex to reap the maximum benefit that an MSU education has to offer. As his physical needs increased, the center continued to make it possible for him to ponder the mysteries of science, appreciate the beauty of the written word, and to enjoy those activities beyond the classroom that so mix to create a Spartan.

Alex never lost his zest for life. He faced its end with courage, humor and a resilience that amazed and inspired all who had come to know him. He also shared the ultimate dream that lives inside each of us: to create a legacy, to leave the world in better shape than he found it. That legacy lives on through “Alex’s Great State Race.”

Every other year, an elite team of Army ROTC Cadets from both U-M and MSU come together at MSU’s Demonstration Hall near the iconic “Sparty” statue in East Lansing. That morning, the ROTC cadets present the game ball. Together, they will run that ball across 64 miles of Michigan back roads to finish at U-M’s famous Diag. Along the way, Alex’s passion for MSU, joy in athletics, and zest for life is celebrated. MSU celebrates for our storied athletic traditions and the men and women who continually write new chapters in their history. Alex’s Great State Race reminds us of another powerful dimension of the Spartan ethic; that all who have the capacity to learn have access to the finest education possible. Donations in celebration of this symbolic partnership between two elite educational institutions will help support the work of the RCPD at MSU and its sister organization at The Office of Support for Students with Disabilities at The University of Michigan.

Geraman Armed Forces Proficiency Badge (GAFB)

The German Armed Forces Badge for Military Proficiency is a decoration of the Bundeswehr, the Armed Forces of the Federal Republic of Germany. The decoration is awarded to all German Soldiers who meet the standards for the badge. Allied soldiers may also be awarded the badge. Any rank may be awarded and wear the badge. In the
United States Military, the German Armed Forces Badge for Military Proficiency is one of the few approved foreign awards, and is one of the most sought after awards to achieve. Authorization and manner of wear depends on that nation's uniform regulations.

**Adopt a School**

As an initiative the Spartan Battalion introduced, the Battalion has adopts local elementary schools to support - Cadets will have multiple opportunities to partnership to help represent positive role models, leadership, and character to these kids.

**LEADs**

The West Point Leadership Ethics And Diversity in STEM (LEADS) Program engages students at the middle school and lower high school levels (ages 11-15). The first LEADS conference happened in 2011, to mirror the West Point Leadership and Ethics Conference (WPLEC) for 11th graders. The focus on students in lower grades allows us to inform the necessary academic development required for top tier schools like West Point.

The “STEM” (Science, Technology, Engineering and Mathematics) movement is in full gear across the country. The West Point LEADS Program takes this emphasis a step further, encouraging students to explore leadership and the very important role of ethics in it. LEADS Workshops are full-day events designed to expose under-represented populations to STEM activities and disciplines, and encourage students to consider STEM careers. In addition to the STEM activities, the students also have the opportunity to explore and design their ethical leadership model and present it to the audience in the workshop’s final plenary session. Students experience a full spectrum of different beliefs, expectations and values, since we invite a highly diverse audience, especially along socioeconomic lines. The interaction stimulates discussion bringing greater understanding and learning.

The WPSDC Diversity and Inclusion (DNI) Committee assists with LEADS workshops all over the nation. Consider joining the West Point LEADS Workshop Committee and help with the next Workshop.

**Bold Warrior Challenge**

The Bold Warrior Challenge is an opportunity for schools to "compete" with each other completing military tasks. In addition to a written examination where Cadets test their Army knowledge, there are physical fitness drills and field exercises. Battalions leave the annual Bold Warrior Challenge with stronger bonds and sharper skills.
CADET CHAIN OF COMMAND

All Cadets serve as members of the Spartan Battalion. It is a Cadet organization, similar in structure to that of most Army battalions, which provides the framework in which Cadet leadership happens. It has an established chain-of-command with specific duties associated with each position. It exists to familiarize Cadets with Army organizational structure, to foster the exercise of leadership within the Cadet body, and to provide means by which a Cadet can progress by promotion through positions of increasing responsibility. The battalion staff provides the planning and coordinating capability to conduct operations. The battalion, therefore, serves as a vehicle to prepare Cadets for the responsibilities of an Officer.

Positions/Duties/Responsibilities

Battalion Commander (C/LTC)

Commands the battalion of Cadets. Assigns missions, tasks, and responsibilities to the staff and subordinate commanders. Conducts Cadet command and staff meetings. Establishes and enforces standards of discipline, appearance, conduct, operations, and training of the Cadet battalion. Directs the accomplishment of training objectives and facilitates communications between Cadre and Cadets. Reports to the Professor of Military Science (PMS). Receives mentoring from the PMS.

Key duties:
- Supervise all Cadet staff briefings
- Supervise all leadership labs and FTXs
- Provide intent, purpose, and direction for all leadership labs, FTXs, award ceremonies, military ball, fund-raisers, ROTC celebrations and parties
- Coordinate with Cadre on all events
- Set the example in appearance, attitude, and character
- Monitor staff actions
- Attends Military Education Advisory Committee (MEAC) meeting with PMS
- Attends Cadre staff meeting as required
- Develops new and exciting training plans and recruitment ideas
- Brief Cadre staff on plans, labs, and all operations with staff

Battalion Executive Officer (C/MAJ)

Supervises and structures the staff. Takes an active role in ensuring all staff Officers complete assigned tasks. Reports to the Cadet battalion commander. Advises him/her on all matters related to staff operations. When required, organizes staff briefings for the
Cadre. Coordinates the following activities/events: Leadership labs, field training exercises (FTX), military ball, cookouts, awards ceremonies, all Cadet formations, battalion changes of command, Operation Big Flag, Veterans Day Ceremony, Staff Ride, and commissioning ceremonies. Directs and supervises special projects assigned by the battalion commander. Reports to Cadre XO once a week. Brief Cadre XO on all the above, receiving input and counseling, and executing all assigned duties.

Key Duties:

- Supervise the battalion staff, and runs the BN staff meetings
- Ensure all training for leadership labs and FTXs is rehearsed prior to the date of instruction
- Assist the Cadet battalion commander
- Coordinate the efforts of the staff
- Maintain attendance of all MS IV Cadets and ensure MS IV’s fulfill all responsibilities
- Serves as Battalion Commander when he/she is absent
- Monitors and coordinates the administrative and logistics requirements for the battalion

Command Sergeant Major (C/CSM)

Principal advisor to the Cadet Battalion Commander on all matters related to training of Cadets of enlisted rank. Supervises the Cadet NCOs to ensure they are thoroughly familiarized with the traditions, customs, courtesies, procedures, equipment, uniforms, and standards of the Army and battalion. Advises the battalion commander and staff on needs, strengths, weaknesses, desires of all Cadets, plans, executes and supervises the physical fitness program with the SMI/PMS/Training Officer. Supervises Cadet First Sergeants to ensure tasks happen in accordance with the desires of the Cadet Battalion Commander and guidance of the Senior Military Instructor. Keeps Cadet First Sergeants informed about activities, decisions, and subordinates. Supervises the Cadet flag detail. Represents Cadet NCOs at battalion command and staff meetings. Reports to Senior Military Science (SMI) once a week, briefing him/her on all the above, receiving input and counseling, and executing required duties.

Key Duties:

- Holds all formations
- Maintains accountability
- Holds weekly meetings with Cadet First Sergeants to facilitate training objectives
- Assists the battalion commander
- Monitors attendance rosters
- Enforces uniform standards
• Supervises all training
• Prepares blocks of instruction for battalion as necessary

S-1 (Adjutant) (C/CPT)

Principal assistant and advisor to the commander on matters related to Cadet administration of promotions, awards, assignments, and battalion personnel structure. Publishes and distributes: Cadet assignments, attendance records, Cadet phone book, battalion personnel status report, battalion roster (updated continuously) and mail boxes. The C/S-1 will assign all incoming personnel to a Company and update the BN roster.监督s the Assistant S-1. Reports to Cadre Operations Officer once a week, briefing him on all the above, receiving input and counseling, and executing required duties.

Key Duties:

• Maintain attendance record for all functions. (Company attendance, contracted & non-contracted Cadet attendance)
• Maintain an accurate BN personnel roster and task organization
• Organizes, plans, and implements in processing lab
• Writes and performs narration for fall and spring awards ceremony
• Prepares and presents briefing on attendance for Fall and Spring FTXs
• Publishes battalion phone roster
• Maintains a record of minutes for Cadet staff meetings
• Works with the University Secretary on all Cadet Awards
• Publish an awards list for all events (i.e. APFT, Fall Awards Ceremony, Spring Awards Ceremony, Cadet Ride)
• Creates the personnel annex for the Fall and Spring FTX

Assistant S-1 (C/1LT)

Reports to and receives orders from the S1. Principal assistant to the S1 on all matters related to Cadet administration of promotions, awards, assignments and battalion personnel structure. Publishes and distributes: Cadet orders, Cadet assignments, attendance records, Cadet phone book (updated continuously), battalion roster (updated continuously). At formations and when otherwise directed assists the S1 in disseminating and collecting information necessary for general use. Assists the S1 by coordinating with other staff Officers. Serves as the S1 in his/her absence. Keeps the Cadet Sergeant Major informed about all Cadet S1 matters.

S-2 (Intelligence and Security Officer) (C/CPT)
The intelligence section is responsible for collecting and analyzing intelligence information about the enemy to determine what the enemy is doing, or might do, to prevent the accomplishment of the unit's mission. This Officer may also control maps and geographical information systems and data. At the unit level, the S2 is the unit's security Officer.

Key Duties:

- Works with C/S-3 to develop composite risk assessment worksheet for all operations
- Writes intelligence annex to the OPORD
- Distributes maps
- Analyzes terrain and weather
- Processes and disseminates intelligence information
- Analyzes all security requirements and vulnerabilities
- Assist the S-3 during garrison operations

S-3 Operations and Training Officer (C/MAJ)

The Operations Officer’s duties include both planning and training. The Operations Officer plans and coordinates operations, and all things necessary to enable the Battalion to operate and accomplish its mission. In most units, the operations office is the largest of the staff sections and considered the most important. All aspects of sustaining the unit's operations, including planning future operations and tracking all current unit training, fall under the responsibility of operations. The operations Officer is also tasked with keeping track of the weekly training schedules.

Key Duties:

- Writes the Battalion operations orders
- Runs the Battalion Training Meeting
- Coordinates with the Cadre S3 for all training requirements
- Synchronizes all requirements to ensure quality Cadet training

Assistant S-3 Operations and Training Officer (C/CPT)

Assists with Operations Orders, Training Schedules, the Cadet Battalion Training Meeting and other duties as assigned by the Cadet S3.

S-4 Logistics and Supply Officer (C/CPT)

Principal assistant and advisor to the commander on matters related to supply, property accountability and transportation. Supervises the inspection, requisition, draw,
issue and turn-in of all supplies used by the battalion. With the Assistant S-4, assists the Cadre supply sergeant to draw, issue (sign-out) and return supplies, equipment, ammunition and rations. Supervises mess and resupply operations in the field. Operates the battalion supply point in the field. Coordinates with the S-3 to determine specific supplies necessary for training and operations. Requests and coordinates manufacture of field latrines (coordinated through supply sergeant). Maintains rosters of all equipment needed for FTXs. Maintains historical and active files related to supply and supply accountability. When required, briefs the commander and Cadre and the XO Cadet on supply status and logistical plans. Supervises the Assistant S-4. Reports to Cadre and the Cadet XO once a week. Briefs Cadre/XO on all the above, receiving input and counseling, and executing assigned duties.

Key Duties:

- Plans and coordinates for all Battalion logistics
- Prepares and presents briefings of logistical support plans for all training
- Coordinate for transportation for leadership labs, FTXs, and Cadet Ride
- Responsible for issuing of all training equipment
- Responsible for issuing and recovering all PT mats
- Maintains Cadet snack bar and funding

Assistant S-4 (C/1LT)

Principal Assistant to the S-4 on all matters related to supply, transportation and property accountability. Assumes the duties of the S-4 when he/she is absent. Procures, maintains battalion office supplies and ceremonial/decorative items (e.g., guidons, plaques, trophies, displays). In the field, coordinates resupply and feeding plans with the company First Sergeants, or supervising Cadre/MS IVS. In the field, maintains the supply point. Collects and safeguards unused ammunition and pyrotechnics. Submits Cadet work detail requests through the Cadet Sergeant Major.

S-5 (Public Affairs Officer) (C/CPT)

Principal assistant and advisor to the Cadet Commander on all matters related to extracurricular groups, public affairs, and relations with specified activities and organizations at MSU. Assists other staff members and extracurricular groups in obtaining advertising, publicity for their activities. Posts the main hallway (north entrance) bulletin board. Coordinates with the *State News*, *Bold Leader News*, and the *Lansing State Journal* for press releases. Reports to the C/XO and is mentored by the Recruiting Operations Officer (ROO).

Key Duties:
• Coordinate with Cadre ROO for recruiting events including but not limited to residence halls, campus events, etc.
• Coordinate with C/S-6 to post photographs of training.
• Coordinates with the C/S-6 to post chain-of-command photographs in Demonstration Hall
• Assist Cadet Battalion Commander in preparing a recruitment plan
• Coordinates and supervises Spartan Battalion intramural programs and charitable activities.
• Contacts local and campus news organizations (online and in print) about upcoming Battalion events

Assistant S-5 (C/1LT)

Reports to and receives orders from the S-5. Assists and keeps the S-5 and Cadet Sergeant Major continuously appraised of all staff activities. Maintains historical and active files pertaining to S-5 matters; posts photographs, news clippings and other paraphernalia on bulletin boards as directed. Serves as battalion photographer.

S-6 (Communications or IT Officer) (C/CPT)

The communications Officer directs all communications and is the point of contact for the issue of communications instructions during operations as well as for communications troubleshooting. At the unit level, S6 is also usually responsible for all electronic systems within a unit to include computers, faxes, copy machines, and phone systems. The S-6 also maintains the ROTC Facebook and Twitter pages, takes photographs of major training events and posts them in various medium, prepares and presents the slide show for military ball and spring awards ceremony

Company Commander (C/CO)

The Company Commander leads a Cadet Company. Reports to and receives orders from the Cadet Battalion Commander. Responsible for everything his/her company does or fails to do. Leads by example and always ensures the chain of command keeps company personnel informed of Cadet activities and plans. Assigns missions, tasks, and priorities to the Platoon Leaders and First Sergeant, and conducts inspections to ensure accomplishment. Establishes and enforces standards of discipline, conduct, appearance and training of the company. Develops and improves the knowledge, skills and motivation of his/her subordinates. Represents the company at command and staff meetings. Evaluates and counsels Cadets in accordance with the Leadership Assessment Program. The Company Commander reports to the C/ BN CDR and Cadre advisor once a week, briefing him/her on all of the above, receiving input and counseling, and executing required duties. Accomplishes the mission!
Key Duties:

- Delegate tasks and details to be accomplished
- Coordinates with Company Cadet First Sergeant to disseminate information through a phone tree
- Develops the company plan in accordance with the troop leading procedure

Platoon Observer/Trainer/Mentor (C/1LT)

Primary MS IV mentor/advisor to MS III chain-of-command in their Platoon. Assists A-S3 in all areas. The OTM will conduct, facilitate, or supervise training events and provide feedback on their observations in the form of AAR, notes, COER, or counseling.

First Sergeant (C/1SG)

Reports to and receives orders and guidance from the company commander. Runs and trains the company. Leads by example. Gets to know his/her subordinates and ensures that the chain of command keeps company personnel informed of Cadet activities and plans. The 1SG enforces standards of training, appearance, conduct and discipline of the company. He/ she supervises and develops the knowledge, skills and motivation of the company personnel. He/ she should recognize outstanding performance and recommend rewards for Cadet progress. The 1SG represents the Company at meetings and should act as the voice for the enlisted Soldier. In the field, the 1SG supervises company movement, resupply, and mess operations.

Key Duties:

- Responsible for managing all Cadet details
- Maintain a Duty Roster and Duty Log including flag detail, PT leaders, weapons cleaning, etc.
- Ensure Cadets are notified of their duties in writing
- Acts as a mentor for the Company leadership
- Conducts company formations
- Ensures the logistical readiness of the Company
- Checks on everything

Platoon Leader (C/2LT)

Reports to and receives orders from the Cadet Company Commander. Responsible to give OPORD to his/her Platoon Sergeant/squad leaders. Leads by example and ensures that information passes to the Cadet Platoon Sergeant and squad leaders for dissemination to Platoon members. Through the platoon sergeant, trains the platoon. Establishes and enforces standards of conduct, discipline, training, and appearance of the platoon.
Platoon Sergeant (C/SFC)

The PSG delegates missions, tasks, and responsibilities to his/her subordinates. The PSG inspects to ensure task accomplishment by the Platoon. Develops the knowledge, skills, and motivation of subordinates. Conducts a platoon AAR, submits a typed AAR to MS IV chain of commandant of Cadets. The PSG reports to and receives orders from the Cadet Platoon Leader. Leads by example and always ensures that information is passed to squad leaders for dissemination to platoon members. Knows his/her subordinates. Enforces standards of training, conduct, discipline, and appearance of the platoon. Supervises and develops the knowledge, skills, and motivation of the squad members. In the field supervises platoon movement, resupply, and mess operations. Assists the platoon leader in directing tactical deployment and operations. Conducts platoon formations, ensures Cadets are informed and performed assigned details, assists C/1SG manage details, provide input to platoon AAR.

Squad Leader (C/SSG)

Reports to the Cadet Platoon Leader. Responsible to give OPORD to his/her squad members. Supervises team leaders. Leads the squad by example. Trains the squad members. Knows them. Accounts for them at battalion functions. (This means he/she calls them before functions and always informs them what is going on.) The SL Enforces standards of appearance, conduct, discipline, and training within the squad. Keeps the Platoon Sergeant and Platoon Leader informed regarding all squad matters. She/he conducts the squad AAR.

Team Leader (TM LDR) (C/SGT)

The team leader leads by example. They are the senior squad member and demonstrate the type of behavior to follow by their team members. The team leader should know their team members well and be available to assist them with problems involving their status in the ROTC program.

CADET AWARDS

MSU Distinctive Unit Insignia (DUI):

On the service uniform coats centered on the shoulder loops, and equal distance from the outside shoulder seam to the outside edge of the button, with the base of the insignia toward the outside shoulder seam, when insignia of grade is not worn on the shoulder loops. If insignia of grade is worn on the shoulder loops, the equal distance is measured from the inside edge of the insignia of grade to the outside edge of the button. Cadets in the rank of Captain will not wear DUI on the Dress Blue Uniform.
Basic Course "Torch of Knowledge" Insignia:

The Torch of Knowledge is worn by all Basic Course Cadets (MS I, II) on both collars of the Dress Blue Uniform.

**Male:** Outside of the insignia one inch above the notch and centered on the collar with the torch parallel to the inside edge of the collar.

**Female:** One inch above the notch and centered on the collars with the centerline of the insignia bisecting the notch and parallel to the inside edge of the collar on the Dress Blue coat. The insignia on the classic uniform coat will be centered at an equal distance from each edge of the collar with the center of the insignia parallel to the inside edge of the collar and spaced one inch up from the collar and lapel seam.

Advanced Course Lapel and Collar Insignia:

**Male Cadets, Dress Blue coat.** The "ROTC" insignia will be worn one inch above the notch on both lapels with the center line of the insignia bisecting the notch and parallel to the inside of the lapel.

**Female Cadets.** The "ROTC" insignia will be worn one inch above the notch on both collars and parallel to the floor on the Dress Blue uniform coat and one inch up from the collar and lapel seam on the classic uniform coat with the center line of the insignia parallel to the inside edge of the lapel.

**Subdued.** The subdued (black) "ROTC" metallic insignia will be worn on the left collar of the BDUs by all Cadet Officers. The insignia is centered one inch from the lower edge of the collar with the centerline of the insignia parallel to the lower collar edge.

Note: After branch approval for MS IV Cadets, they may wear their branch insignia in lieu of the "ROTC" insignia.

Leadership Excellence Patch:

Both non subdued and subdued "Leadership Excellence" patches will be worn centered on the left sleeve ½ inch below the top of the shoulder seam on the coats of the Army green uniforms for all personnel. When the Ranger, Special Forces, or President's hundred tab is worn, the tab will be placed ½ inch below the top of the shoulder seam. The
"Leadership Excellence" will be worn 1/4 inch below the special skill or marksmanship tab.

Note: Non-contracted SMP Cadets should wear their reserve, ARNG unit patches until they are contracted. Once they are contracted they will wear the "Leadership Excellence" and MSU patches on all uniforms, both during ROTC functions and Reserve/ARNG unit drills. The contracted SMP Cadet's rank in his unit is Cadet second lieutenant, and the Cadet "discs" and "ROTC" will be worn.

Michigan State University (MSU) Patch:

Will be worn centered on the right sleeve ½ inch below the top of the shoulder seam.

Distinguished Military Student (DMS) insignia.

a. Worn by all MS IV Cadets designated as DMS by the Professor of Military Science.

b. Male Cadets. The badge will be worn centered and 1/8 inch above the right breast pocket of the Army green coat.

c. Female Cadets. The badge will be worn centered and 1/8 inch above the nameplate.

Note: The DMS insignia takes precedence over the Academic Achievement insignia. If both are worn, the DMS insignia is placed 1/4 inch above the Academic Achievement insignia.

Academic Achievement Insignia.

a. Awarded annually to Cadets in the top 10% of their ROTC class the preceding year. Second, third, and fourth awards are indicated by red, silver, and gold felt backings to the wreath insignia respectively.

b. Male Cadets. The insignia will be worn centered and 1/8 inch above the right breast pocket of the Dress Blue coat.

c. Female Cadets. The insignia will be worn centered and 1/8 inch above the nameplate on the Dress Blue coat.

Recondo Badge.

a. Worn by all MS IV Cadets who have successfully completed Recondo training at Cadet Leadership Course.
b. Male Cadets. The badge will be worn centered on the left pocket of the Dress Blue coat.

a. Female Cadets. The badge will be worn centered on the left jacket pocket.

MEDALS, BADGES, AWARDS, DECORATIONS AND RIBBONS

1. General. Awards, medals, badges, decorations and ribbons are awarded throughout the academic year and at Cadet Initial Entry Training (CIET) and Cadet Leadership Course. The following are authorized for wear by eligible Cadets in uniforms:

a. Medals, badges, awards, and decorations, including ribbons, of the United States and some foreign nations.

b. Medals, badges, awards, ribbons awarded by MSU, procured without expense to the Government. Medals, badges, awards, ribbons awarded by Military Junior Colleges (MJC) to ROTC Cadets while Cadets are enrolled in JROTC or SROTC at the awarding MJC. Awards will be worn only when selected designs have been approved by the Professor of Military Science.

c. Ribbons and shoulder cords authorized for membership, citation, or special recognition approved by the Professor of Military Science.

d. Distinctive unit insignia of the unit at which a Cadet successfully completed Cadet Troop Leadership Training (CTLT).

2. How worn. Approved medals, badges, Cadet awards, and ribbons awarded by MSU and other agencies will be worn in order of precedence from wearer's right to left and above (no more than 4 ribbons per row).

a. Ribbons will be worn in this order of precedence:
   
   (1) ROTC (including Cadet Initial Entry Training, Cadet Leadership Course).
   
   (2) JROTC awarded at a military junior college.
   
   (3) Local, state, regional or national organization. (This includes the majority of those awarded in the Spring).
   
   (4) Extracurricular.

b. Except for a (1) ribbon may be worn in any order within a category.

c. U.S. Awards will be worn as prescribed in AR 672-5-1 (See the Senior Military Instructor for guidance). Either Cadet ribbons or U.S. Awards may be worn but there will be no mixing of the two.
d. ROTC award ribbon precedence is limited to the following:
   (1) ROTC Medal for Heroism
   (2) Department of the Army Superior Cadet Award

e. Precedence among organizational award ribbons is limited to:
   (1) Legion of Valor Bronze Cross for Achievement
   (2) George C. Marshall award

f. All other ROTC, JROTC, organization and extracurricular awards are given no precedence and may be worn in any order within a category.

g. The awards presented each year are listed in the following pages.

h. Shoulder cords will be worn only when design has been approved by the PMS. The number of cords worn at any one time is limited to 1 IAW CC 670-1 Para 4-2 (c). Wear of shoulder cords is limited to the following groups within the Spartan Battalion:
   (1) Color Guard
   (2) AUSA

i. Medals and ribbons with medal pendant awarded by the National Rifle Association and the National Board for the Promotion of Rifle Practice may be worn on the ROTC uniform only for special ceremonies and official functions as directed by the PMS. They are not authorized for general wear.

j. CTLT distinctive unit insignia will be worn centered on the right pocket of the coat, below the pocket flap (men) and below the bust (women).

k. Miscellaneous Awards. **Gauntlet Award** - presented to Cadets who meet criteria established by the ROTC LTC commander. It is worn on the AG uniform coat centered on left breast pocket between the bottom of the flap and the bottom of the pocket. The RECONDO Badge has precedence and is worn to the wearer's right of the Gauntlet Award.

**ROTC ORGANIZATION ACHIEVEMENT AWARDS**

The Cadet in each activity who has demonstrated the greatest achievement. Winners will be selected by their organization.

**C/LTC Douglas Safko Award**
Selected by members of Ranger 1 in memory of former Ranger 1 member, Cadet/LT Douglas Safko

**Ranger 1 Award**

**Iron Man (Ranger 1)**
As established by the organization.
Advanced & Basic Course

Pathfinders
As established by the organization.

Advanced & Basic Course

Spartan Pathfinder 1st LT Adam Malson Award for Excellence
Selected by the Pathfinder group, based upon the attributes of 1LT Adam Malson

MISCELLANEOUS RIBBONS

Field Training Exercise Ribbon: (R-4-1)
To any enrolled Cadet who attends an MSU FTX. Bronze, silver and gold appurtenances are issued for 3, 5 and 7 FTX’s attended respectively.

MSU ROTC Recruiting Ribbon: (R-4-2)
To any enrolled Cadet who recruits a student who enrolls in the MSU Army ROTC program. (Appurtenances for additional awards.)

MSU Academic Achievement Award
Awarded each semester to an enrolled Cadet who stands in the top 10% of his/her ROTC class.

Staff Ride Award (R-4-5)
Bn Cdr’s discretion.

ROTC CADET COMMAND CADET AWARDS/RIBBONS

Simultaneous Membership Program (SMP) Activation Award
Activated in a Reserve Unit call-up for 30 days or more.

CTLT Ribbon
Participate successfully in CTLT.

Academic Awards Series (R-1)

a. Dean’s List Award (R-1-1)
   Semester GPA 3.50-4.0

b. Cadet Honors Awards (R-1-2)
   Semester GPA 3.20-3.49

c. Cadet Scholar Award (R-1-3)
   Semester GPA 2.90-3.19

d. Most Improved Grades (R-1-4)
   Highest jump in semester GPA

e. ROTC Honors (R-1-5)
   GPA of 4.0 in Military Science
f. Bn Cdr’s Academic Award (R-1-6) Bn Cdr’s discretion

4. Athletic Award Series (R-2)
   a. Platinum Medal Athlete (R-2-1) Score 300 on APFT
   b. Gold Medal Athlete (R-2-2) Score 290-299 on APFT
   c. Silver Medal Athlete (R-2-3) Score 280-289 on APFT
   d. Bronze Medal Athlete (R-2-4) Score 270-279 on APFT
   e. Most Improved Award (R-2-5) Biggest increase in score since last APFT
      (A Cadet may only receive once)
   f. Bn Cdr’s Athletic Award (R-2-6) Bn Cdr’s discretion

5. Military Awards Series (R-3)
   a. Excellence at CLC (R-3-2) High Camp scores (as determined)
   b. CLC Graduate (R-3-3) Graduate from Advance Camp
   c. Brigade Bold Warrior Winner (R-3-5) To all members of the Bold Warrior
      team which wins Brigade competition.
   d. Bold Warrior Team Member (R-3-6) Member of Bold Warrior team
   e. SGT York Award (R-3-7) To the Cadet who does the most to support
      the ROTC program
   f. Color Guard (R-3-9) Member of the color guard
   g. Bn Cdr’s Military Award (R-3-10) Bn Cdr’s discretion
      (In 2005, delegated these for awards
      For the CPT Grimes & Pathfinders
      1LT Malson Awards)
   h. One-Shot-One-Kill Award (R-3-11) Shoot 40 out of 4 Cadet may receive at both
      CIET and CLC (the numeral 2 will be issued for subsequent award)
i. Bold Challenge (R-3-12) Bn Cdr’s discretion
j. CIET Graduate (R-3-13) Completed CIET

4. Miscellaneous Award Series (R-4)
   a. (R-4-1) FTX Competition
   b. (R-4-2) ROTC Recruiting
   c. (R-4-3) Pathfinders
   d. (R-4-4) Ranger 1
   e. (R-4-5) Staff Ride

POLICY LETTERS
MEMORANDUM FOR Spartan Battalion

SUBJECT: Open Door Policy #1-1

1. Purpose. The purpose of this memo is to outline the open door policy.

2. Applicability: The directive applies to all military, cadets and civilians assigned or attached to Michigan State University Army ROTC.

3. Responsibilities:
   a. I encourage all personnel to use their chain of command to resolve issues. However, there are times and circumstances when it is ineffective or inappropriate to use the chain of command. I am always available in these situations. I can be contacted via the office phone number of (517) 355-3482, work e-mail at dogeorge2@msu.edu.
   
   b. Please email me or call to make an appointment; however walk-ins are also welcome.

4. The point of contact is the undersigned at (517) 355-3482.

JASON O. DEGEORGE
LTC, AV
Professor of Military Science
MEMORANDUM FOR Spartan Battalion

SUBJECT: Equal Opportunity/SHARP Policy #2-1

1. Purpose. The purpose of this memo is to outline the equal opportunity and SHARP policy.

2. Applicability: The directive applies to all military, cadets and civilians assigned or attached to Michigan State University Army ROTC.

3. Responsibilities:
   a. I endorse and fully support the United States Army's and Michigan State University's policies of equal opportunity and SHARP. I want to ensure that all personnel in the MSU Army ROTC program are treated fairly, evenly and equally regardless of race, color, age, sex, religion, sexual orientation or ethnic origin.
   b. Any perceived incidents of unfair discrimination in violation of this policy should be brought to the attention of the offending individual for clarification immediately. If the situation warrants my attention, please contact me as soon as you can. I am available at any time to discuss any potential conduct problems with cadre, cadets or civilian employees.

4. The point of contact is the undersigned at (517) 353-3482.

JASON O. DEGEORGE
LTC, AV
Professor of Military Science

04 April 2018
MEMORANDUM FOR Spartan Battalion

SUBJECT: Tobacco Policy #3-1

1. Purpose. The purpose of this memo is to outline the tobacco policy.

2. Applicability: The directive applies to all military, cadets and civilians assigned or attached to Michigan State University Army ROTC.


4. Responsibilities:
   a. As required by the above references, smoking is prohibited in all buildings on campus.

   b. All cadre, staff and cadets who smoke are requested to use good judgment and common sense when taking breaks. As a general rule, no more than 30 minutes per 8 hour day should be utilized for “smoke breaks”. The designated smoking area is a location more than 50 feet from the entrances of Demonstration Hall being cognizant of any open windows on the building.

   c. The use of tobacco products poses a serious threat to the health of all personnel. Smoking is a leading cause of both heart and lung diseases as well as many forms of cancer. For those cadre, staff, or cadets who desire to participate in a smoking cessation program, every effort will be made to assist them.

5. The point of contact is the undersigned at (517) 353-3482.

   JASON O. DEGEORGE
   LTC, AV
   Professor of Military Science
MEMORANDUM FOR Spartan Battalion

SUBJECT: GSA Vehicle Policy #4-1

1. Purpose. The purpose of this memo is to outline the GSA vehicle policy.

2. Applicability: The directive applies to all military, cadets and civilians assigned or attached to Michigan State University Army ROTC.

3. Responsibilities:

   a. GSA vehicle operators can only be military or civilians assigned to the Military Science Department. ROTC Cadets are not authorized to operate GSA vehicles.

   b. Use of Vehicle:

      (1) Authorized operators will make prior arrangements with the vehicle coordinator.

      (2) Use of the vehicle for personal business is not authorized.

   c. Vehicle Operation:

      (1) GSA vehicle operators must have a copy of a valid state operator's permit, the 15-passenger training certificate and the Accident Avoidance Course certificate on file with the vehicle coordinator.

      (2) The vehicle operator and all passengers occupying a GSA Vehicle must have their safety belts properly fastened at all times while the vehicle is in motion.

      (4) The GSA Vehicle has a Vehicle Operator's Manual, a MSU ROTC vehicle inspection sheet and an Accident Reporting Kit located in the binder. Each vehicle operator will be familiar with the contents of the binder before operating the vehicle.

      (5) The vehicle coordinator is responsible for ensuring that the interior and exterior of the vehicle is cleaned when the vehicle operator returns the binder. The GSA vehicles are authorized two car washes per month.
(6) The vehicle operator is responsible for having a TC when driving Cadets of opposite sex to appointments, training, and mission requirements. A vehicle operator and TC are required for transporting all Cadets out of state. No Cadets will not travel in a GSA vehicle that is pulling a trailer, IAW Cadet Command Guidance.

d. Security: During special events the vehicle will be secured in the garage. Operators will insure the vehicle is locked at all times when not in use.

e. US Government National Credit Card (SF 149):

(1) The vehicle coordinator will issue a U.S. Government National Credit Card (SF 149) to the operator. The credit card is for service station type purchases and periodic maintenance. The credit card use is limited to these items: unleaded gasoline, added amounts of brake fluid, regular grade lubricating oil, automatic transmission fluid, power steering fluid, anti-freeze, windshield washer solvent, windshield wiper blades and arms, 6-belts, hoses, head and tail lights, mounting and dismounting of snow chains, towing and road service, tire and tube repairs, washing services, emergency replacement of defective spark plugs, and other emergency minor repairs not to exceed $50. The GSA Maintenance Control Center must authorize purchases over $50. Phone 1-800-GSA-AUTO.

(2) A copy of the sales ticket must support all credit card purchases. The operator will sign for the services only after verifying that the sales ticket is legible and the following have been entered on the delivery ticket:

   (a) Correct 10-digit number as shown on the credit card.
   (b) Correct vehicle tag number.
   (c) Correct amount of gas, oil, etc.
   (d) Items are priced correctly.
   (e) No sales tax assessed.

(3) It is the vehicle operator’s responsibility to investigate prices at all authorized sources which accept the SF 149 in order to purchase petroleum products at the lowest possible cost to the government.

f. Accident Reports: The operator will follow the instructions contained in the Accident Reporting Kit located in the vehicle binder if involved in an accident.

4. POC is John Pohl, the Spartan Battalion vehicle coordinator.

JASON O. DEGEORGE
LTC, AV
Professor of Military Science
MEMORANDUM FOR Spartan Battalion

SUBJECT: Extra Curricular Groups (Policy Memo) #5-1

1. At no time will there be any HAZING or DEMEANING behavior of group members or recruits. This will not be tolerated and will be dealt with by the PMS accordingly.

2. No training, ceremonies, or activities will be allowed without the PMS approval. This also implies that nothing will be done in Demonstration Hall or using equipment and uniforms issued by ROTC. Groups should not portray themselves to be participating as a ROTC function without cadre present.

3. Training will be conducted between M – F, Thursdays have been blocked off for training from 1500 – 1700. Each group will brief the PMS (Advisors prior) on their training schedule to include risk assessments and gain written approval.

4. Groups commander will be chosen by their members and approved by the PMS.

5. The POC for this memorandum is the undersigned at (517) 353-3482.

JASON O. DEGEORGE
LTC, AV
Professor of Military Science
MEMORANDUM FOR Spartan Battalion

SUBJECT: Physical Training Policy #6-1

4. The Spartan Battalion will conduct Physical Readiness Training (PRT) Monday, Wednesday (1600 afternoon option), and Thursday starting at 0600. The battalion will also conduct a remedial PRT program at 0600 on Friday led by a Cadre member.

   a. The uniform for PRT is the Individual Physical Fitness Uniform (IPFU). The Cadet Battalion CSM will direct the uniform standard based upon weather.

   b. All Cadre and contracted Cadets will pass scheduled APFT, and meet the Army Weight Control Program (AWCP).

   c. MSIII/MSII contracted and non-contracted scholarship Cadets that do not score 70 in each APFT event, MSIII/MSIV contracted and non-contracted scholarship Cadets that do not score 80 in each APFT event and anyone who fails to meet the AWCP standards will be enrolled in the Spartan Battalion remedial PT program.

   d. The battalion will award the Army Physical Fitness Badge (APFB) to any Cadet or Cadre member who qualifies by scoring more than 90 points in each event on the APFT.

   e. MSIV/MS490 Cadets are required to pass the APFT and meet the AWCP standards within 60 days prior to commissioning.

   f. Cadets with morning PRT schedule conflicts will by exception coordinate with their instructor to attend the Wednesday afternoon PRT session. Failure to attend PRT can result in a lower grade in the respective MS class and written counseling that can be used as a basis for probation, suspension of benefits and disenrollment.

5. The point of contact is the undersigned at (517) 353-3482.

JASON O. DEGEORGE
LTC, AV
Professor of Military Science
AFTER ACTION REVIEW (AAR/TC 25-20)

AAR’s:
- Are conducted during or immediately after each event.
- Focus on intended training objectives.
- Focus on soldier, leader, and unit performance.
- Involve all participants in the discussion.
- Use open-ended questions.
- Are related to specific standards.
- Determine strengths and weaknesses.
- Link performance to subsequent training.

AAR format:
- Introduction and rules.
- Review of training objectives.
- Commander’s mission and intent (what was supposed to happen).
- Opposing force (OPFOR) commander’s mission and intent (when appropriate).
- Relevant doctrine and tactics, techniques, and procedures (TTPs).
- Summary of recent events (what happened).
- Discussion of key issues (why it happened and how to improve).
- Discussion of optional issues.
- Discussion of force protection issues (discussed throughout).
- Closing comments (summary).

Types of AAR:
Formal reviews:
- Have external observers and controllers (OCs)
- Take more time.
- Use complex training aids.
- Are scheduled beforehand.
- Are conducted where best supported.

Informal reviews:
- Conducted by internal chain of command.
- Take less time.
- Use simple training aids.
- Are conducted when needed.
- Are held at the training site.

AAR Steps:
Planning
- Select and train qualified OCs.
• Review the training and evaluation plan, Army Training and Evaluation Program (ARTEP) mission training plans (MTPs), and soldier training publications (STPs).
  • Identify when AARs will occur.
  • Determine who will attend AARs.
  • Select potential AAR sites.
  • Choose training aids (i.e. TMK, video, pictures)
  • Review the AAR plan.

Preparation
  • Review training objectives, orders, METL, and doctrine.
  • Identify key events OCs are to observe.
  • Observe the training and take notes.
  • Collect observations from other OCs.
  • Organize observations. (Identify key discussion or teaching points.)
  • Reconnoiter the selected AAR site.
  • Prepare the AAR site.
  • Conduct rehearsal.

Conduct
  • Seek maximum participation.
  • Maintain focus on training objectives.
  • Constantly review teaching points.
  • Record key points.

Follow up
  • Identify tasks requiring retraining.
  • Fix the problem -- retrain immediately, revise standing operating procedures (SOPs), integrate into tutors training plans.
  • Use to assist in making commander's assessment.