



REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY**  
CAMPBELL UNIVERSITY, 4<sup>th</sup> BRIGADE, USACC  
PO BOX 307, BLDG 165 T.T. LANIER EXTENSION  
BUIES CREEK, NORTH CAROLINA 27506

ATCC-DDN-CCU

8 September 2011

MEMORANDUM FOR CAMPBELL BATTALION CADRE AND CADETS

SUBJECT: Policy Letter #12, Cadre Leadership Development Program

1. While serving as a Cadre member of the Campbell Battalion ROTC Program, it is important that we all maintain a set of required military skills and general knowledge as well as continually working to enhance our instruction and assessment skills.
2. We will conduct a monthly Cadre Development Program (CDP) in conjunction with Command and Staff with topics, which focus on ROTC Program development.
3. Semi-annually, during winter and summer breaks, we will conduct an Academic Workshop (AW) which will emphasize alignment of curriculum, labs and FTXs this in turn, will determine annual and semi-annual training guidance/requirements as well as determine the battalion METL assessment.
4. Counseling of Cadre members and staff will be conducted quarterly to insure individual goals and performance objectives are identified as well as documenting significant contributions.
5. POC for this policy is the undersigned at (910) 893-1582

  
MICHAEL E. MASON  
LTC, EN  
Professor of Military Science