



DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY CADET COMMAND
FORT MONROE, VIRGINIA 23651-5000

REPLY TO
ATTENTION OF

ATCC-ZB

18 October 2004

MEMORANDUM FOR U.S. Army Cadet Command Region Commanders/ Brigade Commanders

SUBJECT: Policy for Relatives of Cadre Members Applying For a Scholarship

1. The following procedures will be followed when a family member or close relative of a cadre member applies for a ROTC scholarship where the cadre member is assigned. This policy is implemented to prevent possible conflict of interest in awarding a scholarship.

a. The Professor of Military Science (PMS) will notify their Brigade Commander as soon as the applicant is identified as a family member or close relative of a cadre member.

b. The Brigade Commander will appoint someone from his staff or from another school to serve as the president of the selection board for the mission set to which the cadre member's family member or close relative is applying. For example, if the PMS' daughter is applying for Mission Set 09, then the president of the board will be someone besides the PMS for all selections made in Mission Set 09.

c. The interested cadre member may not participate in any way in the selection process for their family member or close relative. This includes participating in the interview process, review of the applicant's records or participating in the actual board process.

d. Family member is defined as child, step-child or anyone that is under legal guardianship. Close relative is defined as nephew, niece, son-in-law, or daughter-in-law.

2. This policy applies to all cadre members; military, civil service, contractor and school employees.

3. Each Professor of Military Science will incorporate this guidance into their Scholarship Standard Operating Procedures.

4. This policy will be incorporated into the next update of Cadet Command Regulation 145-1.

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5. Point of contact for this action is Mr. Ainslie at (757) 788-
2835, DSN 680-2835, or e-mail at james.ainslie@usacc.army.mil.

FOR THE COMMANDER:


RADAMES CORNIER, JR.
Colonel, GS
Chief of Staff

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