DEPARTMENT OF THE ARMY
U.S. Army Corps of Engineers
Washington, DC 20314-1000

ER 350-3-3

CEHR-M

Regulation
No. 350-3-3

12 December 2012

Training
USACE/USMA/ROTC CADET DISTRICT ENGINEER PROGRAM (CDEP)

1. Purpose. This regulation defines procedures for the administration of the US Army Corps of Engineers (USACE)/United States Military Academy (USMA)/Cadet Command (USACC) Cadet District Engineer Program (CDEP). This program is planned to provide interested academy/college students with hands-on experience, exposure to USACE assignments, and career opportunities, with a long range objective of retaining them in support of the Army mission as uniformed members or civilian employees of the Corps.

2. Applicability. This regulation is applicable to all USACE divisions, districts, and separate field operating activities (FOA).

3. Distribution. This document is for public release. It has unlimited distribution.

4. References.

a. AR 350-1

b. AR 670-1

c. AR 600-8-105

d. ER 37-1-31

e. CCR 154-3-1

f. USMA SOP

5. Eligibility of Cadets.

a. USMA cadets interested in being considered for the program must meet academic and training requirements established by USMA for volunteer summer training programs, be strongly interested in the Corps of Engineers as a branch choice, and must be majoring in an engineering degree.

b. Cadets from Cadet Command interested in volunteering for this training must be majoring in an engineering degree program, aspire to be commissioned in the Army Corps of Engineers

upon graduation, and meet such other specified requirements as prescribed by the U.S. Army Training and Doctrine Command (TRADOC).

6. Procedures.

a. General.

(1) Requests for Positions - USMA and TRADOC will request allocation of training positions from HQUSACE (CEHR-M) no later than 15 November, each year. As a minimum, the total number of positions desired must be identified; however, requests for allocation of specific positions and/or locations will be accepted.

(2) Position Identification - No later than 1 December, HQUSACE will send a request to all divisions, districts, and separate FOAs to identify any appropriate training positions which are available. Responses to this request will be provided to HQUSACE no later than 1 January and will include for each position:

(a) Job Title

(b) Brief job description

(c) Location of duty

(d) Per diem rate at duty location

(e) Availability of government mess and quarters

(f) Special requirements

(g) Name, address, and telephone number of sponsor (preferably military)

(h) Central POC within district, division, or separate FOA

(i) Willingness to contract for meals and lodging

(3) Position Requests - USMA and USACC will use the locations listed in Appendix A to request duty locations. USMA and USACC will advise cadets applying for the program that the exact duty location may differ from the district headquarters location dependent upon the projects the districts are working on when the cadets report for duty.

(4) Position Allocation - HQUSACE will allocate positions equitably between USMA and TRADOC. A consolidated listing identifying allocations to USMA and to USACC will be provided to both commands no later than 15 January. During the allocation process, careful

consideration will be given to the numbers of USMA and ROTC cadets expected to participate and to the numbers, types, and locations of training positions available as well as to requests for allocation of specific positions.

b. Coordination. Prior to 1 December, USMA and TRADOC, to include ROTC Brigades, may coordinate directly with USACE divisions, districts, and separate FOA regarding possible training opportunities. Such coordination will be informal and will not obligate any of the parties involved. Rather, the purpose of this coordination will be to allow USMA and TRADOC to discuss and clarify with the USACE divisions, districts, and separate FOA the types of training opportunities which may be available. Subsequent to allocation of positions, USMA and TRADOC (to include ROTC Brigades) will coordinate directly with USACE divisions, districts, and separate FOA to finalize assignments.

c. Exchange of Positions. Exchange of positions between USMA and TRADOC may be approved if mutually agreeable to both parties. Requests for reallocation must be submitted to HQUSACE for approval.

7. Funding.

a. Cost Estimates will be sent in by Cadet Command and USMA to HQUSACE NLT 1 March of every year for the cadets they have selected.

b. Funds will be sent to Cadet Command and USMA by HQUSACE NLT 1 April of every year via MIPR. The recipient divisions, districts, and separate FOA will reimburse HQUSACE for the costs before the end of the fiscal year. OMA funds may be used for this reimbursement. Military Construction and Civil Works project funds (to include district overhead and operating accounts) may not be used for the reimbursement. Requests for OMA funds to cover the expenses associated with the program or for exceptions to this policy may be forwarded to HQUSACE.

c. USMA Cadets.

(1) For CONUS - Round trip travel and per diem costs from and to West Point will be paid by the recipient divisions, districts, and separate FOA.

(2) For OCONUS - Round trip travel and per diem costs will be paid by OCONUS divisions, districts, and separate FOA to and from the cadet's prior overseas duty station.

Europe District – Frankfurt

Alaska District - Ft Richardson

Far East District – Yongsan

Honolulu District – Honolulu

Japan District – Yongsan

Middle East District- Doha, Qatar or Kuwait City, Kuwait

(3) Any deviations from these general rules will be coordinated by divisions, districts, and separate FOA through USACE with the USMA Program Action Officer.

(4) Cadets should file travel vouchers as soon as possible upon return to the USMA but NLT 15 September.

d. USACC Cadets.

(1) For CONUS - Travel and per diem costs from and to the cadets' HOR or LDAC will be paid by the recipient divisions, districts, and separate FOA.

(2) For OCONUS - Travel and per diem costs from and to the cadets' HOR or LDAC will be paid by OCONUS divisions, districts, and separate FOA to and from the cadet's prior overseas duty station.

Europe District – Frankfurt

Alaska District - Ft Richardson

Far East District – Yongsan

Honolulu District – Honolulu

Japan District – Yongsan

Middle East District- Doha, Qatar or Kuwait City, Kuwait

(3) Any deviations from these general rules will be coordinated by divisions, districts, and separate FOA through USACE with the USMA Program Action Officer.

(4) Cadets should file travel vouchers as soon as possible upon return to their campuses but NLT 15 September.

8. General Guidelines for Commanders/Directors of Divisions, Districts, and Separate FOA.

a. The emphasis on duty assignments for all cadets will be "hands-on" experience with specifically assigned duties on active military/civil works projects.

b. An initial, brief (one to two days) orientation on overall command mission and activities is encouraged to provide the broad perspective of the command's scope of effort.

c. For the bulk of the training period, the cadet should be assigned duties using the following guidelines in order of consideration:

(1) Duty station at an active military or civil works site preferably near a military installation if available. Assignment with the military will increase the exposure of the cadet to the U. S. Armed Forces.

(2) Duties to be assigned should include specific defined responsibilities for which the cadet is to be held accountable. Job titles such as Assistant Project Engineer, Assistant Resident Engineer, or Special Project Engineer are typical of the types of assignments that should be made. The actual responsibilities or tasks assigned to the cadet will vary with the nature and phase of the project, but should be similar to those assigned to an initially assigned junior officer. It should be recognized that the purpose of the cadet's participation is for his / her training and not to augment the command's workforce.

(3) Assignment of a sponsor (preferably military) to each cadet for the duration of his / her stay at the command is mandatory.

(a) The cadets should be under the supervision of a qualified engineer at all times. That engineer should also be the cadet's sponsor. If the sponsor is not a uniformed service member, the cadet should be assigned an Army Officer (Captain or Major) to act as the cadet's military mentor. An Army Officer will be assigned to the cadet's rating chain.

(b) The sponsor will establish contact with the cadet NLT 30 days prior to his/her arrival, provide the cadet initial counseling on duties upon arrival and provide an evaluation for the cadet

(4) The cadets should be given maximum opportunities to work with officer personnel, and should not be placed in an observer status.

d. Any reporting requirements or additional concerns will be contained in a MOI produced by Cadet Command and USMA, respectively, which will be distributed to host districts annually NLT 1 April.

9. Billeting/Messing. Cadets will be housed in BOQ facilities when possible. In the event BOQ facilities are not available, prior arrangements will have to be made at commercial establishments.

10. Evaluation Forms.

a. USMA Cadets. An evaluation form will be forwarded to the Division / District / FOA by USMA for each cadet in the program. Evaluator should fill in only as appropriate, using "NA" for "not applicable/not observed". The evaluation report should not drive or influence the detailed shaping of the individual cadet's program. It is not intended that the cadet "do" something solely so he/she can be evaluated doing it. Whenever possible, however, the evaluation should include some qualitative aspect of leadership/leadership potential of the cadet, as displayed in the conduct of his/her duties. Attached at Appendix B is a sample copy of the evaluation form you will receive from USMA.

b. Cadet Command Cadets. An OER (DA 67-9) will be forwarded to the Division/District/ FOA by the Professor of Military Science for each cadet in the program. The primary objective is to assist the cadet in the development of his/her leadership and technical competency. The OER will be provided to the cadet's Professor of Military Science for the purpose of providing information about his/her human behavioral and technical competence. This will enable the Professor of Military Science to provide training, counseling, and other assistance so that the cadet may qualify to become a commissioned officer. Attached at Appendix C is a sample copy of the OER you will complete and return to the Professor of Military Science from the appropriate university or college.

c. Cadets will complete a written AAR (Appendix D) and return to HQUSACE NLT 1 September.

FOR THE COMMANDER:

DIONYSIOS ANNINOS
Colonel, Corps of Engineers
Chief of Staff

4 Appendixes
A – USACE Locations
B – USMA Evaluation Report
C – USACC Cadet Evaluation Report (CER)
D – CDEP Form

APPENDIX A

USACE Locations

1. Cadets should reference the attached organization diagram when requesting locations for the CDEP program.

2. Cadets should be advised that not all districts host cadets every year.

3. Organizations with a Military Construction mission are highlighted in yellow. Organizations with a Civil Works missions only are in purple. All districts can host CDEP cadets if their budget allows it.

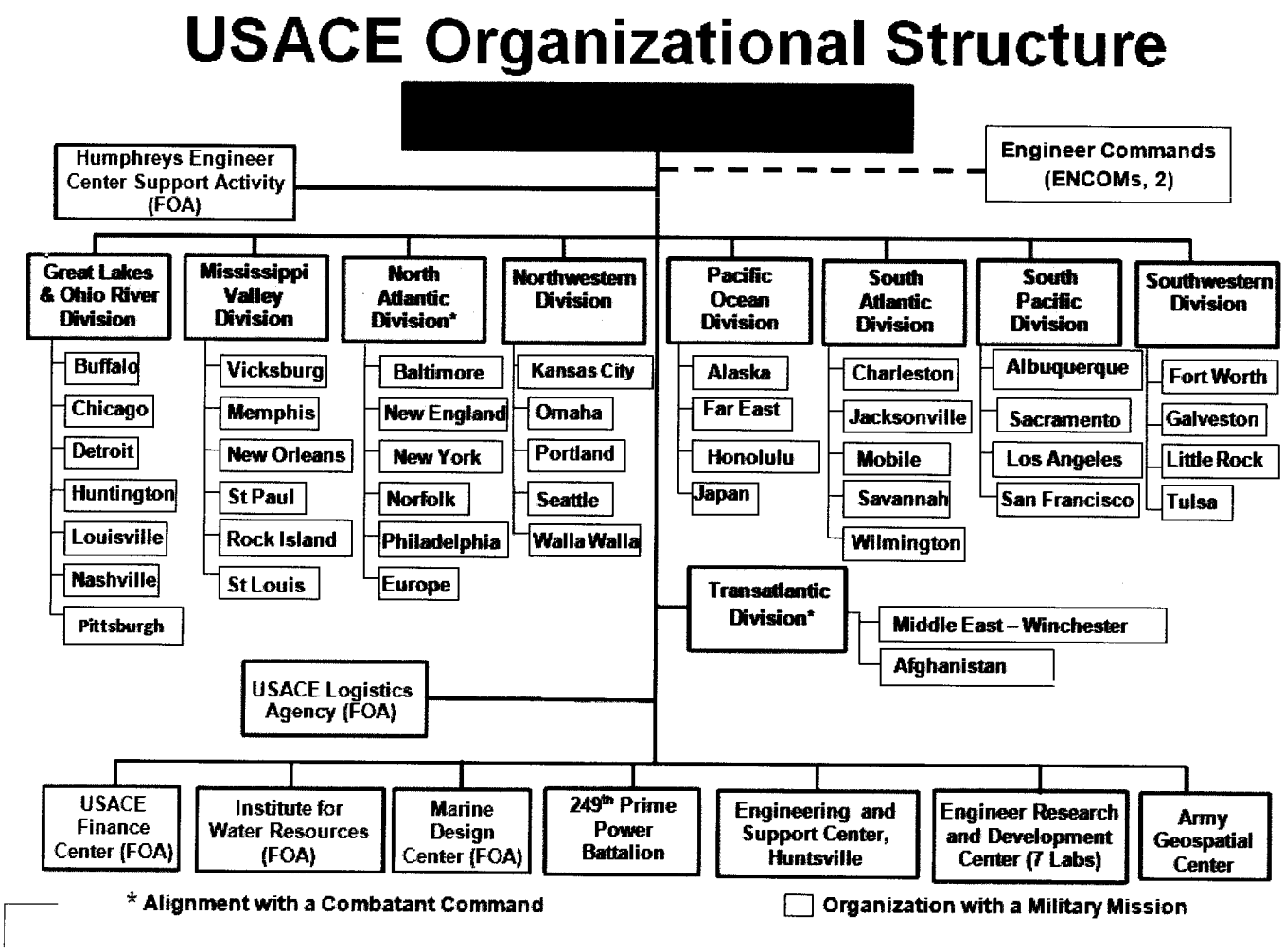

Figure A

APPENDIX B

USMA Evaluations Report

General Instructions (USMA):

1. Cadets assigned to CDEP will receive a USMA Form 2-543-3R (Cadet Performance Report Support Form). This evaluation is for developmental purposes only and will not be entered into a permanent record.

2. No Senior Rater comments are required.

3. The same criteria used to evaluate newly commissioned second lieutenants will be used to evaluate cadets since they will be serving as junior officers. An accurate description of the cadet's strengths and weaknesses is desired.

4. Cadet Performance Reports for cadets who do not complete CDEP will reflect a statement of non-completion and reason(s) for non-completion.

5. Cadet Performance Reports for cadets involved in activities normally administered under UCMJ, will reflect the incident and resulting actions in the evaluation.

6. Mail original counseling and evaluation form directly to the USMA Point of Contact. A copy of any counseling and evaluation forms should be given to each CDEP cadet prior to their departure.

CADET PERFORMANCE REPORT SUPPORT FORM

For use of this form, see Annex B, USCC SOP; Proponent Agency is LDB, USCC

DATA REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY: Annex D, USCC SOP **PURPOSE:** The evaluation of cadets in the execution of Cadet Leader Development System **ROUTINE USE** This form is used by faculty and cadets conducting initial, mid-term, and final counseling for a grading period

PART I - GRADED CADET

NAME OF GRADED CADET (Last, First, MI)	RANK	CLASS/COMPANY	ORGANIZATION

PART II - YOUR EVALUATION CHAIN

(NOTE: The Cadet Counselor is responsible for conducting initial, mid-term, and final counseling)

CADET COUNSELOR	NAME	POSITION
PRIMARY GRADER	NAME	POSITION
SENIOR GRADER	NAME	POSITION

PART III - INITIAL (FACE-TO-FACE) COUNSELING

An initial face-to-face discussion of duties, responsibilities, and performance objectives for the current grading period took place on _____

Counseled Cadet's Initials: _____ Counselor's Initials: _____

PART IV - GRADED CADET

a. State your significant duties, responsibilities, and performance objectives. Duty Title is: _____

b. Indicate your major performance objectives for this period

(1) Academic:

(2) Military:

(3) Physical:

(4) Other:

COUNSELING: (1) Establish an attentive atmosphere. (2) State the purpose of the session (to review performance). (3) Recognize the cadet's desirable and effective performance (especially improvements since the last review). (4) Identify no more than two aspects of performance requiring improvement. Ask the cadet for suggestions on ways to improve his/her performance and then discuss your suggestions. (5) Outline plans for improvement (written). (6) Set a follow-up date, as needed. (7) End the session by encouraging the subordinate to improve and expressing your confidence in him/her.

USMA Form 2-543-3R (Oct 02); Supersedes USMA Form 2-543-3R (Oct 93)

Figure B

c. List your significant achievements at the **mid-point** of the grading period or detail:

(1) Academic:

(2) Military:

(3) Physical:

(4) Other:

Counseled Cadet's Signature/Date | Counselor Signature/Date

d. List your significant achievements for the 2nd half of the grading period or detail:

(1) Academic:

(2) Military:

(3) Physical:

(4) Other:

Counseled Cadet's Signature/Date | Counselor Signature/Date

PART V - COUNSELOR COMMENTS

(Comments may be added at anytime)

I have reviewed this form and offer the following additional comments:

SIGNATURE AND DATE

USMA Form 2-543-3R (Oct 02), Page 2

Figure B (Continued)

APPENDIX C

USACC Cadet Evaluation Report (CER)

General Instructions (from CCR 154-3-1):

1. Cadets assigned to CTLT (platoon leader and internship positions) and DCLT will be exposed to the OES used by the U.S. Army as they prepare DA Form 67-9-1a (Junior Officer Developmental Support Form), DA Form 67-9-1 (Officer Evaluation Report Support Form) for counseling, and receive a final DA Form 67-9, OER. These forms may be found at: http://www.army.mil/usapa/index.html. The OER is for developmental purposes only and will not be entered into a permanent record.

2. Company, troop, or battery commanders will evaluate cadets assigned to CTLT (platoon leader position). For CTLT internship positions, the supervising preceptor will evaluate cadets assigned to CTLT internship positions. No Senior Rater comments are required.

3. The same criteria used to evaluate newly commissioned second lieutenants will be used to evaluate cadets since they will be serving as junior officers. An accurate description of the cadet's strengths and weaknesses is desired.

4. OERs for cadets who do not complete CTLT/DCLT will reflect a statement of non-completion and reason(s) for non-completion.

5. OERs for cadets involved in activities normally administered under UCMJ, will reflect the incident and resulting actions in the evaluation.

6. Mail original counseling and evaluation form directly to the cadets PMS. A copy of any counseling and evaluation forms should be given to each CTLT cadet prior to their departure.

OFFICER EVALUATION REPORT
For use of this form, see AR 623-3; the proponent agency is DCS, G-1

PART I - ADMINISTRATIVE DATA

a. NAME (Last, First, Middle Initial) DOE, JOHN C.	b. SSN 000-00-0000	c. RANK CDT	d. DATE OF RANK (YYYYMMDD)	e. BRANCH	f. SECONDARY DESIGNATION
g. UNIT NAME, STATION, STATE OR APO MAILING ADDRESS Slippery Rock ROTC, Anywhere, GA 30000, USACC		h. STATUS CODE IRR	i. REASON FOR SUBMISSION 12 RETRAT		

j. RATED PERIOD FROM (YYYYMMDD)	k. RATED PERIOD THRU (YYYYMMDD)	l. RATED MONTHS	m. NONRATED PERIOD	n. NUMBER OF DAYS	o. RATED OFFICER'S EMAIL ADDRESS (.gov or .mil)	p. UIC	q. DUTY CODE	r. FILE CODE
20120701	20120722	1		0	joe.c.blow@us.army.mil	WAAAAA	CE	

PART II - AUTHENTICATION *(Rated officer's signature verifies officer has seen completed OER Parts I-VII and the admin data is correct)*

a. NAME (Last, First, Middle Initial) DOE, WILLIAM H.	b. SSN 000-00-0000	c. RANK CPT	d. POSITION Civil Engineer	e. SIGNATURE	f. DATE (YYYYMMDD)
g. NAME OF INTERMEDIATE RATER (Last, First, MI)	h. SSN	i. RANK	j. POSITION	k. SIGNATURE	l. DATE (YYYYMMDD)
m. NAME OF SENIOR RATER (Last, First, MI)	n. SSN	o. RANK	p. POSITION	q. SIGNATURE	r. DATE (YYYYMMDD)
s. RATER'S ORGANIZATION		t. BRANCH	u. Name with Email address	v. Email address (.gov or .mil)	
		w. Does additional rater in your rating chain concur? ☐ Yes ☐ No ☐ No additional rater attached ☐ N/A		x. SIGNATURE OF RATED OFFICER	y. DATE (YYYYMMDD)

PART III - DUTY DESCRIPTION

a. PRINCIPAL DUTY TITLE: Student Trainee (Engineering) | b. PROFESSIONAL ACCTG: EN

c. DUTIES AND DUTIES AND RESPONSIBILITIES (REFER TO PARTIAL INSTRUCTIONS)

Served as an assistant project engineer. Duties involveded a myriad of construction projects ranging from the construction of a vehicle maintenance facility, Company Operations Facilities, paving projects and other miscellaneous Operation and Maintenance projects. Become familiar with contract administration, field construction inspections and construction scheduling. Increase in familiarity with reading and understanding contract drawings, specifications and contract Law.

PART IV - PERFORMANCE EVALUATION - PROFESSIONALISM *(Rater)*

CHARACTER *(Analyzing the leader combination of values, attributes, and skills affecting leader actions)*

a. ARMY VALUES	Yes	No		Yes	No
1. HONOR: Adherence to the Army's (Nation's) defined code of values	✓		5. RESPECT: Treat others with dignity, consideration, fairness, etc.	✓	
2. INTEGRITY: Doing what is right, personally and morally, consistent with actions, etc.	✓		6. SELFLESS-SERVICE: Place others' and country before self	✓	
3. COURAGE: Mental, moral, physical and moral bravery	✓		7. DUTY: Fulfill professional, legal, and moral obligations	✓	
4. LOYALTY: Bear true faith and allegiance to the Army, the unit, and the other soldiers				✓	

b. LEADER ATTRIBUTES / SKILLS / ACTIONS: Mark one box for each item. Select "Yes" if the item is one that best accurately describes the rated officer. Select one box for ATTRIBUTES, one from each of the two categories for SKILLS, and one for ACTIONS (LEADERSHIP). Place an "X" in the appropriate box, corresponding with appropriate comments in Part Vb.

Comments are mandatory in Part Vb for all "No" entries.

b.1 ATTRIBUTES (Select 1): Positive or negative qualities and characteristics	✓ 1. MENTAL [X] NO	2. PHYSICAL [X] NO	3. EMOTIONAL [X] NO
b.2 SKILLS (Competence) (Select 2): Skill level rated is part of your performance rated participation, which	✓ 1. CONCEPTUAL [X] NO	✓ 2. INTERPERSONAL [X] NO	3. TECHNICAL [X] NO
	4. TACTICAL [X] NO		
b.3. ACTIONS (LEADERSHIP) (Select 3): Major activities leaders perform, influencing, operating, and improving			
INFLUENCING	✓ 1. COMMUNICATING [X] NO	2. DECISION-MAKING [X] NO	3. MOTIVATING [X] NO
OPERATING	✓ 4. PLANNING [X] NO	✓ 5. EXECUTING [X] NO	6. ASSESSING [X] NO
IMPROVING	7. DEVELOPING [X] NO	8. BUILDING [X] NO	9. LEARNING [X] NO

c. APFT: DATE: HEIGHT: WEIGHT:

d. OFFICER DEVELOPMENT - MANDATORY YES OR NO ENTRY FOR RATERS OF CPTs, LTs, CW2s, AND WO1s.
WERE DEVELOPMENTAL TASKS RECORDED ON DA FORM 67-9-1a AND QUARTERLY FOLLOW-UP COUNSELINGS CONDUCTED? YES ☐ NO ☐ X

DA FORM 67-9, OCT 2011 PROPONENT: DCS, G-1 Page 1 of 2 ATD PE v1.00.5

Figure C

NAME DOE, JOHN C. SSN 000-00-0000 PERIOD COVERED 20120701 20120722

PART V - PERFORMANCE AND POTENTIAL EVALUATION (Rater)

a. EVALUATE THE RATED OFFICER'S PERFORMANCE DURING THE RATING PERIOD AND HIGHER POTENTIAL FOR PROMOTION

- [x] OUTSTANDING PERFORMANCE, MUST PROMOTE
- [ ] SATISFACTORY PERFORMANCE, PROMOTE
- [ ] UNSATISFACTORY PERFORMANCE, DO NOT PROMOTE
- [ ] OTHER (Explain)

b. COMMENT ON SPECIFIC ASPECTS OF THE PERFORMANCE. REFER TO PART III, DA FORM 67-9 AND PART IVa, b, AND PART Vb, DA FORM 67-9-1

Great job!

c. COMMENT ON POTENTIAL FOR PROMOTION

Ready to be a 2LT.

d. IDENTIFY ANY UNIQUE PROFESSIONAL SKILLS OR AREAS OF EXPERTISE OF VALUE TO THE ARMY THAT THIS OFFICER POSSESSES. FOR ARMY COMPETITIVE CATEGORY CPT ALSO INDICATE A POTENTIAL CAREER FIELD FOR FUTURE SERVICE.

Engineering major; would best serve the Army in the Engineer Branch.

PART VI - INTERMEDIATE RATER

PART VII - SENIOR RATER

a. EVALUATE THE RATED OFFICER'S PROMOTION POTENTIAL TO THE NEXT HIGHER GRADE

- [ ] BEST QUALIFIED
- [ ] FULLY QUALIFIED
- [ ] DO NOT PROMOTE
- [ ] OTHER (Explain)

b. POTENTIAL COMPARED WITH OFFICERS OF THE SAME GRADE AND PRINTED BY DAIR

- [ ] ABOVE CENTER OF MASS
- [ ] CENTER OF MASS
- [ ] BELOW CENTER OF MASS RETAIN
- [ ] BELOW CENTER OF MASS DO NOT RETAIN

c. COMMENT ON PERFORMANCE/POTENTIAL

d. LIST THREE FUTURE ASSIGNMENTS FOR WHICH THIS OFFICER IS BEST SUITED FOR ARMY COMPETITIVE CATEGORY CPT ALSO INDICATE A POTENTIAL CAREER FIELD FOR FUTURE SERVICE

DA FORM 67-9, OCT 2011 Page 2 of 2

Figure C (Continued)

APPENDIX D

CDEP Form

US Army Corps of Engineers
CADET TRAINING PROGRAM REVIEW
For use of this form, see ER 350-3-3; the proponent agency is CEHR-M.

INSTRUCTIONS: Rate the value on a scale of 1 to 10 with 1 indicating a need for improvement and 10 indicating a need to sustain for the next year.

1. NAME (*optional*)	2. SCHOOL (*optional*)

3. MAJOR AND CONCENTRATION

4. DUTY LOCATION

5. EVALUATION

QUESTIONS	YES	NO	VALUE	COMMENTS
a. Selection Process				
Were you notified in a timely manner?	☐	☐		
Any Issues?	☐	☐		
b. Pre-Internship Information				
Did you know where you were going, have plane tickets, orders, sponsor contact information and packing list?	☐	☐		
c. Arrival				
Any issues with traveling to and arriving at your duty location?	☐	☐		
d. In-Processing				
Any issues with administration, lodging, meals, or rental vehicle (if authorized)?	☐	☐		
e. Work Environment				
Was the work site conducive to learning?	☐	☐		
Was it safe?	☐	☐		
f. Training/Mentorship				
Did your sponsor mentor you?	☐	☐		
Do you feel you received good training?	☐	☐		
g. Return Trip				
Any issues returning to your campus and filing travel voucher/receiving reimbursement?	☐	☐		

6. OTHER COMMENTS (*attach additional pages if necessary*)

7. DO YOU PLAN TO REQUEST THE ENGINEER BRANCH IN YOUR TOP 3 BRANCH CHOICES?
☐ a. YES. Number (*best guess*) ☐ 1 ☐ 2 ☐ 3
☐ b. NO

ENG FORM 6044, DEC 2012

Figure D