

Visitor's Procedures for the Leader's Training Course (LTC)

All visitors (parents, professors of military science, recruiting operations officers, etc.) must request permission to visit Cadets. Visitors are highly encouraged to visit during the two scheduled off days during each cycle (Cadet free-time) or during the Family Day prior to graduation. All chain of command are highly encouraged to attend LTC graduation ceremonies, which occur at 9 a.m. unless otherwise noted.

Visits during the in-processing and the Soldier First phases (first three days) are not authorized. Formal visits for the purpose of meeting Cadets at training sites or in the company area during training are also not authorized.

Cycle/Company	Days off	Family Day	Graduation
1- Alpha Co.	JUNE 19/ JULY 4	JULY 10	JULY 11
2- Bravo Co.	JUNE 29/ JULY 4	JULY 15	JULY 16
3- Charlie Co.	JULY 4/ JULY 14	JULY 22	JULY 23
4- Delta Co.	JULY 4/ JULY 17	JULY 27	JULY 28

Parents who wish to visit may coordinate directly with the Cadet Liaison Office at (502) 626-7829 or by email at ltcno-02@usaac.army.mil. If the parent is a VIP (colonel/command sergeant major equivalent or higher), please see the contact information below.

Days off (listed above) and 4th of July, Cadets will be released at approximately 9 a.m. and will be due back by 5 p.m. In some rare cases there may be make-up training for individual Cadets on scheduled days off, so please be in contact with your Cadet to ensure there are no surprises.

Visitors (other than parents) such as professors of military science, recruiting operations officers, senior military instructors, etc., may request permission to visit training. These request will be submitted to the LTC Visitor's Bureau (VB, Bldg. 1468, (502) 626-7881), providing the information listed in the paragraph below. Visitors should be aware that if they are authorized to visit a training site, they will be able to observe training, but will not be able to interrupt training to speak with Cadets.

- The Visitor's Bureau will receive authorization for training visits from S3 and Cadet visits from the Commandant's Office. Again, Cadet visits are only authorized during the periods listed above.
- If approved, the Visitor's Bureau will inform the visitor of the approval. In the case of Cadet visits, the Commandant's Office will inform the company of the visitor through the LNO.

- On the date of the visit, visitors will report to the Visitor's Bureau to confirm authorization. VB will send visitor to S3 to pick-up training area pass or to the Commandant's Office to coordinate Cadet link-up.

NOTE: POVs are not authorized in the training area without a Range Control pass provided by S3.

- Any visitor who does not coordinate in advance will be asked to depart the training site and coordinate with the Visitor's Bureau.

Visitors (other than parents) will provide the following information to the Visitor's Bureau:

- Visitor's complete name _____
- School name if applicable _____
- Duty position (i.e. professor of military science) _____
- Date and time visit is requested _____
- Name of Cadet to be visited _____