

**CC PAM 145-1  
Reserve Officers' Training Corps Army ROTC Incentives Procedures**

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**Summary.** This pamphlet provides processes and procedures for all of the Army ROTC Incentives Programs.

**Applicability.** This pamphlet applies to students applying to receive or receiving Army ROTC Scholarships or other Incentives Programs.

**Supplementation.** Proponent for this pamphlet is U.S. Army Cadet Command (USACC), (ATCC-ROI). Supplementation of this pamphlet is prohibited.

**Forms.** "R" forms throughout this pamphlet are for local reproduction. Print them through local forms management officers. These forms are also available on the ROTC Web site at [my.usaac.army.mil/portal/dt](http://my.usaac.army.mil/portal/dt).

**Suggested Improvements.** Send comments and suggested improvements on [DA Form 2028](#) (Recommended Changes to Publications and Blank Forms) through channels to Commander, USACC, (ATCC-ROI), Fort Knox, KY 40121.

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## Chapter 1, Introduction [TOC](#)

**1-1. Purpose.** This pamphlet prescribes general procedures for administering the Army ROTC incentives programs.

**1-2. References.** CC Regulation [\(CCR\) 145-1](#), Army ROTC Incentives Policy.

**1-3. Explanation of Abbreviations and Terms.** The glossary contains abbreviations and explanations of special terms used in this regulation.

### 1-4. Responsibilities

- a. **The Commander, USACC** will publish procedures for execution of the Army ROTC Incentives Programs.
- b. **Brigade Commanders** will establish procedures to ensure Army ROTC Incentives programs are executed properly, that budgets and allocations are not exceeded and database is kept current.
- c. **Battalion Commanders/Professors of Military Science (PMS)** will follow procedures established in the pamphlet to ensure accuracy of implementation of all Army ROTC Incentives Programs.

## Chapter 2, Army ROTC Scholarship Program [TOC](#)

### 2-1. Scholarship Management.

As of FY 08, HQ USACC centrally manages the scholarship budgets in accordance with (IAW) each Brigade Commanders priorities. Management of scholarship programs begins with the formulation of the allocation and budget plans, through the obligation of funds via a scholarship offer, and the eventual contracting and payment of benefits. Every phase of this cycle must be closely managed and monitored to ensure the principals laid out in [\(CCR\) 145-1](#) are adhered to.

#### a. HQ USACC will:

- (1) Provide a funding and allocation target to each brigade.
- (2) Provide allocations/funds for the Army ROTC College Scholarship Program for each school IAW brigade priorities via CCIMS.
- (3) Monitor current CCIMS directory, tuition and fees tables and rebalance each brigade's budgets IAW timeline below.
  - (a) Rebalance the budgets and allocations by school no later than (NLT) **30 August** prior to fiscal year (FY)/school year (SY) start to incorporate revised tuition and fee rates.
  - (b) Rebalance the budgets and allocations by school NLT **15 Dec** for current FY/SY and pull all Brigade reserves up to HQ USACC level.
  - (c) Rebalance the budgets and allocations by school NLT end of each month for FY/SY.
- (4) Process College Board Score waiver requests for all scholarship applicants upon receipt.

- (5) Process CGPA waivers below 2.40 for on campus applicants upon receipt. Process all CGPA waivers for Green to Gold and 4-year National scholarship applicants.

**b. Brigade Commanders** will provide HQ USACC spread of budgets and allocations by school within the budget provided NLT **30 June** for FY/SY + 2.

**c. Scholarship Allocation/Budget Plan.** HQ USACC annually publishes allocations of scholarships and funds for the upcoming school year and appropriate mission sets. The Allocation Plan is staffed with and created on input from the brigades, Headquarters, Department of the Army (HQ DA) Program Objective Memorandum (POM) budget funding levels and HQ DA G1 missioning levels. It reflects both the estimated number of Cadets that may receive scholarship benefits and the budget level for a particular brigade ([Appendix H](#)). During staffing of the allocation plan, HQ USACC must first account for and pay the rollover of existing scholarship Cadets into the next SY to ensure sufficient funds are set aside to pay for their scholarship benefits.

- (1) Brigade budgets include funds to pay for tuition and mandatory fees or room and board up to the authorized benefit level, plus a fixed amount for books, for the following scholarship programs and types:
  - (a) Line Scholarships.
  - (b) Hispanic Access Initiative (HAI) Scholarships.
  - (c) Ike Skelton Scholarships. Commanders are required to contract a minimum of 22 Cadets per mission set under the Ike Skelton Early Commissioning Program (ECP) Scholarship program at each MJC.
  - (d) MJC 2+2 Scholarships.
  - (e) North Dakota Helicopter Flight Training Program (HFTP).
  - (f) United States Military Academy (USMA) qualified non-selects (QNS)/ROCKS. When scholarships are provided for these individuals, HQ USACC will provide funds for the first year. After the first year, the schools' funds will be utilized.
  - (g) Leader's Training Course (LTC). HQ USACC will provide funds for the first year. After the first year, the schools' funds will be utilized.
- (2) Battalions should deal in number and types of scholarships that are required to meet commission mission.
- (3) HQ USACC provides funds for:
  - (a) Nurse Scholarships (academic major = "JXX").
  - (b) Green to Gold Scholarships (award categories: 4A, 3A, 2A, HP).
  - (c) GRFD Scholarships (annotated with a GRFD Designator Code).
  - (d) Language Majors (must be one of the Language Major codes in [Appendix O](#))
- (4) Offers to high school applicants enrolling at Co-Op schools, and Latter Day Saint Cadets enrolling at schools in Utah, should be made in the expected mission set in which the student will commission.

- (a) Upon enrollment in the CCIMS Student Management Module, the student should immediately be placed in the correct mission set to account for their periods of leave of absence (LOA).
  - (b) HQ USACC ensures that the appropriate number of allocations and funds to support these students are moved into those mission sets.
- (5) Allocation plans are posted in CCIMS.
- (a) HQ USACC is responsible for allocating the funds to the battalion level IAW Brigade Commander priorities. This is accomplished by determining the number of scholarships the battalion requires in each mission set to meet their commission mission, (i.e. (# in-state scholarships X in-state tuition) + (# out-of-state scholarships X out-of-state tuition)).
  - (b) Brigade funds and allocations in CCIMS reflect the sum of all subordinate battalions in each mission set, plus supplemental funds to use for LTC, Accelerated Cadet Commissioning Training (ACCT) or other campus based scholarships.
  - (c) The PMS must ensure the right mix (number) of scholarships are offered to meet their enrollment requirements and commission missions in each mission set.
- (6) The dollar estimates used in the allocation plan reflect information from the CCIMS Directory Module, Tuition and Fees section plus an inflation factor. This information is vital to our scholarship efforts as it is the primary source for scholarship payment and budget estimates. Each PMS will review the tuition and fees entered in CCIMS twice yearly, (by opening enrollment and again no later than **15 January**) to keep current and correct. These amounts need to reflect what Cadet Command could expect to pay in scholarship benefits for a typical Cadet enrolled full-time at a particular university for a complete year.
- (a) Full time enrollment equates to the number of credit hours, including ROTC, to graduate within the time frame established by the University for a particular degree. If Cadets typically take 16 credit hours a semester and graduate in four years, then this is what should be reflected in the tuition and fee amounts.
  - (b) Some universities have multiple schools, both public and private, on the host campus, each charging a different tuition. In this case the school should compute a weighted average based on their current enrollment to accurately project for future scholarships.
  - (c) Some states have reciprocity agreements which charge students from neighboring states at the in-state tuition rate. Some schools charge ROTC Scholarship recipients in-state tuition. In this and similar instances, enter the student into CIMS as a resident student since Cadet Command will be charged at that rate.
  - (d) Some hosts also charge Cadets enrolled at partner schools additional tuition and fees to take ROTC at the host, which is entered as separate amounts in ROTC in-state and ROTC out-state tuition or fee fields. This is listed against the host, NOT the partner school.

- (7) Using CCIMS allocation summary reports and allocation screens and the weekly HQ USACC Brigade Budget & Commitment Reports commanders will manage two separate Allocation Plans concurrently: one to track enrollment, offers and obligation of funds for the current SY/FY; and one to project estimated budget status and availability of scholarships and funds in the next SY/FY. Next SY/FY budget projections will account for 100% of all current SY scholarship Cadets expected to return and draw benefits in the appropriate mission sets.

**d. Committing/Obligating Scholarships/Funds.** Any valid scholarship offer made will commit funds and count against school/brigade allocations/budgets until the offer is declined or withdrawn in CCIMS. Additionally, every scholarship Cadet, except those categories listed in Para 2-1d(3) above, entered as Enrolled ("**E**" status), Pending Contract ("**R**" status) or on Leave of Absence ("**L**" status) in student management also counts against allocations/funds; as well as any Cadet who received scholarship benefits in a particular SY and whose status changed from enrolled to a non-pay status. Essentially every Cadet who will or has received benefits in a given SY/FY will commit funds which count against the budget.

- (1) A commander commits funds as soon as a scholarship offer is made. An offer cannot be made until the CCF 139-R Enrollment Eligibility Form has been completed and applicant information has been entered in CCIMS, and is only considered valid when CCIMS reflects the offer and a control number. Commanders must ensure that acceptance, declination and withdrawal of offers are accurately depicted in CCIMS as it impacts on availability of scholarship funds. Once an offer is reflected in CCIMS funds are committed until the offer is declined or withdrawn.
- (2) After an offer is made, and once the new SY starts, the applicant must be enrolled in student management, either as Scholarship Offer Pending Contract ("**R**" status) or Contracted ("**E**" status). If no offer exists in CCIMS, the student will not be able to be placed in a scholarship status in CCIMS. This action obligates the funds.
- (3) 3-Year and 2-Year Advance Designee (AD) ("**S**-status). Cadets do not obligate funds in their freshman/sophomore year. However, to limit the number of 3AD/2AD offers made at each school, an allocation with an associated artificial budget ceiling has been established. This limit will restrict the number of 3AD Cadets enrolled as an Military Science Level (MSL) I in order to ensure there are adequate scholarship funds available to cover the benefits they will receive as an MSL II in their sophomore year. The same principal applies to 2AD ("**S**-status) Cadets.
- (4) Cadets on admin suspension will not count against budgets for the term of admin suspension as long as there is not a validated amount in scholarship tracking for the term. It is the responsibility of the battalion to coordinate with HQ USACC to have terms validated to zero for students they know will not be paid benefits for a term.
- (5) The Scholarship Program is a multi-year program funded one year at a time. The scholarship decisions made in one year will obligate funds and have an impact on future year's budgets, depending on the length of scholarship awarded. Schools or brigades who are over budget in one mission set will not be able to offer as many scholarships in another mission set for a specific SY. The HQ USACC Brigade Budget/Commitment Reports should assist in providing visibility on this aspect of the program.



- (6) The scholarship resources (number and associated budget) provided enable schools to meet their commission missions in each mission set. During the execution of the SY plan, Brigades may adjust a schools level of funding based on mission requirements by coordinating with their respective scholarship program manager.

e. **Allocations Summary Report** (Figure 2-1b below). The summary report and Cadet listings provide an automated means to assess, track, and manage the current and future SY allocation and budget status.

- (1) Essentially the summary report enables commanders to view the allocation and budget level for each mission set in a given SY/FY, the commitments and obligations against those mission sets, and the number of scholarships and dollar amounts still available to offer.
- (2) Each level of command from battalion thru HQ USACC can view its own scholarship status or that of its subordinate elements. This report is the means by which brigades can track the execution of funds and determine which school and mission set budgets need to be adjusted. The budgeted level contains funds necessary to pay for the number of allotted scholarships up to the approved benefit level.
- (3) Battalions will be able to view the allocations for their school through this page and can obligate only what is provided.

**Allocations Summary Report for SY05-06**

Brigade: M  
Roll-up

	Budget Level				Contracted/Paid			Pending Contract		Offered & Accepted		Offered Pending Acceptance		Scholarships Committed		Available Scholarships *	
	#	Allocated	BDE Reserve	Total	# Active	# Paid	Funds	#	Funds	#	Funds	#	Funds	#	Funds	#	Funds
2011	0	\$0	\$0	\$0	0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0
2011 AD	850	\$1,700,000	\$0	\$1,700,000	0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	850	\$1,700,000
2010	0	\$0	\$0	\$0	0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0
2010 AD	800	\$1,600,000	\$0	\$1,600,000	0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	800	\$1,600,000
2009	49	\$547,313	\$0	\$547,313	0	0	\$0	0	\$0	4	\$45,498	0	\$0	4	\$45,498	45	\$501,815
2009 AD	89	\$8,268,780	\$0	\$8,268,780	0	0	\$0	0	\$0	1	\$12,011	0	\$0	3	\$30,752	85	\$8,238,028
2008	136	\$1,411,657	\$0	\$1,411,657	23	23	\$260,031	2	\$32,800	7	\$100,784	0	\$0	58	\$808,414	78	\$603,243
2008 AD	432	\$3,471,160	\$0	\$3,471,160	0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	432	\$3,471,160
2007	160	\$1,581,326	\$0	\$1,581,326	86	87	\$1,182,379	2	\$28,384	0	\$0	0	\$0	92	\$1,246,601	68	\$334,725
2006	170	\$1,448,809	\$141	\$1,448,950	107	107	\$1,483,224	0	\$0	0	\$0	0	\$0	108	\$1,490,708	62	\$-1,758
BDE Total	515	\$4,989,105	\$141	\$4,989,246	216	217	\$2,925,634	4	\$61,184	11	\$146,282	0	\$0	262	\$3,591,222	263	\$1,398,024

\* Available Scholarships = Budget Level Total - Scholarships Committed

	Applicant/Pending	
	#	Funds
2011	0	\$0
2011 AD	0	\$0
2010	0	\$0
2010 AD	0	\$0
2009	0	\$0
2009 AD	0	\$0
2008	1	\$20,900
2008 AD	0	\$0
2007	3	\$35,839
2006	1	\$7,484
BDE Total	5	\$64,223

Figure 2-1b

f. **Adjusting Allocations/Funds.** Each battalion, brigade, and command will be given initial allocations/funds from which to manage his or her scholarship program. These allocations will consist of a number of scholarships and a funding level associated with those scholarships. That initial level will be determined approximately 18 months prior to the start of the new SY and entered into CCIMS. After the initial update, the HQ USACC will be able to adjust the amount of scholarships and funds allocated to each school through CCIMS (see CCIMS Manual on Right Site). Brigades must coordinate with their Scholarship Program Manager to move funds IAW the Brigade Commander's priorities.

- (1) Schools with a negative balance in a mission set will not be able to make offers in that mission set.
- (2) Schools with a positive balance in a mission set, but a negative total available, will not be able to make offers in any mission set.
- (3) HQ USACC will shift available scholarship funds into mission sets with a negative balance from any mission set with a positive balance until the receiving mission set is returned to zero balance on a monthly basis. HQ USACC will use available funds within the school budget until none remain and, if necessary, transfer monies from other schools to zero balance the schools budget.
- (4) Funds can be moved between mission sets IAW the following:
  - (a) Funds cannot be shifted into the 4-year high school mission set unless the Commanding General (CG) has lifted the cap due to increased funds. Funds can be shifted out of these mission sets into the remaining mission sets (2- and 3-year scholarship markets). The high school market is capped by the CG to a certain number of scholarships and associated budget.
  - (b) Funds can be shifted between schools within the 4-year mission set, i.e. take \$12,000 from State University in MS14 and move to School B in MS14-assuming State University has a positive amount of available scholarships to move, both in that mission set and in total.
  - (c) If a brigade opts to move money out of the high school mission set, thereby reducing a schools ability to offer 4-year scholarships, they can permit that school to offer 3ADs instead. The brigade must first request HQ USACC increase the 3AD funds for those specific schools. The value of the funds added to the 3AD budget cannot exceed the amount reduced in the 4-year mission set at each school.
  - (d) Funds cannot be shifted into or out of the 3AD or 2AD mission sets without HQ USACC approval. The AD budgets are artificial amounts as Cadets do not draw benefits in their first year of enrollment. The AD funds are there solely as a means to limit enrollment to a level that keeps that mission set under their allocation and budget in the following SY when benefits are paid.
  - (e) 3AD offers can be upgraded to 4-year (or 2AD to 3-year) if funds are available. However, this practice should be used only in exceptional circumstances, i.e. a very high quality Scholar-Athlete-Leader (SAL) who needs a scholarship to close the deal. 3AD or 2AD scholarships that were offered and later declined or withdrawn can be replaced at battalion level, assuming availability of funds, within the 30-day window of their validation year. After that, consider the student a 3-year or 2-year applicant for the next SY.
  - (f) Commanders may replace scholarship losses occurring through attrition/disenrollment with eligible applicants from their alternate list, assuming funding is still available. This authority ends when higher headquarters assumes control of the budget and offer process. Brigade assumes control of scholarship funds in June, after the final High School Scholarship Selection Board. HQ USACC

assumes funding control on **15 Dec** of each SY. Any remaining 3AD allocations will stay at the schools after 15 Dec for the PMS to award during the second semester.

- (g) Funds can be moved for scholarships valued at a certain dollar amount from one school in order to create more scholarships of the same value at other schools. Funds can also be combined from several schools and mission sets to make a single offer elsewhere. This must be done within the limitations outlined above.
  - (h) Priority of adjustment pool offers must go to schools, mission sets and programs (i.e. nurse or HAI) needing additional enrollment to remain on glide path to meet production mission. Emphasis should be placed on near term mission sets first. Brigade adjustment pool (BAP) offers for campus based applicants are funded by moving available scholarship monies between schools and mission sets. For high school applicants, brigades are restricted to moving available funds within the 4-year mission set. Brigades are not allowed to increase the number of scholarships or amount of funds allocated for the high school market.
- (5) Authority to obligate scholarship funds reverts to Cadet Command control NLT **15 Dec** of each SY. PMS and Brigade Commanders no longer have scholarship offer authority during the current SY after this date. Scholarship applications will still be considered, but only HQCC can approve the offer of a scholarship or the replacement of a previously declined or withdrawn scholarship offer.

#### **g. Placement in Proper Mission Set**

- (1) The PMS must place scholarship Cadets in the proper mission set at the time of contracting to ensure proper use of scholarships at each university. This is especially important for those schools that have cooperative programs.
- (2) Proper Mission Set is defined as the actual mission set in which the student will graduate, receive his/her degree and commission as a 2<sup>nd</sup> Lieutenant.
- (3) Academic alignment should be maintained and scholarships awarded IAW the NAPS calculation. See Paragraph [2-3e](#).
- (4) High school offers will be placed under NAPS calculation upon enrollment at school and completion of the [104R](#).

#### **h. Alternate List**

- (1) Each PMS will establish an alternate list for each mission set.
- (2) The number of students on the alternate list is not limited. The PMS may determine how many alternates to carry on their alternate list.
- (3) An alternate is a fully qualified applicant who did not win a scholarship either from the adjustment pool or because the school did not have available funds at the time offers were made.
- (4) Applications for alternates can be submitted throughout the SY; however, they should be input by the deadline for the type award to compete in the BAP. Applications need to be input as soon as completed. Do not wait for DoDMERB physical qualification or other waiver decisions.

- (5) The PMS will manage the list of alternates at their school. If a qualified winner declines an offer or does not contract within the **first 30 days** of school, the PMS is authorized to select an individual from the alternate list to fill the vacancy, assuming funding remains available. This authority ends when higher headquarters assumes control of the scholarship offers.
- (6) The PMS will notify HQ USACC of alternate selections via e-mail as they occur and also by submitting an entire list by mission set of all new scholarship awardees within the first 45 days of school and NLT **15 November** of the SY.
  - (a) This list should also designate scholarship offers which were declined or failed to enroll.
  - (b) Sample list is contained in [Appendix B-5](#) and can be submitted via e-mail to [usarmy.knox.usacc.mbx.train2lead@mail.mil](mailto:usarmy.knox.usacc.mbx.train2lead@mail.mil), via fax or regular mail.

#### i. Scholarship Benefit Package.

- (1) **Tuition and Fees.** The Scholarship Benefit Package provides for payment of up to full tuition and mandatory fees or room and board up to \$10,000.
  - (a) [Appendix C](#) provides a list of fees that are covered under the Scholarship Benefit Package and those fees/charges which are non-reimbursable.
  - (b) In addition to tuition and fees or room and board, a book allowance is provided in an amount determined by HQ USACC ([Appendix I](#)).
- (2) **Room and Board.** Cadets may choose for the scholarship to be applied toward room and board costs. This election occurs once per year.
  - (a) Election occurs at the start of the new SY for returning Cadets, initial contracting or transfer. Upon validation of scholarship payment of benefits, the Cadet decision may not be changed during the year the election was made.
  - (b) Room and board costs are capped \$10,000 annually.
  - (c) The Cadet must provide their choice in an election memorandum (sample contained in [Appendix B-4](#)). The PMS will file the memorandum, complete the required [CC Form 145-1-R](#), Dec 2006 ([Appendix B](#)) and make the appropriate changes in CCIMS. Attach the Form 145-1-R to the signed obligation report and submit to Pay Operations, 1st Cavalry Regiment Road, Building 1002, Fort Knox, KY 40121 for payment processing.
  - (d) Students electing "pay as you go" meal plans will be reimbursed up to a limit of the average cost of a student residing off-campus.
  - (e) The calculation made for students residing off campus will be made utilizing the highest University meal plan (or closest geographic university) and the lowest meal plan (or closest geographic university). The lowest meal plan used will provide at least 14 meals for a 7-day period.

- (3) A PMS does not have the authority to adjust the scholarship benefit package to allow for more scholarships at a reduced cost. All resident students will be paid the resident tuition and fees charged by the university. All non-resident students will be paid the non-resident tuition and fees charged by the university. University approved reciprocity agreements will be honored.

## 2-2. High School Scholarship Program Procedures TOC

### a. Applications.

- (1) All high school applications will be completed on-line at [http://www.goarmy.com/rotc/hs\\_four\\_year\\_scholarship.jsp](http://www.goarmy.com/rotc/hs_four_year_scholarship.jsp).
- (2) Application window opens **1 February** of the student's junior year in high school.
- (3) Application deadline is **10 January** of the student's senior year in high school. Students will have until **28 February** or the week before the last board to complete the application to remain in competition. Incomplete applications will not be considered.
- (4) Applicants who have already graduated from high school, and have not entered any community college, junior college, preparatory school, or four year institution are eligible to apply with a deadline of 10 January of the year they plan to enter college. **EXAMPLE:** An applicant meeting the qualifications of this paragraph and planning to start college in the Fall of School Year 2013-2014 must apply no later than 10 January 2013.
- (5) Interested applicants not meeting the criteria of paragraphs (3) or (4) above should submit applications via the campus-based College Scholarship Program (see Paragraph [2-3](#)).

### b. HQ USACC will:

- (1) **Marketing Division, G 7/9 will:**
  - (a) Develop and distribute information on the 4-year National High School Scholarship Program.
  - (b) Review content of the 4-year National High School Scholarship application.
  - (c) Develop award ceremony script for use at high school award ceremonies to honor and identify scholarship winners and publicize the ROTC 4-year National High School Scholarship Program. See Paragraph [2-10](#) for sample award script.
- (2) **Incentives Division, G2 will:**
  - (a) Publish the 4-year National High School Scholarship application.
  - (b) Develop distribution scheme for 4-year National High School Scholarship applications.
  - (c) Provide policy input to Marketing's awareness campaign.

- (d) Verify overall scholarship eligibility as outlined in [CCR 145 1, Chapter 2-4](#).
- (e) Process the application and notify the applicant within three working days of receipt of the application at HQ USACC.
- (f) Make initial screen and process each application within **10 working days** of receipt of the application.
- (g) Inform/contact the applicant for any missing/required documentation to make the packet complete. Incomplete applications will be processed if they meet the minimum CGPA, College Board Score, citizenship and age eligibility requirements.
- (h) Notify and inform the applicant of eligibility for consideration of scholarship **within 10 working days** after receipt of qualifying CGPA, College Board Score, citizenship and age eligibility. At this time, DoDMERB will be notified to schedule a medical examination.
- (i) Upon discovery of a disqualifying condition, a letter will be initiated to inform the applicant. The applicant will be given an opportunity to rebut the disqualifying information. However, the applicant will be considered and coded disqualified until rebuttal information is received.
- (j) Award each applicant an individual whole person score for all areas except Interview and Selection Board. The whole person score consists of points for College Board Scores, SAL activities, Interview, Selection board, Physical Fitness Test, and the Cadet Background and Experience Form. Incomplete applications may cause the individual to not be competitive due to the effect on the Whole Person Score. Table 2-1 below depicts the point breakout between the areas considered.

Area of Consideration	Points
College Board Scores	250
Scholar, Athletics and Leadership	200
Interview	200
Selection Board Score	350
CBEF	250
Physical Fitness Test	150
Total Points	1400

**Table 2-1**

- (k) Maintain allocations by school on the ROTC web site.
- (l) Notify applicants of withdrawal of offers if no response is received by the suspense date HQ USACC will also inform the PMS of the withdrawal via CCIMS Scholarship Processing Module.
- (m) Provide each brigade a list of winners/conditional winners at the beginning of the SY via CCIMS Scholarship Processing Module.
- (n) Develop notification letters, i.e., winners, non-selection. Develop and follow a scheduled process of follow up contacts for all winners.

At a minimum, this contact will consist of information about ROTC's curriculum, the benefits for being in ROTC and useful information to prepare the winner to become a contracted Cadet.

- (o) Process College Board Scores and CGPA waivers upon request of a PMS or applicant. Commanding General, Cadet Command is the approving official for these waivers. Individuals who fail to meet minimum SAT/ACT score requirements are not eligible for the scholarship unless a waiver is granted. Cadet Command is the waiver approval authority for insufficient SAT/ACT scores for the High School Scholarship Program. Waivers will not be processed for students who are missing a SAT/ACT score.
- (p) HQCC will conduct scholarship selection boards from September through April. Each prospect will be boarded only one time, but will be considered during each round until they are selected. Winners will be posted on the PMS review in CCIMS.
- (q) Prior to the selection board convening HQCC will post those applicants being considered by the board on CCIMS Alerts PMS feedback on academic eligibility at the schools will be taken into account when assigning school choices.
- (r) HQCC will mail offer letters to the applicants with up to 5 school choices from which to choose.
- (s) The HS Processors will post accept/decline in CCIMS as they receive the offer responses from the applicants.

**c. The Battalion will:**

- (1)** Recruit students to apply online for a scholarship from their recruiting events.
- (2)** Interview students assigned to them based on zip code, as well as students choosing their locations. The electronic CC Form 159-R in CCIMS will be used to conduct the face-to-face interview. PMS should request the student bring a copy of their transcript with them to the Interview.
- (3)** Confirm the applicant's height and weight, and that they have taken a PFT and submitted a transcript to be posted to their record in CCIMS during the interview process.
- (4)** Access their PMS Review in CCIMS to verify the students on the list meet the minimum academic eligibility to be admitted their school. The PMS will inform HQCC of students who do not meet their institutions admissions' requirements in order to prevent a scholarship offer being made to unqualified students. The PMS will have 5 days following the receipt of the list to notify HQCC of a student they do not consider capable of gaining admission to their university.
- (5)** Can begin awarding their allocated campus-based offers beginning 11 January of the student's senior year.
- (6)** Establish and maintain a list of alternates to offer if another offer is declined or withdrawn.

- (7) Maintain contact with those individuals who accept the scholarship and assist them in completing all administrative matters required for enrollment and contracting.
- (8) Ensure the scholarship winner still qualifies for the award before contracting.
- (9) Complete CC Fm 139-R (Cadet Enrollment Record) for each new scholarship Cadet and place it in each Cadet's Military Personnel Record's Jacket (MPRJ).
- (10) Complete CC Fm 104R (Academic Plan) for each new scholarship Cadet and place it in each Cadet's MPRJ. This must include the NAPS (block 5) information which must be input into CCIMS as part of the CCIMS Cadet Record.
- (11) Ensure that each scholarship winner obtains any necessary enrollment eligibility waivers and maintain copies of such waivers in the scholarship winner's file. Under no circumstances will a PMS permit a conditional winner to be contracted.

**d. Military Junior Colleges.** High School Scholarship Program winners electing to attend an MJC must have the [DA Form 597-3](#) amended to add a paragraph saying the individual agrees to transfer to an approved 4-year institution offering Army ROTC for completing their baccalaureate degree.

**e. 2-Year Colleges.** High School Scholarship Program winners may not attend 2-year colleges (except as in [2-1d](#) above). A 3AD winner may attend a partnership school of the host offering the scholarship for the freshman year as long as the student can reasonably participate in the ROTC unit to meet validation requirements.

**f. 5-Year Degrees.** Freshman in 5-year degree programs may apply in the High School Program but must include a [CC Fm 104-R \(Appendix B-8\)](#) and the College curriculum documenting the 5-year program. They may also compete in the College Scholarship Program as outlined in Paragraph [2-3](#).

**g. Scholarship Interviews.**

- (1) Upon becoming an "Interviewee", the student is responsible for contacting an Army ROTC battalion to make an appointment for the interview. These applicants will be given five school choices with the contact information to schedule the appointment. CCIMS will carry the names of the schools provided to the students. The student can also elect to interview at any school he chooses.
- (2) The PMS will conduct the interviews with scholarship applicants. Based on time constraints the PMS may delegate the interview to a commissioned officer, senior noncommissioned officer or contractor filling an Assistant Professor of Military Science position.
- (3) The Goldbar Recruiter (GBR) will not conduct this interview. GBR's may conduct follow-up contacts.
- (4) The PMS can use the structured interview contained in [Appendix M](#) or make up his own interview questions. The electronic **CCF 159R**, ROTC Scholarship Interview in CCIMS is required to be completed for every face to face interview conducted. The purpose of the interview is to:
  - (a) Determine the applicant's attitude toward the military service.



- (b) Objectively and impartially evaluate the personal characteristics of the applicant.
  - (c) Estimate the applicant's potential as an Army Officer.
  - (d) Explain all eligibility requirements for the Scholarship Program. Ensure the applicant understands that to contract they must meet these requirements. At a minimum the following will be discussed: Medical Qualification (remedials/waivers), Army Physical Fitness Test (APFT) requirements, Cumulative Grade Point requirement, and character qualifications.
- (5) The PMS at the student's chosen interview location may conduct an Army APFT or ROTC Physical Fitness Assessment and submit the results via e-mail to [usarmy.knox.usacc.mbx.train2lead@mail.mil](mailto:usarmy.knox.usacc.mbx.train2lead@mail.mil). Only three events are required: 1 minute of curl-ups, 1 minute of push-ups and 1-mile run. Each event score must be provided along with height/weight/body fat tape test (if required) information and the name of the individual conducting the RPFT along with the student's name and social security number. Sample submission form is contained in [Appendix B-8](#).

#### **h. Three-Year Advanced Designee (3AD) Requirements and Validation.**

- (1) Each school has separate allocations/funds for the award of scholarships to 3ADs.
- (2) 3AD scholarships may be offered to High School Scholarship Program applicants who were unable to obtain a 4-year scholarship.
- (3) Students who receive 3AD scholarships will begin to receive benefits in their sophomore year providing they meet the eligibility requirements in [CCR 145-1](#), Paragraph 2-4.
- (4) Battalion/brigade budgets include 3AD allocations and funds; however, there is no adjustment pool for 3ADs and the funds associated with the 3ADs cannot be moved. The PMS may use the replacement policy to utilize 3AD allocations/funds up to the **30<sup>th</sup> day** of the Fall semester. Replacement policy can only be utilized for current enrollees in MS I to enable the student to meet validation requirements. Compression is not an option for 3ADs. After the Fall semester start point, the PMS will use the College Scholarship Program regular 3-year allocations/funds to offer scholarships for current freshman who need to compress MS I. PMS' may offer 3AD scholarships during the Fall term. Once first term grades are available, PMS's will upload three year applications to begin the following year.
- (5) Brigade Commanders have authority to upgrade 3ADs to 4-year on a case-by-case basis if 4-year mission set funds are available.
  - (a) Each school should establish an OML containing both new 4-year applicants and previously awarded 3ADs so that ALL can be considered for a 4-year scholarship from the brigade adjustment pool. The brigade provides funds, if available, for a 4-year scholarship and the PMS decides whether to give it to the new applicant or a previous 3AD based on his assessment of the Cadets quality and other factors. This will eliminate any unfairness due to making a 4-year offer to a lower quality student who applied after the start of the SY versus a higher quality SAL offered a 3AD the

previous Spring solely because all 4-year allocations were filled.

- (b) If there are no additional applicants pending offers from the brigade, then there must be justification to selectively upgrade a 3AD. For instance if there's a top quality SAL 3AD applicant whose commitment to ROTC is wavering, and upgrading to a 4-year offer would seal the deal, then brigade can provide funds to upgrade to 4-year. Otherwise, if a student is already committed to a 3AD offer and the ROTC program, the money should be used elsewhere. The brigade should fund all other 2- and 3-year applicants pending offers before considering selective 3AD upgrades.
- (6) High School Scholarship Program applicants who receive 3AD scholarship awards will retain the 3-year scholarship and begin receiving benefits during the sophomore year from such scholarship if they:
- (a) Enroll full time during their freshman year in the academic discipline of choice at the university or one of its partnership schools stated in the scholarship award letter and attain a CGPA of 2.5 or higher at the end of the freshman year.
- Summer class grades may be included in CGPA.
  - Requests for extension through the Fall term of the sophomore year to achieve a cumulative 2.5 GPA may be considered. If approved and the CGPA is attained, the scholarship will be activated in the following Spring term; however the student will have lost one term of benefits.
- (b) Enroll during their freshman year in Army MSL I at the University offering the scholarship and complete Army ROTC MSL I with GPA of 3.0 or higher.
- (c) Meet basic scholarship requirements and be medically qualified at the start of the Fall term of the sophomore year. Re-verify the eligibility for retention in ROTC Program with the Cadet and updating data on the Cadet's record as appropriate. This will be accomplished through annotation in the remarks portion of Section 7, ROTC [CC Fm 139-R](#).
- (d) Obtain the PMS's recommendation.
- (e) Pass APFT at the 60/60/60 standard prior to award of the scholarship.
- (7) The PMS will forward [CC Fm167-R \(Appendix B-8\)](#) with a copy of the current transcript to Brigade by **1 July** of the Summer before the sophomore year on each individual.
- (8) Three-year ADs who are not qualified due to either medical or administrative reasons during their freshman year must be counseled. The PMS must inform them that the scholarship offer will be withdrawn if qualification is not complete by the first day of school of the sophomore year.
- (9) PMS' may have 3ADs who have decided not to continue in ROTC prior to the beginning of their sophomore year sign [CC Fm167-R \(Appendix B-8\)](#) declining the scholarship. Send [CC Fm167-R](#) to Brigade to forward to USACC.

**i. High School Nursing Scholarships.**

- (1) Nurse scholarship funds are consolidated, fenced and managed at Cadet Command level. The intent is to increase command emphasis on nurse recruitment, improve availability of nurse scholarship funds on a centralized basis, and provide responsive access to scholarship resources wherever qualified nurse applicants exist.
- (2) Nurse scholarships will not be included in school or brigade budgets however commanders will still be missioned for nurse production. The associated monies will be held at Cadet Command for obligation and tracking.
- (3) Nurse applications will continue to be centrally processed by HQ USACC and interviewed and boarded by PMSs under the current guidelines.
- (4) High School nurse prospects offers will be selected during the National Scholarship Boards.
- (5) Cadet Command will approve nurse offers until funds are exhausted for that FY or there are no qualified nurse applicants remaining. Any remaining nurse funds will be reallocated to other scholarship programs.
- (6) HQ USACC will record "Alt Offer" in CCIMS to indicate approval for high school applicants. Cadet Command will record the offer based on the students application winning a scholarship through the National Scholarship Boards or through request from a school to go below the National WPS selections. PMSs will record as status "R", upon arrival at school; then status "E" (contracted) once the student contracts.

**j. High School Language Scholarships**

- (1) Language scholarship funds are consolidated, fenced and managed at Cadet Command level. The intent is to increase command emphasis on language recruitment, improve availability of language scholarship funds on a centralized basis, and provide responsive access to scholarship resources wherever qualified language applicants exist.
- (2) Language scholarships will not be included in school or brigade budgets. The associated monies will be held at Cadet Command for obligation and tracking.
- (3) Language applications will continue to be centrally processed by HQ USACC and interviewed and boarded by PMSs under the current guidelines.
- (4) High School language prospects offers will be selected during the National Scholarship Boards based solely on the available codes in CCIMS for the approved languages listed in [Appendix O](#) of the CC Pam 145-1.
- (5) Cadet Command will approve language offers until funds are exhausted for that FY or there are no qualified language applicants remaining.
- (6) HQ USACC will record "Alt Offer" in CCIMS to indicate approval for high school applicants. Cadet Command will record the offer based on the student's application, winning a scholarship through the National Scholarship Boards, or through a request from the brigade. PMSs will record as status "R", upon arrival at school; then status "E" once the student contracts.

## 2-3. College Scholarship Program Procedures

### a. Battalions will:

- (1) Enter 2-, 2.5-, 3-, 3.5- and 4-year scholarship applicants' (to include 2-ADs) basic applications into CCIMS Student Management Module. This should be accomplished as soon as appropriate transcripts are received.  
**Note:** *Interested incoming freshman discovered past the deadline of the High School Scholarship Program should submit applications via the College Scholarship Program.*
- (2) The PMS will maintain an application packet containing the items listed in Paragraph [2-3d](#) below at the battalion for each applicant. Application checklist is included in [Appendix B](#).
- (3) Conduct a scholarship interview.
- (4) Hold a selection board in time to create an OML and post selections by the suspense date listed in Paragraph [2-3b](#) below. The school selection board will consider only individuals determined to be eligible by the PMS. The PMS may post his/her selections earlier than the suspense date. The suspense date must be adhered to in order for the Brigade Commander to conduct an adjustment pool.
- (5) Notify applicants of their scholarship status in writing using the letters provided by HQ USACC.
- (6) An offer is only valid with a scholarship control number generated by CCIMS. If there is no control number listed in CCIMS on the scholarship application, an offer does not exist.
- (7) Provide the student with the National Agency Check, Local Agency Check, and Credit Check Electronic Personnel Security Questionnaire, worksheet with instructions to complete and return upon returning to contract.
- (8) Forward a copy of the applicant's current transcript and CC Form 104-R to DCS, G2, Incentives Division, Scholarship Program Management Branch for storage in the document repository. These documents will be used to determine if the correct scholarship is awarded and for reference for all future Cadet actions.

### b. Application Periods.

- (1) Application window for on-campus applicants opens **15 November** of the year prior to the year the scholarship is to begin. Applications are accepted on a continuous basis. Offers are made on a continuous basis. Deadlines listed below are to get action and provide marks on the wall for Brigades/HQ USACC to assess scholarship program execution.
- (2) 2-, 2.5-, 3-, 3.5-, and 4-Year Campus Based Applicants. Battalions should enter into CCIMS Student Management Module no later than **15 April** of the Spring before term is to begin. OMLs (recording of offers) should be done in CCIMS NLT **1 May** of the Spring before the term is to begin.
- (3) Applicants found after these dates should be entered immediately in CCIMS and submitted for competition in the adjustment pool.
- (4) Ike Skelton (ECP) Campus Based Scholarship Program Applications.

- (a) **LTC Basic Course Credit Cadets.** Battalions should upload campus-based scholarship applications into CCIMS prior to entering the student in the CCIMS Camp Module. Once an applicant is entered into the Camps Module, a scholarship application for that applicant cannot be uploaded into CCIMS. The exception is an MJC applicant who has an application entered in the CCIMS Scholarship Processing Module as a High School Applicant.
  - (b) **Non LTC basic course credit Cadets.** Battalions should upload campus-based applications into the CCIMS Student Actions Add Wizard Module no later than **15 August** of the Summer before term is to begin.
- (5) The PMS should input applicants into CCIMS Student Management/Student Actions Module as early as possible. The Selection Board should be conducted between the deadline for application entry and the input date of the OML. This enables PMS to take advantage of the entire applicant window and board everyone equitably and fairly. The PMS can decide whether he wishes to conduct multiple boards.
  - (6) The OML posting deadlines enable brigades to properly assess funds during the Spring prior to SY start and conduct adjustment pools over the Summer. The goal is to enter the SY with 90% of the scholarship funds committed.
  - (7) Specific scholarship eligibility requirements are outlined in [CC Reg 145-1, Ch 2-4](#). Instructions for conducting selection boards are contained in [CC Pam 145-1, Ch 2-12](#).

**c. Alternate Selection Period.**

- (1) Any time an eligible applicant is discovered, the PMS should complete a College Scholarship Program application and input into the CCIMS Student Management Module. The application will be the same as stated in Para 2-3d below. This should result in a continuous alternate list being built and maintained at each school. Offers from this list will be made by the PMS upon any disenrollment or failure to contract by previous scholarship winners when funds are available for reuse.
- (2) Each year the Brigade Commander will conduct their adjustment pool to ensure usage of all Brigade scholarship funds. The students maintained on your alternate list are eligible to compete in these pools.
- (3) Each Brigade will inform their PMS of their requirements for submission to that pool. HQ USACC requires that all applicants competing in the Brigade Adjustment Pool have a scholarship application in CCIMS.

**d. On-Campus Application Packet, including GRFD, LTC, and Ike Skelton.** The application packet will be maintained at each battalion on each applicant. This is an inspectable item. An application checklist is included in [Appendix B-6](#). The application packet must include the following items:

- (1) **Cadet Enrollment Record.** A completed Cadet enrollment record [CC Fm 139-R](#) (CC Fm139-R - [Appendix B](#)).
- (2) **Transcript.** An official transcript from all universities attended. High school transcripts are required for MJC applications and freshman applicants. Include transcripts from all colleges/universities the applicant has attended. If the

university does not record CGPA, it will be calculated IAW Paragraph [2-11](#) and annotated on the latest transcripts. Annotate MS grades for enrolled applicants on the transcript if the college does not automatically include them. Transcripts without MS grades for enrolled applicants are not acceptable.

- (3) **A Planned Academic Program Worksheet**, [CC Fm 104-R](#) Dec 04 version ([Appendix B-8](#)), is required for all applicants. MJC applicant's [104-R](#) will be prepared promptly upon enrollment in school in the Fall. This must be completed prior to the offer of an on-campus scholarship. The purpose of the worksheet is to determine the correct scholarship to offer, provide number of terms up-front that Army ROTC will support with benefits, to lay out an academic plan by which to monitor the students progress and academic alignment as provided in [CC Pam 145-4](#). The PMS and School advisor signatures are required on the worksheet. See [2-3e](#) below for procedures.
- (4) **DoDMERB**. Documentation of the applicant's medical examination, (i.e., scheduled, taken, submitted to DoDMERB, etc).
- (5) **Waiver Request for CGPA or College Board Scores, if required.**
  - (a) The request for waiver is forwarded to Brigade or HQ USACC for processing. Annotate pending waivers in CCIMS Scholarship Processing Module on the Scholarship Application Tab. ([CC Fm131-R](#) is located in [CC Pam 145-4](#).)
  - (b) Waivers will be considered for insufficient GPAs.
    - Brigade Commanders have approval authority of CGPA waivers down to 2.4. Waiver must be substantiated with other academic achievements.
    - Any waivers below 2.4 must go to the Cadet Command for approval.
  - (c) Cadet Command is the approval authority for College Board score waiver. Waivers will be considered for:
    - High School and Green to Gold 4-year applicants, MJC 2+2 and Ike Skelton 2-year applicants.
    - Waiver approval for 4-year and Green to Gold applications resides with the DCS, G-2. Only CG, USACC can disapprove a College Board score waiver.
- (6) **Other Waiver Requests**. A request for all other necessary waivers (e.g., civil conviction, reenlistment-code) must be submitted as soon as possible to the appropriate approval authority. See [CC Pam 145-4](#) for a listing of required waivers and appropriate approval authority. Annotate pending waivers in CCIMS Scholarship Processing Module on the Scholarship Application Tab or the Actions Tab.

**e. NAPS (Normal Academic Progression System)**. The overriding concept of NAPS is to produce a system which provides the correct length of scholarship to ensure academic and military alignment under normal academic year progression. NAPS allows for accurate projection of costs and commissions and provides an upfront agreement with the Cadet.

- (1) **Academic Alignment:** The normal academic year begins with the Fall term and ends with the Spring term. The battalion will enroll the Cadet in the correct MSL class to force academic alignment.

**Example:** A student who may have completed MS II requires a three year scholarship. The battalion will enroll the student in MS II in CCIMS. The scholarship Cadet enrolls in PMS-approved Army correspondence courses or an individually tailored Military Science Distance Learning Program while in an MS II status. Simply put, benefits end at the same time an individual is commissioned.

- (2) **NAPS Terms:** The number of NAPS terms is determined under normal academic school year progression and must match the scholarship award type.
- (a) The battalion can validate a [CC Fm 104-R](#) (Academic Planned Worksheet) with Summer term(s) to project completion of degree requirements (unless a mandatory requirement for degree completion).
  - (b) Summer term(s) is not part of an academic school year and NAPS is not programmed to calculate as such for the total number of terms authorized to complete degree requirements. Therefore, for students who desire to take summer terms to graduate earlier, refer to [Chapter 9-3](#) for Summer extension of benefits guidance.
  - (c) Intercessions are paid as part of the academic year; therefore, they do not count as a term on their own.
  - (d) A Scholarship Length Decision Matrix is at **Table 2-3-1** below for assistance in determining the correct type of scholarship.
  - (e) Students falling outside these basic guidelines can still apply. Mid-year entries are allowed to compete for any of these scholarships. The PMS must be aware that mid-year entries use an allocation in a different mission set than the same type award in the Fall. The PMS must consider the MS progression along with the degree completion progression.

Semesters	Quarters	Schlr Type	CCIMS Sclr Type	CCIMS Sclr Cat_Cd
<4	<6	Not Eligible for an Army ROTC Scholarship		
4	6	2-YR	2	2C or N2
5	7-8	2.5-YR	3	2H
6	9	3-YR	3	3C or N3
7	10-11	3.5-YR	4	3H
8-10	12-15	4-YR	4	4R or QE
>10	>15	Not Eligible for an Army ROTC Scholarship		

**Table 2-3-1**

- (3) **Adjusting NAPS:** Upon updating contracting information in CCIMS, the NAPS screen will be locked. This provides an upfront agreement on the number of terms that will be authorized under the scholarship. If NAPS require adjusting after the fact, an exception to policy request must be submitted to HQ USACC, G-2, Incentives Division. Refer to [Chapter 9-4](#).

**(4) Procedures for entering NAPS information into CCIMS:**

- (a) **Total Hours:** The total number of hours for a degree from the course catalog.
- (b) **ROTC Hours:** The number of ROTC hours that do not count toward the degree.
- (c) **Transfer Credits:** The number of transfer credits accepted that count toward the degree (if applicable). These are credits that come from an institution other than the one the student contracts under with ROTC. Be sure to not duplicate these credits in the next line.
- (d) **Credits Completed:** The number of credits completed toward degree to date (at the beginning of the scholarship). Schools must estimate that the student will complete the current term when scholarship is to start in the next term. Do not duplicate those credits transferred from another institution
- (e) **Terms:** The entry table in CCIMS will then calculate the number of terms the Cadet is eligible to receive benefits. The number of hours per term will not exceed 17.6 hours nor be less than 14. All calculations include ROTC hours even if they do not count toward the degree. Student's requiring more than 10 semesters or 15 quarters will be responsible for those terms.
- (f) By law, the scholarship program may not pay for more than 5 academic years of scholarship benefits. A year of scholarship benefits is defined as two semesters or three quarters. The Summer session is not considered to be part of the SY but will count as one of the NAPS terms if approved for payment (Refer to Ch. [9-3](#))

<b>Credit Hours</b>	
<b>a. Total required hours for degree.</b> (Does not include ROTC.)	120
<b>(1) ROTC Hours that do not count towards degree.</b>	20
<b>(2) Total Hours Required for NAPS</b> (120 + 20)	140
<b>Normal Academic Progression</b> (divide the <b>Total Hours Required for NAPS</b> by the total number of semesters/quarters required to complete the degree. 4-years = 8 semesters/12 quarters. 5-year = 10 semesters/15 quarters.)	17.50
<b>b. Transfer credits accepted towards degree completion.</b> (University Transfer Evaluation)	0
<b>c. Credits Completed Towards Degree to Date</b> (at the beginning of the scholarship) Do not duplicate Transfer Credits.	60
<b>d. Remaining for Degree</b> ([Total Hours Req for NAPS] - [Transfer credit accepted + Credits towards degree comp to date])	80
<b>e. Number of authorized semesters</b> (Remaining for Degree/Normal Academic Progression) Example: $80/17.50 = 4.5$ (round up to 5) (Anything greater than .5 will be rounded up.)	5



**f. Selection.**

- (1) The areas of consideration and points listed in **Table 2-3-2** below are used in evaluating applicants for 4-year on-campus scholarships (including GRFD applicants).

Area of Consideration	Points
College Board Scores	20
Cumulative GPA	25
Scholar, Athletics and Leadership	15
Interview	10
Selection Board Score	30
Total Points	100

- (2) The areas of consideration and points listed in **Table 2-3-3** below are used in evaluating applicants for 2-, 2.5-, 3- and 3.5- year on-campus scholarships (including GRFD applicants).

Area of Consideration	Points
Cumulative GPA	30
Scholar, Athletics and Leadership	15
Interview	15
Selection Board Score	40
Total Points	100

**g. Leader's Training Course (LTC) Scholarships:**

- (1) All students attending LTC with a scholarship offer should be conditionally contracted prior to leaving for LTC. Successful completion of LTC will be required to validate the scholarship. The scholarship may be an available allocation from the schools allocations/funds or, if none are available, from funds received from their brigade or HQ USACC.
- (a) Each applicant must have an application completed IAW Para [2-3d](#).
  - (b) Each applicant will have the application entered in CCIMS Student Management Module through the application link prior to entering the student in the CCIMS Camp Module. This is extremely important as you cannot enter a scholarship application once entered into the Camps Module.
  - (c) After adding the scholarship application, each applicant must have a record in CCIMS Camp Module-LTC to reserve a seat.
- (2) Schools can use their available allocations/funds in the appropriate mission set for LTC attendees desiring a scholarship or Brigades can use their funds.
- (3) Applicants must have two years remaining to obtain degree (or two and a half years) after LTC attendance. Students with 2.5 years remaining in spring prior to LTC can be provided a scholarship as long as they meet all eligibility requirements for contracting with the exception of basic course credit. If they fail to pass LTC, they are subject to recoupment of the spring term payment. Students with three years remaining should not attend LTC and should compress the Basic Course during their first year. If they do attend LTC, they will require a basic course credit waiver and must be funded by brigade.

- (4) All scholarship Cadets attending LTC to achieve basic course completion credit will be coded in CCIMS with the scholarship award category of "BC" (2H for 2.5 year).

**h. Accelerated Cadet Commissioning Training (ACCT).** ACCT is a scholarship program for students without any prior military experience who demonstrate exceptional skills as SALs. Students entering ROTC through ACCT are eligible to compete for scholarships in the same manner as any other on campus applicant. The scholarship must either be an available allocation from the school's allocation plan, or from brigade adjustment pool. All ACCT scholarship students will be considered Campus Based Scholarship awardees and coded "N2" in CCIMS.

**i. Alternate Entry Option (AEO).** Cadets who entered the program under the AEO program with no prior military experience and contracted non-scholarship may be granted an ROTC scholarship for the remainder of their ROTC program under the retention scholarship category upon meeting all eligibility requirements which includes attending and passing LTC, 2.5 CGPA, scholarship age, etc. Retention scholarships are only provided when the scholarship funding supports them.

**j. On Campus Nursing Scholarships.**

- (1) Nurse scholarship funds are consolidated, fenced and managed at Cadet Command level. The intent is to increase command emphasis on nurse recruitment, improve availability of nurse scholarship funds on a centralized basis, and provide responsive access to scholarship resources wherever qualified nurse applicants exist.
- (2) Nurse scholarships will not be included in school or brigade budgets however commanders will still be given a nurse mission. The associated monies will be held at Cadet Command for obligation and tracking.
- (3) Nurse applications will continue to be processed and entered in CCIMS IAW current guidelines (CCIMS User Manual and Paragraph [2-1e](#) above). After each nurse applicant is entered, PMSs will notify their brigade via e-mail of the applicant's name, social security number, host and academic schools/fice codes, residency status, mission set, DoDMERB Status, APFT Status, and any waiver status.
- (4) Brigades will forward this data to Cadet Command for immediate consideration. If funds are available, the command will authorize the scholarship, input the offer and inform the brigade.
  - (a) Conditional Scholarships will be given out between **16 Dec–15 Aug** for the Fall term and **16 Aug–15 Dec** for the Spring/Winter term.
  - (b) Scholarships will only be given to fully contractible nurses to begin in the same term as the offer is to be made.
- (5) Cadet Command will approve nurse offers until funds are exhausted for that FY or there are no qualified nurse applicants remaining. Any remaining nurse funds will be reallocated to other scholarship programs.
- (6) Battalions will record as status "**R**", with the appropriate award year, until term starts; then status "**E**" (contracted) once the student contracts. Retroactive benefits will not be authorized nor considered.

**k. Two-Year Advanced Designees (2AD).**

- (1) Each school has a separate allocation for the award of 2AD scholarships.
- (2) 2AD scholarships may be offered to freshman applicants who were unable to obtain a three-year scholarship or to Graduate students in a 3-year program.
- (3) Students who receive 2AD scholarships will receive a 2-year scholarship beginning in their junior year providing they meet the eligibility requirements listed below.
- (4) Battalion/brigade budgets include 2AD allocations and funds; however, these allocations and funds cannot be moved into different mission sets. There is no adjustment pool for 2ADs. The PMS may use the replacement policy to utilize these allocations up to the **30<sup>th</sup> day** of the Fall semester. Replacement policy can only be utilized in the Fall for current enrollees in MSL II (or compression course) to enable the student to meet validation requirements.
- (5) Brigade Commanders have authority to upgrade 2ADs on a case-by-case basis if 3-year mission set funds are available.
  - (a) Each school should establish an OML containing both new 3-year applicants and previously awarded 2ADs so that ALL can be considered for a 3-year scholarship from the brigade adjustment pool. The brigade provides funds, if available, for a 3-year scholarship and the PMS decides whether to give it to the new applicant or previous 2AD based on his assessment of the Cadets quality and other factors. This will eliminate any unfairness due to making a 3-year offer to a lower quality student who applied after the start of the SY versus a higher quality SAL offered a 2AD the previous Spring solely because all 3-year allocations were filled.
  - (b) If there are no additional applicants pending offers from the brigade then there must be justification to selectively upgrade a 2AD. For instance if there's a top quality SAL 2AD applicant whose commitment to ROTC is wavering, and upgrading to a 3-year offer would seal the deal, then brigade can provide funds to upgrade to 3-year. Otherwise, if a student is already committed to a 2AD offer and the ROTC program, the money should be used elsewhere. The brigade should fund all other 2-year and 3-year applicants pending offers before considering selective 2AD upgrades.
- (6) **Two-year AD validation:**
  - (a) College Freshmen who receive 2AD scholarship awards will begin receiving benefits during the junior year if they:
    - Enroll during their sophomore year in Army MSL II (or a compressed Basic Course) at the ROTC University offering the scholarship and complete Army ROTC MSL II (or compressed Basic Course) with GPA of 3.0.
    - Enroll full time during their sophomore year in the academic discipline of choice at the university or one of its partnership schools stated in the scholarship award letter and attain a minimum 2.5 CGPA at the end of the

sophomore year. Summer class grades may be included in CGPA.

- Meet basic scholarship requirements and be medically qualified at the start of the Fall term of the junior year. Re-verify the eligibility for retention in ROTC Program with the Cadet by updating data on the Cadet's record as appropriate. This will be accomplished through annotation in the remarks portion of Section 7, ROTC [CC Fm 139-R](#).
  - Obtain the PMS's recommendation.
  - Pass APFT at the 60/60/60 standard prior to contracting under the scholarship.
- (b) The PMS will forward [CC Fm167-R \(Appendix B-8\)](#) with a copy of the current transcript to Brigade by **1 July** of the Summer before the junior year on each individual regardless of recommendation.
- (c) 2ADs who are not qualified due to either medical or administrative reasons during their sophomore year must be counseled. The PMS must inform them that the offer will be withdrawn if qualification is not complete by the first day of school of the junior year.
- (d) The PMS may have 2ADs who have decided not to continue in ROTC prior to the beginning of their junior year sign [CC Fm167-R \(Appendix B-8\)](#) declining the scholarship. Send the form to Brigade to forward to USACC.

#### I. On-Campus Language Scholarships

- (1) Language scholarship funds are consolidated, fenced and managed at Cadet Command level. The intent is to increase command emphasis on language recruitment, improve availability of language scholarship funds on a centralized basis, and provide responsive access to scholarship resources wherever qualified language applicants exist.
- (2) Language scholarships will not be included in school or brigade budgets. The associated monies will be held at HQ for obligation and tracking.
- (3) Battalions will follow the campus scholarship procedures in the CC Reg 145-1 and forward the applicants' names and transcripts to their brigade. The transcripts must reflect that the Cadet is majoring in one of the approved language programs listed in [Appendix O](#) in the CC Pam 145-1.
- (4) Brigades will forward this data to appropriate scholarship program manager at Cadet Command for immediate consideration.
- (a) Conditional Scholarships will be given out between **16 Dec–15 Aug** for the following Fall term and **16 Aug–15 Dec** for the following Spring/Winter term.
  - (b) For a scholarship to begin in the same term as the offer is made, the Cadet must be fully contractible.
- (5) Cadet Command will approve language offers until funds are exhausted for that FY or there are no qualified language applicants remaining. Any

remaining language funds will be reallocated to other scholarship programs.

- (6) HQ USACC will record "Alt Offer" in CCIMS to indicate approval for campus-based applicants. On the first day of school, if the student has accepted the offer and is enrolled in ROTC, the PMS place the student in an **R** enrollment status. Once the student contracts, change to an **E** status.

#### **2-4. Scholarship Financial Procedures**

**a. Tuition/Fees or Room and Board.** The Cadet must provide their choice in an election memorandum (refer to [Appendix B-4](#) for sample). The battalion will file the memorandum, complete the required receipt ([CC Form 145-1-R](#), Dec 2006 in [Appendix B](#)) and update CCIMS prior to validating payment of benefits.

- (1) [Appendix C](#) lists reimbursable and non-reimbursable fees.

**b. Related academic expenses and subsistence allowances will be paid IAW [CC Reg 145-1](#).**

**c. The CCIMS Student Management Module.** CCIMS must be updated promptly IAW HQ USACC guidance and the battalion must ensure pay is continued or restarted as applicable to the circumstances of the Cadet.

**d. Non-contracted students.** Non Contracted students will not be paid scholarship benefits or subsistence until found fully qualified for enrollment/contracting and actually enrolled/contracted. These Cadets are entered in the CCIMS Student Management Module as status "**R**". Retroactive scholarship benefits may be requested if the delay in contracting was through no fault of the Cadet.

**e. Advanced course ROTC Cadets and basic course scholarship Cadets** who are enrolled in "cooperative courses" may receive credit and subsistence allowance for ROTC training during that part of their academic course while away from school, provided they continue to perform the minimum required training through military correspondence courses. Cadets enrolled in programs sponsored by the school, which include study at foreign education institutions or study on an overseas campus of the ROTC institution, may perform ROTC training and receive subsistence allowance under the same basis. Since cooperative programs generally involve more than four years of study, a LOA from the ROTC may be granted to the Cadet while away from the school. No compensation is approved or allowance accrued while the Cadet is in an LOA status. Subsistence payments are stopped during any LOA period. The LOA period must be displayed on the [CC Fm 104R](#).

**f. Travel reimbursement.** Invitational travel orders (ITO)s must be submitted to HQ USACC, G4/G8, in a timely manner to ensure that qualified Cadets will be reimbursed for authorized travel. ITO must include Destination, Current Address, Home of Record, Mode of Travel, Government Travel Rate (GTR) – One Way and, if Privately Owned Vehicle is authorized, Number of Miles – One Way. A separate statement from the PMS must be submitted verifying the Cadet has contracted. Cadet will submit an applicable [DD 1351-2](#) to DFAS-Rome following authentication of ITO.

**g. Reimbursement.** When scholarship awards are made after the beginning of the SY, the PMS will ensure the CCIMS Student Management Module is updated, ensure the school is reimbursed for tuition due (or room and board), ensure subsistence allowance is started and to reimburse the Cadet for travel and academic expenses authorized under the scholarship contract.

- (1) **Three rules generally apply for payment of fees:**
  - (a) If the fee applies to all students, all the time, every year, it is payable.
  - (b) If the fee is connected to a course required for degree completion or the fee is required for attendance at that college/university, it is payable.
  - (c) Any fee listed as an optional fee in the school catalog is not payable. Optional means that the Cadet need not incur the fee for degree completion.
  
- (2) **The flat rate payment for books, supplies and equipment is established annually by HQ USACC ([Appendix I](#)).**
  - (a) The flat rate payment is intended to provide for the purchase of books, supplies and equipment (includes personal computers) and does not include rental fees.
  - (b) It is payable in one half increments for semester schools and one-third increments for quarter/trimester schools.
  - (c) Nursing students, those with an academic major code of JXX, can be reimbursed at the beginning of the school year up.
  - (d) Flat rate payments to returning Cadets will be processed through CCIMS **20 days** prior to the first day of Fall classes.
  - (e) All new scholarship awardees will have the payment processed on the **45<sup>th</sup>** day of classes. Subsequent semester/quarter payments are processed **20 days** prior to the first day of class for each term. Cadets should receive these payments within **10-15 days** after the payment is processed.
  
- (3) For scholarship benefit payment purposes, the normal academic year begins with the Fall term (First Day of Fall) and ends with the Spring term (Last Day of Spring including last day of exams). Interim sessions which Fall between Start Date Fall and First Day Summer term will be considered as part of the annual awarded scholarship.
  
- (4) HQ USACC approved Summer school sessions will be paid based on approval and number of credit hours authorized. Benefits will be capped and published annually by HQ USACC with a flat rate book payment ([Appendix I](#)). See [Chapter 9-3f](#).
  
- (5) **Scholarship payments are normally paid directly to the school.**
  - (a) On an exception basis, scholarship payments can be made directly to the Cadet. The PMS is responsible for certifying that the Cadet submits a certified true copy of the school's itemized bill and paid receipt that clearly itemizes tuition/fees or room/board and other costs. The paid receipt submitted by the Cadet must indicate that either the Cadet or his guardian actually paid the bill.
  - (b) All payments are approved, validated and certified by the PMS for each Cadet. All documentation is created through CCIMS

Scholarship Tracking. There will be no exceptions to this process.

- (6) **Payment to Cadets who were awarded a ROTC scholarship and non-ROTC scholarships/grants will be processed as follows.**
- (a) If the non-ROTC scholarship/grant is designed for tuition and fees and the Cadet did not choose the room and board option, the non-ROTC scholarship/grant will be utilized first, then the ROTC scholarship will pay the remainder of the tuition and fee bill. The Cadet must elect and certify which scholarship will be used for each term to cover tuition and fees. This certification will be annotated on the school's itemized bill that is forwarded to HQ USACC for payment. The Cadet must also be counseled that their active duty service commitment remains the same, even if the Army does not pay for a certain term.
  - (b) If the Cadet chooses the room and board option, this situation does not arise.
- (7) **Payment of Health Insurance/Health Fees.**
- (a) When the school requires full health insurance coverage, and it is the students choice to purchase the school policy or an independent policy, the school policy premiums may be payable as a miscellaneous fee.
  - (b) If all students are required to purchase the school's health insurance, the school's health insurance policy premiums are payable as an authorized reimbursable fee.
  - (c) All other Cadets will be reimbursed for health insurance up to \$1000 annual cap.
  - (d) Veteran's Administration covers ROTC Cadets, and those who are applicants to the program for serious injuries (permanent in nature) when participating in ROTC activities. Workman's Compensation (through DOL) covers ROTC Cadets, and those who are applicants to the program for less serious injuries (temporary in nature) when participating in ROTC activities.
- (8) **Cooperative Programs.** Scholarship benefits can be paid from the host institution for Cadets attending approved courses through cooperative programs at schools other than those in which they are enrolled in ROTC, provided the courses are not offered at the host or partnership school and provided that such courses are a prerequisite for graduation. An agreement must be in place prior to taking courses at a school where a Cadet is not enrolled. This agreement must indicate whether payment will be made through the host or partnership school or to the Cadet directly. Payments through CCIMS can only be made to the Host or Partnership program or directly to the Cadet.
- (9) **Excess credit hours/semester overloads.** Course overloads and excess credit hours may be paid as long as course overloads or credits assist the Cadet in staying academically aligned, are required for degree completion and prevent a request for extension of benefits or Summer school. These excess classes will not be paid for any of the reasons stated in Para [2-4h](#) below.
- (10) **Less than full-time status.** Cadets who are academically and militarily aligned to complete degree requirements and commission may be paid

scholarship benefits for the last term while in less than full-time status. Three rules apply for payment of benefits:

- (a) The Cadet must be enrolled in the final MS Advance Course Class of the last term to be eligible.
- (b) Scholarship benefit payment will be made when the university charges by individual credit hours.
- (c) When the university charges a flat rate, the Cadet is required to enroll in a full-time status.

**(11) Send questions regarding payment procedures of various scholarship benefits to [Cadetpaycdtcm@usaac.army.mil](mailto:Cadetpaycdtcm@usaac.army.mil).**

**h. Non-reimbursable Items.** The following items are non-reimbursable under the scholarship contract:

- (1) Educational expenses incurred prior to the beginning of the scholarship, except as authorized in [2-4g](#).
- (2) Remedial courses taken either for background enrichment or to make up a deficiency.
- (3) Courses not required for the degree, unless courses can be absorbed with the normal basic tuition during the year and will not extend graduation date.
- (4) Courses required because of changes in academic majors when such courses cannot be completed within the number of academic terms covered by the scholarship.
- (5) Courses taken at a school other than that at which a Cadet is enrolled for ROTC training, except in the case of a Cadet selected for scholarship that is enrolled at a partnership school selected for a scholarship. (**Exception:** Approved Summer tuition may be paid as described elsewhere within this pamphlet).
- (6) Correspondence or other nonresident courses, except that Cadets at partnership schools may take extension courses from the host institution, provided the courses are not offered at the partnership school and are a prerequisite for graduation.
- (7) Summer sessions, except as authorized by [Chapter 9-3](#).
- (8) Travel, except as authorized by Paragraph [2-4g](#).
- (9) Penalties or fines for late registration, when the fault of the scholarship Cadet.
- (10) Charges for makeup examinations, violations of school rules, and the like.
- (11) Personal fees, such as for laundry, clothes, grooming.
- (12) Permits and fees associated with vehicle operation.
- (13) Flight fees/aviation flying hours and any fees related to flying hours required by the discipline.



- (14) Courses/fees taken/paid during summer between senior year of High School and Freshman year of College.

**i. Formal Linkage Program:**

- (1) In order to pay for a scholarship to a student attending a community college, there must be an approved formal linkage program between the ROTC Host or four-year partnership Baccalaureate University and the community college.
- (2) The intent of this program is to broaden the recruiting base and reach potential Cadets entering college through the community college system. This program is limited to 2 and 3-year Scholarships. This program is not meant to recruit High School seniors into a community college.
- (3) The formal linkage program is designed to bridge community colleges to baccalaureate degree granting institutions through a written agreement. This agreement can be demonstrated in two different ways of which the respective host ROTC program is required to coordinate and execute as required.
- (a) The first way is a written agreement between a two-year fully accredited associate degree granting institution and a four-year fully accredited baccalaureate degree granting institution. The agreement specifies that the baccalaureate degree granting institution will honor courses taken at the two-year institution that are in compliance with the established agreement and guaranteeing matriculation to the four-year institution.
- (b) The second way is where state legislature provides for the linkage between schools and a formal agreement between them may not be necessary due to the law.
- (c) **Process:**
- PMS will determine if an agreement is in place or if there is a state legislated program.
  - PMS will screen the agreement for requirements using the Community College Formal Linkage checklist located in [Appendix B](#).
  - PMS will submit the agreement or a copy of the law to brigade for consideration.
  - Brigade commanders will screen and submit agreements to the Command Judge Advocate (CJA) for further review to determine if the linkage meets all legal requirements.
  - CJA, USACC will make the determination that formal linkage exists and coordinate with the G2, Operations Analysis Division and G2, Incentives Division.
  - PMS will process the establishment of a partnership agreement as per instructions of MOI for Non-Host Schools upon approval
  - PMS will have Cadet sign the contract addendum (**DA FORM 597-2**, Sep 05) located in [Appendix B](#) acknowledging requirements incident to participation under this program.

## **2-5. Scholarship Academic Discipline Targeting**

**a. General.** The ROTC scholarship program has been missioned to ensure that scholarships are awarded to specific academic discipline groups. Scholarships will continue to be awarded on a best qualified basis; however, the specific academic discipline group percentages will be applied in the selection of scholarship recipients.

- (1) The 4-year Historically Black College/University (HBCU) Program; 4-, 3-, and 2-year Green to Gold; 2-year Reserve Forces Duty (RFD); 2-year Dedicated National Guard, 2-year Basic Camp and MJC programs will not be subject to these percentages.
- (2) Allocations/funds are not subject to academic discipline targeting at this time; however, if the Command begins to fail to meet the disciplines required, the below information will be included when providing allocations.
  - (a) Engineering - 35 percent.
  - (b) Physical Science - Analytical - 25 percent.
  - (c) Technical Management - 25 percent.
  - (d) Generalist - 15 percent.
  - (e) Nursing - separate allocation.

**b. Academic disciplines.** The academic majors listed in [Appendix E](#) will be used in determining which academic discipline will be applied for scholarship purposes.

- (1) For academic majors not listed, Battalion Commander will, in coordination with the appropriate university department head, evaluate courses required for the major and align it with the closest academic discipline listed and use the three digit alpha code for that discipline.
- (2) Engineering scholarship recipients must be enrolled in an academically accredited program.
- (3) Nursing scholarship recipients must be enrolled at an accredited nursing school.
- (4) Language scholarship recipients must be enrolled at a school with an accredited language program offering one of the approved languages listed in [Appendix O](#).
- (5) Refer to [Chapter 9-6](#) for Change of Major.

## **2-6. Physical Examinations.**

- a.** Medical qualification is not a factor in determining who will be offered a scholarship. However, medical qualification is required prior to contracting and prior to payment of any scholarship benefits.
- b.** Scholarship winners without a complete qualifying physical examination are conditional winners and cannot be paid scholarship benefits.
- c.** Scholarship winners should be scheduled for the physical at the time of application and eligibility determination has been completed. Ideally, 2-year and 3-year scholarship winners are informed of their medical status prior to the end of the spring term. The importance of the non-enrolled 2-year and 3-year winners' early medical qualification cannot be overstressed.

- (1) Battalions will not schedule interested prospects for DODMERB physicals who exceed AR 40-501 standards by 50 lbs or more.
- (2) In the case of collegiate level athletes AR 600-9 body fat measurements may be used at the discretion of the PMS. If the prospect meets taping requirements, they may be sent for a DODMERB physical examination.

d. Scholarship winners should be medically qualified within 6 months of their examination. The PMS has authority to grant an additional **30 days** to complete medical qualification. The PMS will have to justify any on-campus student taking more than seven months to complete the medical qualification. If the student does not pass the DoDMERB physical within 6 to 7 months, the scholarship offer will be withdrawn.

**e. Physical Processing.**

- (1) Contracted medical facilities (Concorde, Inc., or Military Treatment Facilities) perform scholarship physical examinations for two- and three-year scholarship applicants. The performing facility will forward the results of the examination to DODMERB Review Board, ATTN: Army Branch, 8034 Edgerton Drive, Suite 132, USAF Academy, CO 80840-2200. DoDMERB will review these physical examinations.
- (2) The PMS is required to follow DoDMERB guidance as published in DoDMERB Guide for Medical Processing (located on the HQ USACC The Right Site at [my.usaac.army.mil/portal/dt](http://my.usaac.army.mil/portal/dt)).
- (3) The PMS is required to annotate the school code on each physical (top right hand corner) to ensure expeditious processing by DoDMERB. The correct student address in Block 8 of the [DD Form 2351](#) is essential to expeditious processing of the physical by DoDMERB. Failure to complete this block **will** delay exam processing. The exam will be returned to the applicant for identification of the appropriate program if Block 8 is incomplete.
- (4) The PMS will ensure each 2-year, 3-year, and on-campus 4-year applicant is scheduled for a DoDMERB physical at the time of application.
- (5) Physical examination status can be viewed on-line via the DoDMERB website.
  - (a) The WEB provides information on status of appointments, outstanding remedials and qualification of physical exams. Each battalion has three passwords to access this secure site.
  - (b) Students may be contracted after two consecutive days of qualified status on the website. Copies of the College Scholarship Program applicants' qualified physicals are posted to the battalion's area on the website for downloading.
  - (c) Applicants may go to the same DoDMERB website and view their status using the applicant option.
- (6) Physicals on Green to Gold ADO, 2-, 3-, and 4-year applicants will be forwarded by HQ USACC to DoDMERB. Applicants will complete the physical and submit to HQ USACC along with the application. Qualified physicals will be transferred electronically to HQ USACC by DoDMERB. HQ USACC will forward the qualified physical to the appropriate battalion.
- (7) DoDMERB is the medical review authority for all physicals including those students validating scholarships at LTC. All students validating a scholarship

at LTC will have the DoDMERB physical taken prior to attendance at the camp.

- (8) HQ USACC will forward eligible High School Scholarship Program applicant's information to DoDMERB for scheduling of the physical examination. All information on medical status of these applicants is handled by HQ USACC and provided to battalions via CCIMS Scholarship Processing Module. For information regarding the status of these physicals, contact [usarmy.knox.usacc.mbx.train2lead@mail.mil](mailto:usarmy.knox.usacc.mbx.train2lead@mail.mil). The battalion may view the status of a High School Applicants physical via the DoDMERB website by choosing the "Agency" option.
- (9) The qualification memorandum provided by DoDMERB to the student, the qualified physical from DODMERB or direct written communication from DoDMERB stating qualified or waived are required for medical qualification contracting purposes (whichever is received earliest).
- (a) This item must be retained in the Cadet's file.
  - (b) High School applicants qualified DoDMERB physicals will be scanned into CCIMS Scholarship Processing Module and can be obtained by clicking on Document Images and choosing "Medical Examination".
  - (c) The only physicals that are forwarded to HQ USACC are those students with valid "Offer" and "Acceptances" in the CCIMS Scholarship Processing Module.
- (10) All MJC physicals for scholarship applicants will be scheduled through MJC PMS.
- (11) MEPS Physical Exams (PE) and the Simultaneous Membership Program (SMP). Below are the conditions in which a MEPS PE may be used in place of a DoDMERB PE for SMP ONLY:
- (a) Already in a NG or RSV unit.
  - (b) Have qualified MEPS PE that is not over two years old.
  - (c) Will be an SMP Cadet after contracting with the ROTC.
  - (d) Cover letter stating this is a true SMP applicant sent with the qualified PE to DoDMERB.
  - (e) DoDMERB will automatically stamp approved and ship an approved PE to the school WITHOUT ANY ADDITIONAL EXAMS REQUIRED.
  - (f) Do not obtain a DODMERB exam on these folks. This will waste both the battalion and applicant's time; will be an unnecessary expense and hassle; and will slow down your contracting process.
- (12) **Medical Waivers.**
- (a) DoDMERB forwards results of physicals for G2G scholarship and non-scholarship applicants who have been determined to be medically disqualified directly to HQ USACC. Scholarship applicants will automatically be processed for waiver review. The BN must request a copy of the disqualified physical on non-scholarship applicants be sent to the school for waiver processing.

- (b) DoDMERB posts on-campus medically disqualified physicals to their website. The PMS must initiate the request for waiver and send it to HQ USACC.
- (c) Requests for medical waivers regarding 4-year applicants are sent directly from the individual to HQ USACC.
- (d) All scholarship winners must be determined to be medically qualified or must have received a medical waiver before they may receive scholarship financial assistance.

## **2-7. Enrollment Procedures**

- a. Perform the same administrative actions for enrollment of scholarship Cadets in the ROTC Scholarship Program, Basic or Advanced Course, that apply to enrollment of other Cadets in the Advanced Course, non-scholarship program ([AR 145-1](#), Paragraph 3-5 through 3-11).
- b. Verify eligibility IAW criteria set forth in [CCR 145-1](#) and use of the [CC Fm 139R](#).
  - (1) The PMS or a cadre member must review the initial [CC Fm 139R](#) (Cadet Enrollment Record) to ensure information has not changed since initiated.
  - (2) The PMS must complete the remainder of the [CC Fm 139R](#) for each new scholarship Cadet and place it in the Cadet's MPRJ, U.S. Army. This checklist is an inspectable item during the Annual Formal Inspections of ROTC host institutions.
- c. The scholarship winner must be fully eligible at the time of contracting. Following a careful examination of the provisions of [DA Form 597-3](#) (Army Senior ROTC Scholarship Cadet Contract) to the enrollee's satisfaction ([AR 145-1](#), Paragraph 3-41), the PMS will:
  - (1) Enlist the enrollee in the USAR ([AR 145-1](#), Paragraph 3-15), if not already so enlisted.
    - (a) Have the enrollee execute [DA Form 597-3](#), part I, to include signature, date and home address, in quintuplicate. This contract should be completed as soon as possible after award of the scholarship and must be completed prior to payment of benefits.
    - (b) Promptly record all scholarship awardees in the CCIMS Student Management Module IAW [CC Reg 145-12](#) and [Appendix K](#) of this regulation.
- d. The PMS must ensure nurse applicants who are Licensed Practical Nurses or Registered Nurses complete a professional background check. PMS's will forward the completed [CC Fm 192-1-R](#) to the Brigade Nurse Counselor to document licensure (or non-licensure) status and request the background check.
- e. Prior to contracting, all waiver requests of medical standards, academic standards, moral standards, reenlistment code, or dependency (except High School Program applicants and Green to Gold applicants) will be submitted on [ROTC CC Fm 131-R](#) (Cadet Action Request) IAW [CC Pam 145-4](#). A copy of the waiver request must be included in the applicants file. CG, Cadet Command, Brigade Commanders or Battalion Commanders will take final action on those waivers IAW [CC Pam 145-4](#).

- f. High School Program applicants and Green to Gold applicants must forward requests for waivers directly to CG, Cadet Command. High School Program applicants and Green to Gold applicants waiver requests will be forwarded to the appropriate office from HQ USACC, Incentives Division.
- g. If an individual has been designated as a scholarship recipient and is deployed as part of an U.S. Army operation prior to contracting, the PMS may submit an e-mail request to hold the scholarship in abeyance until individual returns and is otherwise qualified for contracting. Individual will count against allocations/funds in the new mission set in which scheduled to be commissioned.

## **2-8. Publicity/Certificates**

- a. College Scholarship Program 4-, 3-, and 2- year ROTC scholarship certificates will be printed directly by the PMS. Blank certificates will be provided each school on an annual basis or upon request.
- b. High School 4-year and 3AD scholarship certificates will be mailed to the PMS located closest to the scholarship winner's high school to be presented at an appropriate ceremony.
  - (1) The PMS will mail directly to the recipient any four-year or three-year AD certificates not presented to them prior to the conclusion of the high school academic year.
  - (2) CCIMS Scholarship Processing Module will provide schools with High School contact information on each recipient. A listing will also be provided with each set of certificates.
  - (3) HQ USACC will mail these certificates to the PMS within **10 days** of the end of the March board.
- c. Suggested script for use in presenting these certificates is at [Appendix B10](#). Such a presentation will provide high visibility for the recipient and the ROTC program, especially at high schools that have no Army Junior ROTC program. The recipients' names, addresses, and phone numbers will be furnished to the PMS with the certificates.
- d. PMS's are responsible for presenting certificates to winners at an appropriate event, such as an awards ceremony. If this is not possible, certificates will be mailed to the winners.

## **2-9. Transfer of Scholarship Cadets**

- a. The PMS ensures that the transferring student is properly recorded in the CCIMS Student Management Module. The losing school initiates the transfer request.
- b. If a request for transfer is required due to lack of funds at battalion level, the request to transfer must be worked at the Brigade level. Transfer requests of scholarship Cadets when the Battalion and Brigade do not have funding or when the transfer is to a different Brigade are sent via email to your appropriate Scholarship Program Manager at HQCC.
- c. For a transfer request to be considered by HQCC, the transfer must include the following documentation:
  - Cadet Command Form 131-R (CCF 131-R) from losing PMS

- Memo from Cadet explaining the reason for the request if Cadet not available to sign CCF 131-R
  - Current transcripts
  - Difference in costs of losing and gaining schools (include FICE codes)
  - Memo or Concurrence from gaining PMS
  - New 104R from gaining PMS
  - Letter of acceptance from gaining University or College
  - Memo or Concurrence from gaining BDE
- d. All transfer requests of Nurse, Language, Green to Gold, and GRFD Scholarship Cadets must be submitted through Brigade to the appropriate scholarship program manager at HQ USACC.
- e. Transfer requests must be submitted to HQCC for consideration no later than **1 June** for the Fall term and **1 December** for the Spring term.
- f. Transfer of Scholarship recipients into or out of the Ike Skelton Early Commissioning Program is prohibited by law.

**2-10. Selection Board Process (Except Green to Gold) **

- a. The PMS will conduct a scholarship selection board in time for board results (OML) to be posted to CCIMS by the applicable deadline.
- (1) The deadline is a target date in order for the Brigade Commander to conduct the adjustment pool and ensure full scholarship dollar usage.
  - (2) This board must be comprised of four mandatory members and one member subject to availability. The composition of the board is the same regardless of the type of scholarship being considered. Table 2-10-1 below depicts board membership.

Board Member	Mandatory
PMS(Board President)	YES
Institutional Representative Note (1)	YES
Sergeant Major/Senior NCO	YES
APMS	YES
MS IV Cadet	Preferred but depends upon availability

**Table 2-10-1**

**Note:** School of Nursing Faculty recommended for boarding nurse scholarship applications.

- b. When a family member or close relative of a cadre member applies for a ROTC scholarship where the cadre member is assigned, the following procedures will be followed:
- (1) The PMS will notify their Brigade Commander as soon as the applicant is identified as a family member or close relative of a cadre member.
  - (2) 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.
  - (3) 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 in the actual board process.

- (4) 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.

c. The board may be conducted as either a File Review Board or an Applicant Review Board. For example, the applicant is applying from another university based on a probable transfer. Four-year applications will go before a File Review Board. The applicant will not be penalized if unable to appear before an Applicant Review Board. Each board process is explained below. The PMS will decide the type of board to be used. At the completion of the board, the board president or his designated representative will average all board members' votes. This average will be the raw points used in the selection point tables.

- (1) **File Review Board.** Each member of the board will vote based upon the contents of the application file. Each board member will use a voting scale with a range of zero to five in .5 increments, (i.e., 4, 3.5, 3, 2.5, etc.).
- (a) Board members should establish a score of 2.0 as the average applicant, then increase or decrease the score dependent upon the perceived quality of the applicant (**Table 2-10-2**).
  - (b) No weight will be given to financial need of the applicant. The Army ROTC scholarship program is based upon quality of the applicant.
  - (c) Discussion between the board members should be minimal. However, it is not prohibited.

Voter Score	Description of Applicant
5	Truly Outstanding Applicant Strong in All Areas
4	Outstanding Applicant Strong in Most Areas
3	Excellent Applicant Good in All Areas Strong in Some
2	Average Applicant Good in All Areas
1	Weak Applicant Weak in Most Areas
0	Poor Applicant Weak in All Areas

**Table 2-10-2**

(2) **Applicant Review Board.**

- (a) The difference between this board and the File Review Board is the applicant appears before the board members. Each board member will use a voting scale with a range of zero to five as described for file review boards. Again, no weight will be given to financial need of the applicant. The Army ROTC Scholarship Program is based upon quality of the applicant.
- (b) The PMS will open the applicant review board by explaining the procedures to the applicant. A suggested outline of the process is in **Table 2-10-3** below. Each board member is allowed to ask questions of the applicant.
- (c) The PMS, as president of the board, should discuss the questions in advance to ensure the board process stays focused.



- (d) If the MS IV Cadet is not available, another board member assumes responsibility to ask questions to explore this topic area. Other topics may be explored. This suggested list should be assumed the minimum areas of consideration. A completion Cadet or ECP lieutenant can be used in place of the MS IV Cadet.
- (e) The average interview should take about 30 minutes.
- (f) As the board ends, the PMS may allow the applicant to make a statement or ask questions.

Board Member	Suggested Topics
PMS	Opening remarks to put applicant at ease/Any relevant topic
Institutional Representative Note (1)	Academic Degree Plan/Areas of academic difficulty/Future Plans
SGM/Senior NCO	Leadership techniques/Situational exercise/Motivation
APMS	Time Mgmt Techniques/Decision Making Techniques/Current Events
MS IV Cadet	Extra curricular activities/hobbies

**Table 2-10-3**

**Note:** School of Nursing Faculty recommended for boarding nurse scholarship applications.

- (3) If a board member wants to disqualify a candidate during the board proceedings, the board president will:**
  - (a) Temporarily withdraw the application from the process while considering any other files or applicants.
  - (b) If no other file or applicant is being boarded, or after the conclusion of boarding the files or applicants, the board president will conduct an open discussion with all board members present. The board member identifying the individual will explain the perceived reasons for non-award of scholarship. Each board member will be allowed to enter the discussion to ensure the applicant receives full consideration.
  - (c) At the end of the discussion, the board president will decide whether to proceed with the process. If the file/applicant is to proceed, the board will continue with the process. Board member not recommending applicant for scholarship still has the option of voting a "0" and he is not required to change his vote. If the file is to be withdrawn, the reason for withdrawing the file will be annotated in the file. The board president will sign below the annotation. Notify the applicant using sample letter contained in [Appendix B](#).
- (4) Record Keeping.** All proceedings of the selection board are confidential. Appropriate actions to safeguard board information are important to prevent disclosure of board proceedings to unauthorized individuals.
- (5) All board files will be maintained for a period of 4-years or until the applicant is commissioned.** After 4-years or upon commissioning, the records will be destroyed. Care must be exercised in the destruction of these documents to ensure the individual's privacy is maintained.

d. The Selection board and interview points based on tables in [Appendix G](#) must be input to CCIMS Student Management application tab prior to any offer being made.

## 2-11. Calculation of CGPA

### a. Cumulative GPA.

- (1) The required CGPA for scholarship consideration is 2.5 for all programs. Students with at least one full term of college completed must have at least a 2.5 CGPA to be eligible for a scholarship. For all students with no college completed or less than one full term of college, a 2.5 high school CGPA is required.
- (2) CGPA does not confer any selection points in the High School Program. The board members should consider CGPA and Advanced Placement courses while reviewing the application. Then provide appropriate weight in their voting.

### b. Calculating GPA. The following is the proper method for computing CGPA for scholarship consideration:

- (1) **Entrance GPAs for Transfer Student Scholarship Applicants.** If the applicant has not yet established a CGPA at the institution where he/she is enrolling, the battalion Commander/ PMS must ensure that all grades associated with academic credit hours accepted by the gaining school are used to compute an entrance CGPA for scholarship consideration and enrollment purposes. The number of academic credit hours that the gaining school accepts in transfer for the student's declared academic major determines the student's academic standing.
  - (a) The entrance CGPA remains valid until the end of the first term of enrollment at the current school at which time the CGPA established by the current school will be recognized as the official CGPA.
- (2) **CGPA for Regular Applicants.** Once the CGPA has been established at a university, the institution's procedure for computing the CGPA applies to all future actions involving scholarship applicants from that university.

### c. Minimum CGPA. Applicants must have the minimum college cumulative academic GPA required for the scholarship at the time of application. The applicant must also maintain the required GPA before contracting.

### d. CGPA Waivers.

- (1) Waivers will be considered for insufficient CGPAs. If a waiver is granted, a student must maintain at least the CGPA that existed when the waiver was granted in order to contract.
- (2) A high school student, who earned the scholarship based on high school GPA but fails to contract in the first semester of college, must be judged eligible for contracting based on the college GPA earned in the first and subsequent semesters while awaiting contracting. Remember SAL criteria when requesting waivers. SAL criterion is outlined in [Appendix L](#).

### e. ROTC GPA. The ROTC GPA is used for enrolled Cadets only. An ROTC CGPA of 3.0 is required. This is an eligibility requirement, which does not confer any selection points. The board members should consider the ROTC GPA and provide appropriate weight in their voting.

f. To translate a numeric grade to a 4.0 CGPA use the following formula:

Numeric Grade	77.29	98.25
Conversion to 4.0	X0.04	X0.04
GPA on 4.0 Scale	= 3.0916	= 3.93

## Chapter 3, Civilian Sponsored Scholarship Programs TOC

### 3-1. Concept

- a. The Civilian Sponsored Scholarship Programs (CSSP) is a dual effort between HQ USACC and volunteer civilian organizations to recognize and reward stellar Cadet performance. HQCC receives applications, establishes an order of merit list, and notifies the civilian organizations of the selected winners. The civilian organization coordinates with the awardees, their Professors of Military Science (PMS), and universities for the presenting and awarding of scholarships.

### 3-2 CSSP Scholarship.

a. **Types.** Civilian organizations provide the following scholarships:

- (1) **The USAA Scholarship.** USAA proves Army ROTC with \$35,000 annually for scholarships allocated to 30 deserving Cadets. Scholarship assistance is provided by USAA. USAA will contact the PMS for publicity, presentation of these awards, and for arrangement of scholarship assistance payment. Only non-scholarship Cadets will be considered. Scholarship awards:
  - (a) A National award of \$2,000 will be presented to the top Cadet eligible for this scholarship.
  - (b) One Cadet from each of the eight Brigades will receive a \$1,500 cash award.
  - (c) One Cadet from the Early Commission Program will receive a \$1,500 cash award.
  - (d) Twenty at-large winners will receive a \$1,000 cash award.
- (2) **The Armed Forces Insurance General Melvin Zais Army ROTC Scholarship.** The Armed Forces Insurance sponsors this annual scholarship program. Armed Forces Insurance will contact the PMS for publicity, presentation of these awards, and for arrangement of scholarship assistance payment. Only non-scholarship Cadets will be considered. Scholarships:
  - (a) A National award of \$1,000 will be presented the top Cadet eligible for this scholarship.
  - (b) Two at-large winners will also receive an award of \$1,000 each.
- (3) **The Lieutenant General Timothy J. Maude Foundation Scholarship.** The Association of the United States Army (AUSA) manages this scholarship award. The LTG Timothy J. Maude Foundation Scholarship encourages and rewards outstanding and deserving students in the ROTC program who have separated the service under the Green to Gold Program, Chapter 16-2 of AR 635-200 or are participating in the Green to Gold Active Duty Program.
  - (a) Only Green to Gold Cadets (scholarship or non-scholarship) separated under Chapter 16-2 of AR 635-200 or participating in the


Green to Gold active duty program are eligible. The Cadet should have shown a need for financial assistance in completing their education and have demonstrated the motivation to complete a college education and the potential to serve as an officer in the Armed Forces of the United States Army.

- (b) Two \$5,000 scholarships are awarded to the top Army ROTC Green to Gold Cadets selected from the junior class for the year they matriculate as a senior. The scholarship is paid directly to the scholarship recipient at the AUSA annual meeting held in October in Washington, DC.
- (4) **The Joseph Cribbins Scholarship.** AUSA provides two \$2,000 scholarships to Cadets who are either scholarship or Green to Gold Cadets pursuing science, engineering or technology degree programs. AUSA will contact the PMS for publicity, presentation of these awards, and for arrangement of scholarship assistance payment. In addition, applicants must also meet the Army ROTC Scholarship eligibility criteria in CC Reg 145-1.
- (5) **The Armed Forces Bank Scholarship.** The Armed Forces Bank provides two \$1,000 scholarships. Armed Forces Bank will contact the PMS for publicity, presentation of these awards, and for arrangement of scholarship assistance payment. This scholarship is open to both scholarship and non-scholarship ROTC Cadets. In addition, applicants must also meet the Army ROTC Scholarship eligibility criteria in CC Reg 145-1.
- (6) **The Association of the United State Army Scholarship.** AUSA provides a \$4,000 scholarship to the top performing Cadet. AUSA will contact the PMS for publicity, presentation of these awards, and for arrangement of scholarship assistance payment. This scholarship is open to both scholarship and non-scholarship ROTC Cadets. In addition, applicants must also meet the Army ROTC Scholarship eligibility criteria in CC Reg 145-1.
- (7) **The Government Employees Insurance Company (GEICO) Scholarship.** GEICO provides two \$1,500 scholarships. AUSA will contact the PMS for publicity, presentation of these awards, and for arrangement of scholarship assistance payment. This scholarship is open to both scholarship and non-scholarship ROTC Cadets. In addition, applicants must also meet the Army ROTC Scholarship eligibility criteria in CC Reg 145-1.
- (8) **The Raytheon Scholarship.** Raytheon provides one \$1,500 scholarship to a Cadet majoring in science, engineering, or technology. This scholarship is open to both scholarship and non scholarship.

**b. Application.**

- (1) **Eligibility:** Applicants must meet the eligibility requirements listed in CC Reg 145-1. PMSs are responsible for the nomination and submission of Cadet Applications. Scholarship winners may only receive one of the CSSP awards. Therefore, only one application is necessary to compete for all of the scholarships listed in paragraph 3-2a above.
- (2) **Documents:** Applications will be sent electronically to [michael.i.hudson1.civ@mail.mil](mailto:michael.i.hudson1.civ@mail.mil) NLT 1 July. Applications will be sent as a single file containing the documents listed below (except where noted).
  - (a) Cadet biography.

- (b) Photo, in Dress Uniform
  - (c) College transcripts (must include the spring term grades)
  - (d) Letter of recommendation/support from the PMS.
  - (e) Cadet Record Brief
  - (f) LDAC Cadet Evaluation Report (CER). NOTE: If the applicant has not completed LDAC by the application deadline, PMS must forward the CER upon the completion of LDAC.
- (3) **Nomination Email:** The scholarship nomination email from the PMS will be formatted in the following manner:
- (a) **Subject Line:** CSSP Application for Last Name, First Name, MI, Host Name
  - (b) **Body of email** will be formatted as such:
    - Identification of Cadet as scholarship or non-scholarship.
    - Identification of Cadet as Green to Gold or non-Green to Gold.
    - The scheduled or LDAC completion date.
- (4) **OML criteria and selection.**
- (a) HQ Cadet Command, G-2 Incentives Division will establish the OML criteria and scoring of each applicant through an automated process.
  - (b) Each applicant will be scored and awarded points in four critical areas: Grade Point Average (GPA), ADM, initial LDAC APFT score, and LDAC assessment.
  - (c) An OML will be created based upon total points received and winners selected. National winners will be selected first, then by Brigade awards, and finally at-large.
  - (d) HQ USACC will provide scholarship sponsors the name and contact information of scholarship winners **NLT 30 September**. Upon notification of sponsors, HQ USACC will inform the respective PMS of scholarship winners.

**3-3. Armed Forces Communications and Electronics Association (AFCEA)  
Educational Foundation ROTC Scholarship Program** 

**a. Application.**

- (1) **Nominations:** In making nominations, the PMS is expected to work with their educational institutions in a manner compatible with their existing procedures for scholarship awards.
- (2) **Documents:** Applications and documents must be submitted directly to AFCEA through their online application process. The deadline for applications is **15 February** of each year.

- (3) **Letter of Recommendation:** Upon submission of an on-line application, an e-mail will be sent to the PMS and the university faculty member for a letter of recommendation.

**b. Final selection and acceptance.** All individuals nominated will be notified in writing by AFCEA of the results of their candidacy. Those selected for a scholarship will be notified in writing. Students receiving a scholarship are eligible to compete again in subsequent years.

**c. AFCEA Web site:** <http://www.afcea.org/education/scholarships/rotc/>

### **3-4. Daedalian Foundation Scholarship Program Procedures**

#### **a. Selection of recipients.**

- (1) **HQ USACC** will select the top three Aviation Branch non-scholarship ROTC Cadets annually from the ROTC Selection and Branching Board's OML.
- (2) **Criteria:** Selection for these awards will be made using the following criteria:
  - (a) CGPA at the applicant's college or university
  - (b) ROTC camp score (including leadership, peer ranking, TAC officer evaluation)
  - (c) The PMS ranking/evaluation.
  - (d) Overall ranking of HQ USACC OML.
  - (e) Selected for Commissioning.

#### **b. Notification.**

- (1) HQ USACC will notify the appropriate PMS and the Daedalian Foundation of selected recipients.
- (2) Scholarship checks will be sent to the individual recipient's school or university and presented whenever possible by Daedalians.
- (3) The Daedalian Organization will coordinate directly with the PMS for publicity and presentation.

### **3-5. The Harry S. Truman Scholarship**

**a. Application.** Applications must be submitted on original forms provided by the Foundation, on photocopies or on copies from the Foundation's website at [www.truman.gov](http://www.truman.gov). Each University will establish their own deadline in order to meet the foundation's **February 6** deadline for nominations. Check with your Truman Faculty Representative. Application requirements:

- (1) **Application form:** Forms can be downloaded at [www.truman.gov](http://www.truman.gov).
- (2) **Transcript:** Current official college transcript (include transcripts for all colleges attended that do not appear on the current transcript).
- (3) **Write a policy proposal/recommendation.** This is a one-page examination of a significant policy issue or problem that is in your intended

area of public service. It is presented in the form of a memo to the government official you feel has the most direct authority to resolve the issue and limited to 500 words. Refer to the Foundation web site for additional details.

- (4) **Recommendations:** Submit three letters of recommendations. Format is located on the Foundation web site.
- (5) Not be re-nominated as a Truman Scholarship candidate from the previous year's competition. A student can only be nominated once.

**b. Selection.**

- (1) Upon being selected and having accepted the Truman Scholarship, the PMS will provide the Cadet's name to HQ USACC, G2, Incentives Division.
- (2) Incentives Division will ensure notification is provided to HQ USACC, G1, Accessions Division and the Department of the Army, Office of the Deputy Chief of Staff, G-1 for the accession process.

**3-6. USAA Spirit Award.** USAA will mail a letter and a brass mantle clock to each battalion. The PMS determines which Cadet receives this award. There is no application process. The award will be presented in an appropriate manner to the Cadet in front of his or her peers.

**Chapter 4, Green to Gold Program** TOC

**4-1. Purpose.** This chapter outlines procedures and responsibilities for the administration of the Green to Gold Active Duty Option Program and the Green to Gold Scholarship Program.

**4-2. References.** CC Regulation 145-1, CC Regulation 145-6,

**4-3. Responsibilities**

**a. HQ USACC is responsible for:**

- (1) Worldwide publicity.
- (2) Furnishing application packets to prospective active duty applicants upon request and making the application packet available on the web at [goarmy.com/rotc](http://goarmy.com/rotc).
- (3) Processing and selecting the best-qualified active duty applicants as winners.
- (4) Coordinate selections with HRC to ensure approval for participation in the ADO program.
- (5) Preparing Academic Evaluation Reports for ADO applicants.
- (6) Publishing the MOI for the Commander's Hip Pocket Scholarship Program.

**b. ROTC Brigade Commanders** are responsible for area publicity.

**c. PMS/battalion Commanders are responsible for—**

- (1) Local publicity.
- (2) Assisting soldiers in completing selected documents required for the Green to Gold ADO application or the Green to Gold Scholarship application .
- (3) Enrolling winners as either scholarship Cadets or ADO Cadets concurrent with their enrollment in Mission Set, including (for ADO Cadets) having the soldier sign the Memorandum of Agreement, located in [Appendix B](#).
- (4) Treating ADO Cadets the same as normal progression Cadets. This includes:
  - (a) No assignment of additional duties that would normally be assigned to a cadre member.
  - (b) Do not use ADO Cadets as duty soldiers for any events.

**d. Counterpart Battalions are responsible for:**

- (1) Working with Army installations and locating soldiers interested in ROTC. This includes making presentations informing soldiers of the ADO Program and the Scholarship Program.
- (2) Assisting soldiers with finding an acceptable college with Army ROTC.
- (3) Assisting soldiers in completing the Green to Gold ADO application or the Green to Gold Scholarship application.

**e. For ADO Cadets, Student Detachment, Fort Jackson is responsible for:**

- (1) In and out processing,
- (2) Personnel accountability.
- (3) UCMJ/disciplinary proceedings.
- (4) All pay-related inquiries.
- (5) Personnel services orders, [DA Forms 4187](#)s and records updates.

**f. Unit Commanders are responsible for**

- (1) Identifying and counseling potential eligible personnel regarding the existence of the ADO Program and the Scholarship Program
- (2) Assisting in the application procedure for both programs.

**g. Commanders selected to participate in the Commander's Hip Pocket Scholarship program are responsible for:**

- (1) Identifying potential eligible personnel.
- (2) Conducting a scholarship board. Procedures outlined in this regulation may be used.
- (3) Forwarding applications to HQ USACC IAW the MOI of for the Annual Commander's Hip Pocket Scholarship Program.



#### h. ADO Cadets

- (1) Will remove enlisted rank and wear the rank of the appropriate MSL Class and duty position. The only authorized patch and crest for all uniforms is the U.S Army ROTC "Leadership, Excellence" insignia. If the Soldier is eligible to wear the "combat" patch, it is authorized.
- (2) Not authorized to drive GSA vehicles.
- (3) Are not to become IMPAC credit card holders.
- (4) Will be required to take a RECORD APFT every six months to remain in the ROTC program while attaining an overall score of at least 180, with a score of 60 points in each event.

#### 4-4. Deadlines

- a. **ADO Applications:** The normal Green to Gold ADO application window opens **15 November** and closes **1 February** every year.
- b. **Scholarship Applications:** The application deadline for Green to Gold Scholarships is **1 February**. The submission deadline for Green to Gold Hip Pocket Scholarships is **1 April**.
- c. **Selection Board.** HQ USACC will conduct the Green to Gold selection board during the first week of **April**.
- d. **Winners.** HQ USACC will announce winners on or about **30 May** annually.

#### 4-5. Green to Gold ADO Program

- a. **Eligibility.** Eligibility requirements listed in [AR 145-1](#), Paragraph 3 and [CC Reg 145-1](#), Chapter 4.
- b. **Application**
  - (1) [CC Fm 174-R](#) (contained in [Appendix B](#)) containing a favorable recommendation from the immediate commander and field grade commander commenting on the soldier's officer-like qualifications, (i.e., SAL criteria, leadership potential, appearance, personality, military record, and aptitude for further military training).
  - (2) **ERB.** Enlisted Records Brief and/or [DA Form 2A/2-1](#).
  - (3) **Photo.** Military photo taken within the last 90 days.
  - (4) **APFT.** Recent APFT Score Card (should be no more than six months old upon submission of application).
  - (5) **Admissions Letter.** Letter of Acceptance to the University (must include academic status of junior).
  - (6) **ROTC Unit LOA.** Letter of Acceptance to the ROTC Unit stating that you (the applicant) have been accepted unconditionally.
  - (7) [CC Fm 104-R](#), Academic Plan.

- (8) **Transcripts.** Official transcripts of all colleges attended. Partial transcripts will not be considered. The school accepting a soldier for attendance should establish a GPA. However, if the GPA is not established, HQ USACC will compute a GPA based on information provided on all transcripts. College grade reports are not transcripts and are unacceptable. Transcripts that appear in languages other than English must be translated prior to submission. Soldiers are responsible for ensuring that all official transcripts are enclosed in their packets.
- (9) **Statement of Eligibility.** This statement will verify that the soldier is not pending UCMJ actions, barred from reenlistment, or is flagged IAW [AR 600-8-2](#). This statement must be signed by the soldier's Personnel Servicing Center or MILPO. If the soldier receives assignment instructions, whether in CONUS or OCONUS, during the timeframe that the soldier is applying, the soldier must contact their respective MOS branch manager at Human Resource Center (HRC)-Fort Knox and inform that office about pending application. The soldier may also provide HRC with the Green to Gold Program Manager's e-mail address and phone number for HRC's verification. The soldier will also provide, via e-mail or in writing, verification to the Green to Gold Program Manager that they have contacted HRC.
- (10) **Medical Examination.**
- (a) If a soldier has a medical examination ([DD Form 2807](#), or [DD Form 2808](#) (MEPS/MFT)) and it is less than 24 months old, it may be submitted to DoDMERB requesting an upgrade via the remedial route to a DoDMERB equivalent exam. DoDMERB will probably identify several remedials such as a new eye exam and several history questions not present on a MEPS/MFT exam for completion by the soldier. A MEPS/MFT exam is not equivalent to a DoDMERB exam unless upgraded by DoDMERB via the remedial mode.
  - (b) If no previous medical physical is available or is over 24 months old, please have the soldier's Commanding Officer/First Sergeant contact the unit's supporting medical treatment facility and request they accomplish a physical IAW [AR 40-501](#), Chapter 2. In addition, [DD Forms 2351](#) and [2492](#) must be used. When completing [DD Form 2351](#), enter "ADEP" in block 8 along with the soldier's current mailing address.
  - (c) If the soldier is submitting a previous [DD Form 2808](#), correct block 13 (Organization Unit and UIC Code) to read "ADEP." If any additional tests or evaluations are required for final medical determination, DoDMERB will return the packet to the unit of assignment. If a soldier is determined to be medically qualified, DoDMERB will return the completed physical to HQ USACC. Soldiers selected to participate in this program must be fully medically qualified prior to enrollment.
  - (d) Medical examinations must be submitted at the time of application to HQ USACC (ATCC-ROI), Fort Knox, KY 40121, or no later than **30 days** after submitting the application packet. HQ USACC will forward the physical to DoDMERB with the appropriate form for processing. DO NOT SEND THE PHYSICAL DIRECTLY TO DoDMERB. Delay in forwarding physical could result in not being medically qualified in sufficient time to enroll in the program. The physical qualification process normally takes DoDMERB anywhere from six to eight weeks, from start to finish. Any remedials or follow-ups

required by DoDMERB should be accomplished prior to announcement of selections.

- (e) If a soldier does not meet the screening table weight IAW [AR 600-9](#), a current "Body Fat Content Worksheet" must be included.
- (12) **Evaluation of Transfer Credit.** The evaluation should include course numbers and titles, course grades, credit hours attempted and earned towards the degree pursued, and the CGPA, if available.
- (13) **Copy of waiver request.** All waiver requests (e.g., dependency, civil convictions, and training service obligations), if applicable, should be included in the packet.
- (14) **Financial Statement, [CC Fm 228-R](#).**
- (15) **Memorandum of Understanding.** ROTC Green to Gold ADO Program Memorandum of Understanding will be signed and included in the application packet. An example of the memorandum is in [Appendix B](#).
- (16) **Scholar-Athlete-Leader (SAL) Checklist**
- (17) **Evaluations.** [DA 2166-8](#) NCO Evaluation & latest [DA 1059](#). SGT and above must submit copies of the last two [DA 2166-8](#), NCO Evaluation Report & the latest [DA 1059](#), Service School Academic Evaluation Report (if applicable).
- (18) **Awards.** Last three awards and [DA 1059](#). SPC/CPL and below must submit copies of the last three (3) awards and/or latest [DA Form 1059](#), Service School Academic Evaluation Report received (if applicable).

#### **4-6. Green to Gold ADO Board Selection Process**

- a. Selection.** Selection will be based on academic achievement or substitute thereof, leadership potential, demonstrated motivation toward an Army career and comments and recommendations made by the applicant's commanding officer and further endorsement by a field grade commander.
- b. Board.** HQ USACC will appoint a board of Army officers to review all files. Upon conclusion of their deliberations, the board will recommend applicants be designated as winners or non-selectees.
- c. Notification.** HQ USACC will inform Green to Gold winners and non-selectees of their status on or about **30 May** annually. A letter to the winners will indicate if the award is conditional, subject to medical qualification and/or administrative action.
- d. Winners.** Upon selection of winners, HQ USACC will forward letters of instruction to the recipient's commanding officer. A list of winners is available to ROTC Brigade commanders, counterpart battalions and the specific schools of winners via the CCIMS Scholarship Processing Module.
- e. HRC.** HQ USACC will coordinate with HRC to ensure winners are approved to enter the program and taken off any pending reassignment orders.

#### **4-7. Removal from the ADO Program**

- a. Failure to Maintain Eligibility.** Soldiers selected to participate in the program must maintain eligibility. Failure to maintain eligibility requirements will result in removal

from the program and immediate reassignment. If a soldier is removed from the program at any time after enrollment, the established SRR will remain in effect and the soldier will be reassigned immediately based upon the needs of the Army.

A soldier may be removed from the program for:

- (1) Failure to maintain a CGPA of 2.5 or higher.
- (2) Failure to complete degree in the time allotted (24 consecutive months).
- (3) Failure to meet height/weight standards IAW [AR 600-9](#).
- (4) Failure to pass a record APFT (will be administered every six months).
- (5) Misconduct as defined by [AR 145-1](#), Para 3-43(12).
- (6) Lack of aptitude as defined by [AR 145-1](#), Para 3-43(13).
- (7) Undesirable character as defined by [AR 145-1](#), Para 3-43(14).
- (8) Indifferent attitude as defined by [AR 145-1](#), Para 3-43(15).
- (9) Change in medical condition which makes the soldier ineligible for commissioning.

#### **b. Battalion Commander/PMS Actions When Removal Is Required**

- (1) **Identify the basis for action.** The battalion commander/PMS identifies one or more of the bases for disenrollment as listed above.
- (2) **Notify the Cadet.** The battalion commander/PMS notifies the Cadet in writing of his intention to release the Cadet from the ADO program.
- (3) **Provide information to the Cadet.** The battalion commander/PMS will provide a copy of all documentary evidence which supports the release from the ADO program.
- (4) **Cadet Response.** The Cadet will given an opportunity to respond to the notification of intent to release him from the ADO program.
- (5) **Processing Completed Request for Removal.** The Battalion Commander/PMS will forward the following items via email through the Brigade to HQ USACC, Green to Gold Program Manager:
  - (a) [CC Form 131-R](#),
  - (b) Cadet notification letter,
  - (c) Evidence,
  - (d) Rebuttal (if applicable),
  - (e) Current transcript

#### 4-8. Extending Participation in the ADO Program

- a. Soldiers may request to participate in the ADO program beyond **21 months** only under unique circumstances and approved by HQ USACC.
- b. The battalion commander/PMS will forward the [CC Form 131-R](#), documentation supporting the extension, and current transcript via email through the Brigade to HQ USACC, Green to Gold Program Manager for final review and decision.

#### 4-9. Green to Gold Scholarship Program

##### a. Eligibility.

- (1) **Eligibility requirements** listed in [AR 145-1](#), Paragraph 3 and [CC Reg 145-1](#), Chapter 2-4 apply.
- (2) **Additionally, applicants must:**
  - (a) Be an enlisted member of the Active Army who will have completed a minimum of two years of active duty as of the date of discharge for enrollment in the program.
  - (b) **2-year scholarship:** have 2 years of college work remaining to degree completion and be accepted at an Army ROTC institution.
  - (c) **3-year scholarship:** soldiers must be accepted for enrollment by an Army ROTC institution and have 3 years of required college work remaining to degree completion and be accepted at an Army ROTC institution.
  - (d) **4-year scholarship:** a qualifying SAT score (920 or higher) or a qualifying ACT score (composite 19 or higher). Soldiers must be accepted for enrollment by an Army ROTC institution and have 4 years remaining towards a degree.
  - (e) **ROTC UNIT LOA.** Have a letter of acceptance from the ROTC battalion commander at the institution at which the soldier is seeking enrollment. Any waiver for entry must be obtained prior to separation from the Active Army. Format is at [Appendix B](#).
  - (f) **GT Score.** Have achieved a score of 110 or higher on the General Technical Aptitude area of the Army Classification Battery. No Exceptions.
  - (g) **CGPA.** Have a CGPA of 2.5 or higher on a 4.0 grading system on all previous college work completed for the 2- and 3-year program. Have a cumulative high school GPA of 2.5 or higher for the 4-year program.
  - (h) **Recommendation.** Have a favorable recommendation from the immediate commander commenting on the soldier's officer-like qualifications; i.e. leadership potential, appearance, personality, military record, and aptitude for military training.
  - (i) **Endorsement.** Have a favorable endorsement of the immediate commander's recommendation by a field grade officer in the next echelon in the chain of command.

- (j) **APFT.** Have passed the APFT within the past six months. Minimum score of 60 in each event and a total score of 180 or more is required.
- (k) Recoupment of an unearned bonus is not required if the soldier is separated to permit acceptance of a commission or to enter a program leading to a commission. Entitlement to additional unpaid bonus is suspended and will terminate upon commissioning. However, the entitlement to additional unpaid bonus will be reinstated and paid on a pro rata basis if the soldier is not commissioned and returns to enlisted status in the same bonus military operational specialty (MOS).
- (l) **Training Service Obligation.** Have completed at least three months of service for every one month of specialized training (e.g., language or critical MOS) received upon completion of such training or have requested through supporting Military Personnel Office (MILPO) and received a waiver of obligation from CDR, HRC, ATTN: DAPC-EPT, Fort Knox, KY 40121. (If undergoing such training, separation can only be authorized by CDR, HRC ATTN: DAPC-EPT, Fort Knox, KY 40121.)
- (m) **Medical.** Be medically qualified IAW the requirements of [AR 40-501](#). The soldier must also meet the height and weight standards of [AR 600-9](#).

**b. Ineligibility.** In addition to those described in [AR 145-1](#), Paragraph 3 and [CCR 145-1](#), Chapter 2-4, the following individuals will be ineligible to compete for or receive benefits under this program.

- (1) Persons who are ineligible for reenlistment.
- (2) Persons whose security clearances have been denied, suspended, or revoked.
- (3) Persons under suspension of unfavorable personnel action ([AR 600-8-2](#)).
- (4) Persons convicted of a domestic violence crime.
- (5) Persons participating in the Army University Access Online Program.

**c. Application.**

- (1) [CC Fm 173-R](#) (contained in [Appendix B-1](#) and at <http://www.goarmy.com/rotc>).
- (2) **ERB.** Enlisted Records Brief and/or [DA Form 2A/2-1](#).
- (3) **Photo.** Military photo taken within the last 90 days.
- (4) **APFT.** Recent APFT Score Card (should be no more than six months old upon submission of application).
- (5) **Admissions Letter.** Letter of acceptance to the university (must include academic status i.e. junior, sophomore, or freshman).

- (6) **ROTC Unit LOA.** Letter of acceptance to the ROTC Unit stating that you (the applicant) have been accepted unconditionally.
- (7) **[CC Fm 104-R](#),** Academic Plan (not required for 4-year applicants). Four-year applicants will complete upon contracting.
- (8) **Transcripts.** For 4-year applicants the high school transcript is required. For 2- and 3 year applicants, all previous college transcripts are required.
- (9) **College Board Scores.** Proof of College Board Scores is required for 4-year applicants.
- (10) **SAL Checklist.**
- (11) **NCOER.** SGT and above must submit copies of the last two [DA 2166-8](#), NCO Evaluation Report and the latest [DA 1059](#), Service School Academic Evaluation Report (if applicable).
- (12) **Awards.** SPC/CPL and below must submit copies of the last three awards and/or latest [DA 1059](#), Service School Academic Evaluation Report received (if applicable).

#### **4-10. Green to Gold Scholarship Board Selection Process**

- a. Selection will be based on academic achievement or substitute thereof, leadership potential, demonstrated motivation toward an Army career and comments and recommendations made by the applicant's commanding officer and further endorsement by a field grade commander.
- b. HQ USACC will appoint a board of Army officers to review all files. Upon conclusion of their deliberations, the board will recommend applicants be designated as selectees or nonselectees. An Order of Merit list will be created from the Whole Person Score (WPS) and the number of scholarship awards will be based on funding availability.
- c. HQ USACC will inform scholarship winners, conditional winners, and nonselectees of their status on or about **30 May** annually. A letter to the winners will indicate if the award is conditional, subject to medical qualification and/or administrative action.
- d. Upon selection of winners, HQ USACC will forward letters of instruction to the recipient's commanding officer. Each winner's notification packet will include specific instructions for discharge. Discharge is only authorized upon full qualification. Letters stating soldier is still pending medical or administrative conditions will not be used to authorize discharge.
- e. Soldiers who submit a Green to Gold packet and subsequently come down on PCS orders may submit a [DA Form 4187](#) requesting a deferment of orders until the results of the scholarship board are released. Submit the request through normal command channels.
- f. A list of winners is available to ROTC Brigade commanders, counterpart battalions and the specific schools of winners via the CCIMS Scholarship Processing Module.
- g. Recruitment of Green to Gold winners from one ROTC battalion by another ROTC battalion is highly discouraged.

#### 4-11. Green to Gold Scholarship Processing TOC

- a. Upon receiving final notification from HQ USACC stating that an individual is medically and/or administratively qualified, commanding officers will initiate discharge orders from active duty for the selectees not more than **30 days prior** to Fall enrollment. Discharge orders will be forwarded through channels to the separation center for discharge and immediate reenlistment into the USAR Control Group (ROTC). The soldier will not, at the time of separation, be enlisted in an USAR TPU.
- b. **DD Form 4-1.** The separation center will forward [DD Form 4-1](#) (Enlistment/Reenlistment Document - Armed Forces of the United States) to the PMS/Battalion Commander of the institution the recipient has elected to attend.
- c. **Military Status.** Following discharge from active duty, reenlistment in the USAR and enrollment by the PMS/battalion commander, the Green to Gold Cadet will participate in an approved academic and ROTC program as a ROTC scholarship Cadet (not on active duty).
  - (1) Upon successful completion of requirements for a baccalaureate degree, and providing otherwise qualified, the Cadet will be commissioned in the Regular Army or Reserve Component, as determined by a DA selection board.
  - (2) The Cadet will serve in the Active Component or the Reserve Components for a total Military Service Obligation of eight years.
- d. **Transfers.** Green to Gold scholarship winners do not count against the schools allocation, therefore, a Green to Gold scholarship winner may not transfer unless HQ USACC grants an exception.
- e. **This is a very competitive program.** Suggest students meeting minimum requirements (i.e. College Board Score, GPA, general technical) retest, where possible, to improve their personal competitiveness.

#### 4-12. Commander's Green to Gold Hip Pocket Scholarship Program

- a. Commanding General, Cadet Command has approved certain Commanders to participate in this program as a subset of the Green to Gold Scholarship Program. Current participants are listed in [Appendix G](#).
- b. This program allows Commanders to select a certain number of 2-year scholarship winners from within his command. Upon verification of eligibility by Cadet Command, the Commander may award the scholarship. The applicant does not compete in the National Selection Board and certain pieces of the scholarship application are not required based on the fact that the Commander has recommended the individual for the scholarship.
- c. The application consists of the same items outlined in [4-9](#) above.

### Chaper 5, National Council Licensure Examination for Registered Nurses TOC

#### 5-1. Review Course and Test Fee Payment for Nurse Cadets

- a. **NCLEX-RN Review Course Fee Payment.** The NCLEX-RN Review Course fee is an incentive available to all nurse Cadets as a one time only payment. Payment must be processed in sufficient time to allow the payment to be made prior to graduation. Payment is not authorized once Cadets graduate and commission.



- (1) Non-scholarship payments are processed using the IMPAC credit card. The purpose of expenditures will be designated as professional training. Non-scholarship Cadets will not pre-pay for the course since there is no method to reimburse them.
- (2) Scholarship payments are processed as part of the scholarship fees.

**b. NCLEX-RN Test Fee Payment.** The NCLEX-RN test fee is available for all nurse scholarship Cadets. It will be provided as a one-time payment of \$200.

- (1) Brigades will provide reminders to PMS' to ensure timely submission of certification and requests.
- (2) Professors of Military Science will:
  - (a) Present this one-time incentive to all nurse scholarship Cadets eligible to sit for the NCLEX-RN test.
  - (b) Scholarship payments are processed to USACC, G4/8 Pay Operations. Submit a list of nurse scholarship Cadets applying to take the test with an Obligation Listing generated through the validations in CCIMS for payment to the Cadet. The list will be submitted no earlier than **60 days** prior to graduation and no later than **30 days** prior to graduation.
  - (c) Submit a certification notice of graduation for nurse Cadets applying to take the test to G4/8.

c. US Army Cadet Command, G4/8, will process payments based on the signed Obligation listing.

## Chapter 6, Cooperative Scholarship Program for Future Pharmacy Officers TOC

### 6-1. Applications

- a. Applications will be processed IAW Chapter 2 of this pamphlet.
- b. Interviews and selection boards will be conducted IAW Chapter 2 of this pamphlet.
- c. Contracting will be completed IAW [AR 145-1](#) and [CC Pam 145-4](#).
- d. Information will be entered in CCIMS within five working days of executing the contract.

## Chapter 7, Educational Assistance Program for Military Junior College Early Commissioning Program Officers TOC

### 7-1. Deadlines

- a. The application window opens **15 November** and closes **15 May** every year for all MJC seniors.
- b. The losing MJC will enter appropriate data into CCIMS by **1 June** (or within five working days of commissioning for mid-term commissions) to allow the gaining institution to pick up the ECP Lt. Ref CCIMS User Manual 7.2.2.7(3) (excerpt below). "How do you change to commissioned status for ECP Cadets that have not been branched?"

- c. You must contact the G1 at HQ USACC to enter DUTY STATUS for the ECP Cadet - and duty status will be EV, EG, or NS.
- d. After HQ USACC enters the DUTY STATUS and informs you, then you can change the Cadet's status to Commissioned - **M**. At that time check ECP as true and select the school the Lieutenant will attend to complete degree requirements."
- e. The gaining SROTC institution will begin tracking and pull the MJC LT into CCIMS under their FICE code by **1 October** (or within five working days of student's arrival on campus for mid-term commissions) and properly annotate the student as being paid tuition IAW CCIMS User Manual 7-7-1b (excerpt below).

**f. Enrollment and Scholarship**

- (1) STATUS automatically defaults to Q - ECP TRACKING.
- (2) Tuition - must check YES or NO
- (3) ECP Contract Date:
  - (a) If Tuition = Yes, then you must enter the effective date
    - date cannot be greater than current system date
    - date cannot be less than commission date
  - (b) If Tuition = N, then date must be blank.

- g. Educational Assistance Program covers tuition and fees (no book stipend) or room and board. See Chapter [2-4](#) of this pamphlet for additional guidance.

**7-2. Required Documents** 

- a. DA Form 597-4.
- b. [CC Fm 104-R](#) ([Appendix B](#) and at <http://my.usaac.army.mil/portal/dt> ).
- c. Recent APFT Score Card (should be no more than six months old upon submission).
- d. Letter of Acceptance to the SROTC University (must include academic status as junior).
- e. Letter of Acceptance to the SROTC Unit stating that you (the applicant) have been accepted unconditionally.

**7-3. Selection Process:** All eligible MJC officers will be selected for participation in this program.

**7-4. Pay Operations**

- a. The gaining battalion will obtain invoice from the business office for each Lieutenant enrolled in the Early Commissioning Program (ECP) who are entitled to Educational Assistance Program benefits.
- b. The gaining battalion will be responsible for verifying the invoice to ensure scholarship reimbursements are in accordance with [CC Pam 145-1 Appendix C](#). The reimbursement is limited to tuition and fees and payment will be made to the school. Book payments are not authorized.

- c. The gaining battalion will prepare a memorandum requesting reimbursement for tuition and fees for current term. Payment will be limited to current enrolled term only. The memorandum will include: Host FICE, Academic FICE, name, SSN, term and dollar amount for each individual.
- d. The gaining PMS or designee must certify memorandum and submit with invoices to: HQ, U.S. Army Cadet Command ATTN: ATCC-RM-P (Pay Ops) 1<sup>st</sup> Cavalry Regiment Road, Bldg 1002, Fort Knox, KY 40121.

**e. Debt Management Process for Education Financial Assistance Record ([DA 5315-E](#))**

- (1) Upon Completion of the Educational Assistance Program, Headquarters, US Army Cadet Command, ATCC-RM-P, Debt Management, Fort Knox, KY 40121 will submit [DA 5315-E](#) reflecting all payments made to the Lieutenant while enrolled in this program to U.S. Army Human Resource Command, ATTN: AHRC-RSE-L, Fort Knox, KY 40121 for appropriate action.
- (2) If the contract is breached as stated on **DA Form 597-4** Paragraph 5, HRC will contact Headquarters, US Army Cadet Command, 1st Cavalry Regiment Road, Building 1002 ATTN: ATCC-RM-P, Debt Management, Fort Knox, KY 40121 and request [DA 5315-E](#) on the ECP Lieutenants who are being disenrolled for recoupment purposes and were paid benefits from this scholarship.
- (3) Should an ECP Lieutenant breach his contract (DA Form 597-4), the PMS or designee must notify the ARNG or USAR Program Manager at HQ, USACC, following these procedures:
  - (a) Counsel the ECP Lieutenant that he has breached his contract and that all Educational Assistance Program funds will be recouped. Recoupment may also include any scholarship funds received while attending a MJC.
  - (b) Send the USACC Program Manager the following documents: a memorandum stating the ECP Lieutenant has breached his contract and how along with a copy of his DA form 597-4. If possible these documents should be scanned and sent via e-mail attachment. A copy of the above and any support documents showing breach (i.e. transcripts for low GPA, APFT score card showing failure, etc...) should be kept in the soldier's MPJR.
  - (c) The Program Manager will include a copy of [DA 5315-E](#) which summarizes the funding received by the ECP Lieutenant and forward all documents to HRC(AHRC-RSE-L), Training Division), for recoupment.

**Chapter 8. Student Loan Repayment Program (SLRP) [TOC](#)**

**8.1 Procedures**

- a. After completion of the DA/ROTC Selection and Branching board, the PMS will offer each eligible Cadet the SLRP and counsel those interested Cadets utilizing the Loan Repayment Program (LRP) In-processing Counseling Form ([CC Form 145-1-2](#)). Cadets selected for Active Duty during the End of LDAC Commissionee Standby Board and other DA/HRC-1 standby boards are also eligible for the SLRP.

b. The PMS will have the Cadet execute a contract addendum CCF 597-6 for a one to three year ADSO. This ADSO is dependent on the amount of the loan repayment as follows. The maximum reimbursable loan amount is \$65,000 and upon completion of the contract, no additional loans may be added.

- (1) Loan repayment up to \$25,000 incurs a one-year ADSO.
- (2) Loan repayment between \$25,001 and \$45,000 incurs a two-year ADSO.
- (3) Loan repayment between \$45,001 and \$65,000 incurs a three-year ADSO.
- (4) All ADSOs incurred under this program will run consecutively to statutory obligations and will also run consecutively to any obligations incurred IAW paragraph 3-4 or 3-5 of AR 350-100 which are:
  - (a) Officers, who accept scholarships, grants, or fellowships offered to USMA or ROTC Cadets from specified graduate programs (Rhodes, Marshall, Truman, Hertz, East-West Rotary, Gates, Mitchell, Levy, and Fullbright), will incur an additional ADSO.
  - (b) Obligations for graduate school, branch of choice or post of choice for active duty service obligation programs.
- (5) All ADSOs incurred under this program will be served concurrent with other ADSOs IAW Paragraph 3-6 of AR 350-100 which states: Multiple ADSOs resulting from career status, warrant officer promotion, PCS, and military schooling will be served concurrently. Additionally, these ADSOs will be served at the same time as those resulting from precommissioning and civilian schooling. The time spent at military and civilian schools will be credited toward fulfilling the ADSO resulting from career status, PCS, military schooling, and warrant officer promotion. When a newly incurred ADSO is to be served concurrently with an existing ADSO, the obligated period will be equal to the length of the longest remaining obligation. The contractual agreement under which an officer enters a civilian education program may specify the order in which concurrent ADSOs are satisfied.
- (6) Officers who voluntarily or through misconduct fail to serve the period required by the loan repayment agreement may be required to refund those monies to the United States IAW reference.
- (7) The portion or amount of a loan that may be repaid is 33-1/3 percent or \$1,500, whichever is greater, for each year of service. Repayment of any such loan shall be made on the basis of each complete year of active service performed by the borrower. The amount repaid each year will be calculated from the total remaining original unpaid principal verified by the loan holder; however, the payment cannot exceed the total amount borrowed.

c. End-of-LDAC commissionees will be offered the SLRP prior to leaving school. If they accept it, they will sign the USACC 597-6 at that time. They will also sign a counseling statement (located at [Appendix B](#)) agreeing to the fact that this contract addendum is only valid if they are selected for and accessed onto active duty.

## **8.2 Responsibilities**

### **a. HQDA, G1**

- (1) Will ensure additional ADSO is applied to those officers having loans repaid. HQCC, G2.

- (2) Will collect copies of the in-processing counseling form and contract addendum.
- (3) Will provide monthly lists of participants to HRC up until the Cadets are commissioned.
- (4) Will provide lists of Cadets with approved contracts and ADSO requirement to Accessions and Security Division.

**b. Professors of Military Science (PMS).**

- (1) Will be responsible for offering SLRP to contracted ROTC Cadets who are eligible in accordance with CC Reg 145-1, paragraph 8-3.
- (2) Will counsel those Cadets who accept the SLRP utilizing the Loan Repayment Program (LRP) In-processing Counseling form.
- (3) Will be responsible for counseling the Cadet to ensure he/she understands that the repayment of the loan will be made by HQDA after commissioning.
- (4) Will have those Cadets who accept the SLRP execute a contract addendum, CCF 597-6 for a one to three year additional ADSO.
- (5) Will furnish a copy of both documents to USACC, G2, ATTN: Incentives Division, NLT **1 March** for spring commissions and **1 November** for winter commissions.

**c. Cadet.**

- (1) Is responsible for verifying that their loans are eligible in accordance with CC Reg 145-1, paragraph 8-4.
- (2) Is responsible for contacting his/her loan holder to request a deferment or forbearance prior to signing any contract addendum.

d. HRC-EIB will contact each 2LT upon entry to active duty to complete the DD Form 2475 at that time.

**Chapter 9, Army ROTC Scholarship Program Cadet Actions** TOC

**9-1. Responsibilities:**

- a. All Cadet Actions requests requiring processing by HQCC Incentives Division must first originate at the Battalion level with routing through Brigade for endorsement then emailed to [usarmy.knox.usacc.mbx.incentivesactions@mail.mil](mailto:usarmy.knox.usacc.mbx.incentivesactions@mail.mil) with supporting documentation. Actions bypassing the Brigade will be returned without action.
- b. Exceptions to the above policy are requests for Study Abroad/Foreign Study/CULP. After endorsement through Brigade, requests will be forward to [usarmy.knox.usacc.mbx.culp@mail.mil](mailto:usarmy.knox.usacc.mbx.culp@mail.mil). mil for evaluation of the travel. HQCC G3 CULP Division will then forward to [usarmy.knox.usacc.mbx.incentivesactions@mail.mil](mailto:usarmy.knox.usacc.mbx.incentivesactions@mail.mil) for processing.
- c. G2, Cadet Actions cover all scholarships types, including GRFD and Green to Gold Scholarships. Any Cadet Action involving Green to Gold Active Duty Option Cadets should refer to [Chapter 4](#) of this publication.

## 9-2. Financial Procedures requiring Cadet Actions

- a. Financial payments for scholarship Cadets are based on NAPS. Benefits begin and end with the number of NAPS provided at the start of a scholarship. NAPS provide the correct length of scholarship to ensure academic and military alignment for the normal school year. Any action outside of this is considered an exception to policy (see paragraph [9-9](#)).
- b. Schools that have Cadets on the obligation listing report who have a Cadet Action pending approval will be asked to make an adjustment and zero out the original dollar amount validated in CCIMS until the Cadet Action is resolved. A report listing that includes a Cadet who has an unresolved Cadet Action delays the processing of scholarship benefits for other Cadets on the listing.
- c. After approval of a Cadet Action, schools will send the obligation listing report to the appropriate Cadet Pay Operations Tech or the Cadet Pay Scholarship Tech.
- d. Cadets may attend summer school to graduate early or remain academically aligned in a current mission set. This is not an extension of benefits. For payment of summer term procedures, see [Paragraph 9-3f](#) below and [Chapter 2-4g](#).

## 9-3. Request for Summer Benefits

### a. Deadlines:

- (1) Summer school extension of benefits must be submitted to HQ USACC, G-2 Incentives Division no later than **30 March** of the year Summer benefits are desired. Results will be announced by **30 April**.
- (2) Late requests will be worked in order by date received. All requests are sent by brigade with the Brigade Commander's endorsement to the Cadet Actions mailbox at: [usarmy.knox.usacc.mbx.incentivesactions@mail.mil](mailto:usarmy.knox.usacc.mbx.incentivesactions@mail.mil).

### b. Summer Term:

- (1) The summer session is not considered part of the SY but will count as one of the NAPS terms, if approved for payment. The battalion can validate a [CC Fm 104-R](#) with summer term(s) to project completion of degree requirements (unless a mandatory requirement for degree completion).
- (2) One summer term equals one semester/quarter of benefits. If a school holds more than one session during the summer, it is considered one term.  
**Example:** A school offers a 4 week session of summer classes, and then another 4 week session of summer classes following the first. Two sessions count as one term.

- c. **Summer Benefits Courses of Action.** Since summer term(s) is not part of an academic school year and NAPS is not programmed to calculate as such for the total number of terms authorized to complete degree requirements, one of the following courses of action is required for summer benefits to be paid:

- (1) Students may use one of their authorized NAPS to take summer classes in order to graduate early. If the summer term is over and above the NAPS calculation, then a request for an extension of benefits will have to be submitted.
- (2) If the Cadet does not want to utilize a term of NAPS, summer benefits will be paid only when the courses pursued are:
  - (a) An integral part of the Cadet's major field of study required for attainment of the Cadet's degree but are not offered during the academic year.
  - (b) Required as the result of changes in curriculum made by the school subsequent to approval of the Cadet's degree plan, providing the degree plan was filed at the appropriate time as determined by school officials.
  - (c) Required to be repeated because injury or illness prevented the Cadet from completing scheduled courses during the academic year, providing the Cadet's absence was approved by school authorities and the PMS. The Cadet must be accepted for enrollment/reenrollment and qualified for continuance in the program.

#### **d. Mandatory Summer Benefits**

- (1) Requests for mandatory summer benefits will be submitted to HQ'S USACC, G2, Cadet Actions using [CC Form 131](#) listing all of the Cadets who are required to take the course and proof from the school catalog that the course is mandatory.
- (2) Mandatory summer school is defined as courses that are only offered during the summer and cannot be taken at any other time during the academic year or state mandated attendance at summer school. Upon approval, NAPS may be adjusted if needed (not to exceed the statutory limitation of five academic years).
- (3) If the request fits the provisions in paragraph [9-3c\(2\)\(c\)](#) above, the required documentation submitted to HQ will consist of the 104-R, the portion of the school catalog that proves the course is only offered in the summer, other documents supporting the action e.g. illness, 131-R with PMS statement and Validation Checklist.
- (4) Requests will be processed through Brigade and then sent to HQ at [usarmy.knox.usacc.mbx.incentivesactions@mail.mil](mailto:usarmy.knox.usacc.mbx.incentivesactions@mail.mil). Requests received at HQ directly from the school will be returned without action.

#### **e. Non-Mandatory Summer Benefits**

- (1) Requests for Non-Mandatory summer benefits will be submitted to HQ's USACC, G2, Cadet Actions on CC Form 131-R with the documentation required for an extension of scholarship benefits.
- (2) The CC Form 131-R, signed by the Cadet and the PMS, will include the PMS endorsement, to include recommendation and justification. The [CC Fm 131-R](#) also will include the phone number and email address of the Battalion POC, projected cost, and the term requested.

- (3) A Checklist/Validation form signed by the PMS, located in [Appendix B](#), and any other forms required by the checklist.
- (4) Requests will be processed through Brigade and then sent to HQ at [usarmy.knox.usacc.mbx.incentivesactions@mail.mil](mailto:usarmy.knox.usacc.mbx.incentivesactions@mail.mil). Requests received at HQ directly from the school will be returned without action.

**f. Using an Authorized Term of NAPS for Summer Benefits**

- (1) Cadets may elect to attend summer school and use a term of NAPS in order to graduate early or remain academically aligned. This is not an extension of benefits.
- (2) The Cadet and the PMS must sign the Academic Plan Counseling form found in [Appendix B](#).
  - (a) The statement is an understanding that the Cadet has been counseled that receiving benefits for the Summer (CY) term will count as one of the terms of NAPS agreed to at the time of scholarship award and contracting.
  - (b) If the Cadet does not graduate and commission within the number of agreed to NAPS terms as outlined in CCIMS, then any additional terms it takes to graduate and commission become the responsibility of the Cadet to fund.
- (3) Cadets electing to graduate early must be able to complete all ROTC Advance Course requirements. Extension of benefits beyond the number of NAPS terms will not be authorized.
- (4) Cadets must attend the same educational institution at which they are seeking the degree, or have a letter of acceptance from the institution indicating the hours taken at another institution will be accepted toward the degree. Payment is authorized only at the academic or host program.
- (5) Payment of stipend will be paid at the rate established under normal academic school year term as authorized.
- (6) Payment of benefits will be paid based on the current school year scholarship payment election ( i.e. tuition and fees or room and board).
- (7) A copy of the signed Academic Counseling Statement must be forwarded to HQCC, G2, Incentives Division at [usarmy.knox.usacc.mbx.incentivesactions@mail.mil](mailto:usarmy.knox.usacc.mbx.incentivesactions@mail.mil) and to G8, Scholarship Pay Division with the pay validation report for record.

**g. One summer term equals one semester/quarter of benefits.**

- (1) The PMS must ensure that scholarship Cadets receiving summer tuition clearly understand that the use of summer benefits reduces the available extension of scholarship benefits. Cadets electing to use a term of NAPS to graduate early will not be authorized an extension of benefits.
- (2) If a school holds more than one session during the summer, it is considered one term. **Example:** A school offers a four week session of summer classes,



and then another session of summer classes following the first. The two sessions count as one term.

**9-4. Extension of Scholarship Benefits** 

**a. Deadlines.**

- (1) Fall Term academic school year extension of benefits must be submitted to HQ, USACC, G2, Incentives Division between **1 February** and no later than **30 May**. Results will be announced by **30 June**.
- (2) Spring Term academic school year extension of benefits must be submitted to HQ USACC, G2 Incentive Division between **1 July** and not later than **30 Oct**. Results will be announced by **30 Nov**.
- (3) Late requests will be worked in order by date received. All requests are sent by brigade with the Brigade Commander's endorsement to the Cadet Actions mailbox at: [usarmy.knox.usacc.mbx.incentivesactions@mail.mil](mailto:usarmy.knox.usacc.mbx.incentivesactions@mail.mil).

**b. Required Documentation.**

- (1) [CC Fm 131-R](#), signed by the Cadet, will identify each semester/quarter and the reason for the requested extension of benefits and the PMS endorsement, to include recommendation and justification. The [CC Fm 131-R](#) will include the phone number and email address of the Battalion POC, projected cost, and the term requested in the following format:

<b>Projected Cost Format:</b>	<b>Tuition:</b>	<b>Room/Board:</b>
<b>Tuition and fees or Room and Board</b>	<b>Fees:</b>	<b>Books:</b>
	<b>Books:</b>	
	<b>Total:</b>	<b>Total:</b>

- (2) A Checklist/Validation form signed by the PMS, located in [Appendix B](#), and any other forms required by the checklist.
- (3) Battalions will forward the request to Brigade. Brigades will then forward the entire package to **Commander, U. S. Army Cadet Command, (ATCC-ROI), 1307 Third Avenue, Fort Knox, KY 40121-2725** or email to [usarmy.knox.usacc.mbx.incentivesactions@mail.mil](mailto:usarmy.knox.usacc.mbx.incentivesactions@mail.mil). Requests received directly from the school will be returned without action.
- (4) If the extended benefit request is not approved prior to the start of the additional school term applied for, the Cadet should pay the tuition, and reimbursement will be made to the Cadet if extended benefits are approved.

**c. Five and Six-year Degree Programs**

- (1) These programs must be documented and must include a copy of the curriculum outlined in the university catalog. HQCC must approve these programs prior to a student's attendance. These programs cannot confer two degrees. Dual degrees must be obtained simultaneously, not consecutively.

- (2) Cadets should be academically and militarily aligned; however, any changes after a Cadet contracts must be processed as an exception to policy through Incentives Cadet Actions, after brigade endorsement. Please contact individual brigades for specific processing procedures before receipt at HQCC.
- (3) If a fifth academic year of scholarship benefits is approved, students who accept extended scholarship entitlements and those who receive 10 semester NAPS or 12 quarter NAPS at the start of the scholarship must follow the procedures below:
  - (a) Battalions must execute amended contracts that extend a Cadet's active duty service commitment for a period of time equivalent to the length of the entitlement extension. Battalions will ensure completion of items J, K, L and M on the [DA Form 597-3](#) and forward a copy of page 1 reflecting the annotation to HQCC, G-2, Incentives Division at [usarmy.knox.usacc.mbx.incentivesactions@mail.mil](mailto:usarmy.knox.usacc.mbx.incentivesactions@mail.mil).
  - (b) Battalions must ensure that even though the NAPS (from the start of the scholarship) authorize extended benefits and a formal request is not processed through Cadet Actions, the PMS remains responsible to ensure the annotated DA Form 597-3 is accomplished and sent to [usarmy.knox.usacc.mbx.incentivesactions@mail.mil](mailto:usarmy.knox.usacc.mbx.incentivesactions@mail.mil).

**e. Authorized Extended Benefits:** Currently, there are two semesters or three quarters of extended benefits authorized on a case-by-case basis. This is not automatic nor an entitlement. One summer term equals one semester/quarter of benefits.

- (1) The completion of one or two summer terms reduces the fifth year of extended benefits. Thus, when one summer term has been authorized, only one additional semester or two quarters of extended benefits can be authorized.
- (2) The PMS must ensure that scholarship Cadets receiving summer tuition clearly understand that the use of summer benefits reduces the available extension of scholarship benefits.
- (3) An extension of benefits beyond 4 years incurs an ADSO of 6 months for each additional semester or 4 months for each additional quarter.

#### **9-5. Retroactive Benefit Requests**

**a. Retroactive benefits are not automatic.** They are reviewed on a case-by-case basis. The request package will consist of:

- (1) [CC Fm 131-R](#) include the Battalion POC, phone number and e-mail address.
- (2) A Checklist/Validation form signed by the PMS, located in [Appendix B](#), and any other forms required by the checklist.
- (3) A Detailed Timeline (sample at [Appendix B](#)). To be considered timely, there should not be more than a 6-week to 2-month time span between actions. Any action with a longer time span will require a detailed explanation.

- (4) Students will elect the option of tuition and fees or room and board reimbursement IAW [CCR 145-1](#), Paragraph 2-7c.

**b. Requests will only be considered for one term.** Conditional scholarship offers may not be made to an individual to begin in the same term as the offer being made.

- (1) **Example:** Student walks in first day of Fall term and is interested in applying for a scholarship, the battalion will make the offer for Spring term. Retroactive payment of benefits will not be paid for Fall term. If the student meets eligibility requirements prior to the end of Fall term, student may be upgraded if brigade has available funding.

- (2) **Payment of Fall Term.** If the Fall term ends prior to 15 Dec and the Cadet contracts between the end of Fall term and 15 Dec, provide the name of the Cadet, fall term end date, and the Cadet's contract date to [usarmy.knox.usacc.mbx.incentivesactions@mail.mil](mailto:usarmy.knox.usacc.mbx.incentivesactions@mail.mil). A "retroactive" payment will be recorded in the Personnel Action Module of CCIMS in order for Cadet Pay to make the payment. The school will receive instructions once the action is recorded in CCIMS.

**c. Offer Date.** All requests for retroactive benefits must be supported by an application in CCIMS showing an offer date prior to the end of the term for which benefits are requested. No verbal offers can be made. **Example:** retro benefits are requested during the spring term to start the previous fall term. The scholarship application shows an offer date that falls within the spring term dates, not prior to the fall term dates. This student would be ineligible for retro benefits for the fall term because the offer was not given prior to the Fall term.

**d. Eligibility Requirements.** Applicants who have not completed their eligibility requirements within one year will not be eligible for retroactive benefits. The PMS must decide to continue to hold that scholarship allocation for future benefits payments for those students needing more than one year to complete their eligibility requirements.

**e.** Requests will be addressed through Brigade to U.S. Army Cadet Command (ATCC-ROI), 1307 Third Avenue, Fort Knox, KY 40121-2725 or sent via email to: [usarmy.knox.usacc.mbx.incentivesactions@mail.mil](mailto:usarmy.knox.usacc.mbx.incentivesactions@mail.mil). Requests received directly from the school will be returned without action.

#### **9-6. Scholarship Academic Discipline Change**

**a. Change of Major:** The PMS may grant one change of major with retention of scholarship benefits for all academic disciplines, except Nurse and Language scholarship Cadets.

**b. Nurse Scholarship Change of Major.**

- (1) HQ USACC must approve any change of major for a Nurse scholarship Cadet.
- (2) Students requesting to change their major to nursing must be counseled in writing using the Nurse counseling form in [Appendix B](#) about the policies

associated with a nursing scholarship. The [counseling form](#) should be completed, signed and placed in the Cadet's/applicant's file.

- (3) Students who request and are approved for a change of major from nursing will be placed on admin suspension for one term and retained as a line scholarship Cadet, provided funding is available.

**c. Language Scholarship Change of Major.**

- (1) USACC must approve any change of major for a Language scholarship Cadet.
- (2) Students requesting to change their major to one of the approved languages listed in [Appendix O](#) must be counseled in writing using the Language counseling form in [Appendix B](#) about the policies associated with a Language scholarship. The counseling form should be completed, signed, and placed in the Cadet's/applicant's file.
- (3) Language scholarship Cadets who request and are approved for a change of major will be placed on admin suspension for one term and retained as a line scholarship Cadet, provided funding is available.

**d. Second Change of Major:** the PMS may grant a second change of major with retention of scholarship benefits if the scholarship Cadet stays within the same academic discipline classification; for example, mechanical engineer to civil engineer. This does not include Nurse and Language scholarship Cadets.

- (1) HQ USACC, G2, is the approval authority for any other requests for a second change of major and for Cadets who require more than two changes.

**e. Loss of Credits:** The Cadet must be informed that any change of major that results in loss of credits or additional classes will make the individual ineligible for an **extension of benefits**.

**f. Exception to Policy Change of Major:** Change of Major exception to policy for Nurse and Language and those falling under **9-7d(1)** above must be submitted to Department of the Army, HQ USACC, ATTN: ATCC-ROI, 1307 Third Avenue, Fort Knox, KY 40121-2725 or [usarmy.knox.usacc.mbx.incentivesactions@mail.mil](mailto:usarmy.knox.usacc.mbx.incentivesactions@mail.mil) within **30 days** of the Cadet notifying the battalion of desire to change major. The packet will consist of:

- (1) [CC Fm 131-R](#) signed by the Cadet explaining why they are requesting a change of major and stating that the Cadet understands that they are not eligible for an extension of benefits should they lose academic credits or require additional classes due to the change in academic discipline.
- (2) A Checklist/Validation form signed by the PMS, located in [Appendix B](#), and any other forms required by the checklist.
- (3) It is imperative that the Battalion Commander initiates procedures to validate the registration of scholarship Cadets in the disciplines in which the scholarship was awarded or ensure change of major is approved by proper authority.

- (4) Cadets who change their major from an academic discipline mix 4 or 5 e.g. engineering or nursing degree that requires a 5-yr degree (10 NAPS) to an academic discipline mix 1, 2, or 3 will have their NAPS reduced to the appropriate 4-yr degree plan. Exception is authorized for a degree plan that is supported in the school catalog as a 5-yr plan.

#### **9-7. Study Abroad/Foreign Study/CULP**

**a. Study Abroad/Foreign Study:** The Cadet requesting Study Abroad/Foreign Study funds must submit a detailed proposal packet to [usarmy.knox.usacc.mbx.culp@mail](mailto:usarmy.knox.usacc.mbx.culp@mail), who in turn will submit to [usarmy.knox.usacc.mbx.incentivesactions@mail.mil](mailto:usarmy.knox.usacc.mbx.incentivesactions@mail.mil) after the travel review.

**(1) Required Documentation:**

- (a) Course overview, description, itinerary, objectives and requested term. Information provided by university literature, website, or academic representative is highly encouraged.
- (b) Language to be spoken while overseas
- (c) Academic major, grade point average, and transcripts.
- (d) A letter of recommendation from the PMS that includes a brief summary of the Cadet's performance, plan to achieve PME requirements, and potential to meet other academic requirements.
- (e) A brief statement from the Cadet explaining why he/she should be selected and a clear explanation of how the proposed course supports the Cadet's degree requirements, OR support the culture and language immersion for the Army.
- (f) A cost comparison of a comparable course load at the university. Include all credit hours with a breakout for tuition, fees, and travel costs. Transportation costs will be paid over and above the comparable course load amount. Cost Comparison format is in [Appendix B](#).
- (g) [104R](#) Academic Plan.
- (h) Counseling statement acknowledging that airfare and travel expense costs above \$6000 are not reimbursable.

**b. Additional Instructions:**

- (1) Roundtrip airfare (economy class only, no premium class) and travel expenses are not to exceed \$6000 per course. The Cadet is responsible for any other expenses above this limit. Travel expenses will be reasonable expenses associated with the trip, i.e. taxi to/from airport, POV mileage to/from airport (IAW DOD Mileage Rate), airport parking, foreign airport entry/exit fees. Travel associate with personal excursions/sight-seeing trips will not be reimbursed.
- (2) The room and board option may not be used while enrolled in this course. If this is a fall term, then the Cadet will be allowed the option to change the election once returned to campus via an email request from the battalion to [usarmy.knox.usacc.mbx.incentivesactions@mail.mil](mailto:usarmy.knox.usacc.mbx.incentivesactions@mail.mil).

- (3) Reimbursement for the airfare and travel expenses will be listed and itemized on a separate document which will serve as an invoice. Reimbursement for air and travel expenses will be validated on the Scholarship Tracking Obligation Report as "Fees." Battalion will submit this listing along with invoices and/or paid receipts to the DCS, G8, Pay Operations Division for reimbursement.
- (4) **IAW Title 10, Section 2107 and 2107a**, the Army ROTC Scholarship cannot pay for program costs that include both tuition and fees and room and board; therefore, any costs listed as program costs must not include and room and board expenses.

**c. Deadlines:** The host university PMS must endorse the Cadet's request for a Study Abroad/Foreign Study course to be funded. Cadet Command G-2 and G-3 will review and process proposals submitted by the PMS.

- (1) Requests for Fall term study abroad must be received **NLT 30 May**.
- (2) Requests for Spring term study abroad must be received **NLT 30 October**.
- (3) Requests for Summer term study abroad must be received **NLT 30 March**.

**d. Active Duty Service Obligation:** Cadet Command G-2 is responsible for reviewing the proposal and the Cadet's 104-R (Cadet Academic Plan) to determine if an additional Active Duty Service Obligation (ADSO) is incurred.

- (1) A Cadet incurs an additional ADSO of six months per each additional semester and four months per each additional quarter above four years. Additionally, G-2 will review the cost comparison data provided in the proposal.

**e. Proposal Review:** Cadet Command G-3 is responsible for reviewing the proposal to ensure it meets:

- (1) The intent of the culture and language program
- (2) Cadet training requirements, i.e. Professional Military Education (PME) and LDAC remain on track.

**f. Documentation required for reimbursement (submit to G4/8)**

- (1) **Tuition and fees:** Invoice to reimburse school; Invoice and paid receipt if reimbursing Cadet; Validated Scholarship Tracking Report Obligated Tuition/Fee listing
- (2) Travel expenses to include airfare, in country transportation, etc. Submit all paid receipts furnished by the Cadet.

## **9-8. Administrative Suspension and Probation**

**a. Probation:** In exceptional cases, probation may be used for those scholarship Cadets who do not meet retention standards due mitigating circumstances beyond the Cadets ability to influence. Probation requires Brigade Commander approval.

- (1) Probation, in lieu of administrative suspension, will be rare. In these rare cases, if the PMS decides to use the probation tool, the Brigade Commander is the approval authority.

- (2) If a PMS places a Cadet on administrative suspension before a decision is made by the Brigade Commander to place the Cadet on probation, the request must be sent to HQCC for approval/disapproval.
- (3) Properly record the probation period in CCIMS.
- (4) A Cadet will not be placed on probation more than one once for the same offense. If retention standards are not met by the end of the term, the Cadet will automatically be placed on administrative suspension and forfeit a term of benefits.

**b. Administrative suspension:** Administrative suspension is the forfeiture of a term of scholarship benefits for Cadets not maintaining retention standards (e.g., academic/ROTC GPA, APFT and/or height failure, misconduct, etc). This is the preferred retention tool to be used (rather than probation).

Scholarship Cadets who fail to meet scholarship retention standards IAW their contract and regulations will have his or her scholarship benefits immediately suspended for one term. While on an administrative suspension, the Cadet is required to continue participation in the ROTC program under the scholarship contract and will receive payment of subsistence allowance.

PMS must disenroll a Cadet who is placed on two consecutive administrative suspensions for the same reason if the deficiency is not corrected.

- (1) **Short term deficiencies:** HQCC is the authority to lift an administrative suspension on a Cadet who has not served the full term. If a Cadet is able to meet retention standards within the same school term that the administrative suspension went into effect, the PMS must send a CC Form 131-R and the supporting documentation -- through the Brigade headquarters -- to [usarmy.knox.usacc.mbx.incentivesactions@mail.mil](mailto:usarmy.knox.usacc.mbx.incentivesactions@mail.mil) at Cadet Command, G2, for action.
  - (a) When scholarship benefits **have not been** paid for the term and the Cadet corrects the deficiency prior to the last day of the school term, the administrative suspension **MAY** be lifted subsequent terms.
  - (b) When scholarship benefits **have been paid** for the term and the Cadet corrects the deficiency prior to the last day of the school term, the administrative suspension **MAY** be lifted by HQCC and no other action is required. Cadet scholarship benefits are paid for all subsequent authorized terms.
  - (c) When a Cadet fails to correct the deficiency and is not in full compliance with the terms of the scholarship contract and other regulatory requirements by the last day of the school term in which the administrative suspension was used, the PMS will review and evaluate the Cadet's overall performance to determine whether the Cadet should continue on administrative suspension, request scholarship termination, or initiate disenrollment action.
  - (d) Retroactive payment of scholarship benefits **is not** authorized for Cadets who subsequently correct deficiencies after the school term ends or during the following school term (this includes the summer term). Failure to update the Cadet Database is not a reason to pay retroactive benefits.

- (e) While on an administrative suspension, the Cadet is required to continue participation in the ROTC program under the scholarship contract and will receive payment of subsistence allowance.

**(2) End of school term deficiencies.**

- (a) The PMS will review and evaluate the Cadet's overall performance at the end of each school term to determine whether to use administrative suspension, to request scholarship termination, or initiate disenrollment action. Normally, Cadets placed on administrative suspension during the end-of-term review will not be authorized scholarship benefits for the next full term. As an exception to policy is considered on a case-by-case basis, administrative suspension resulting from an end-of-term review can be lifted. Request must be e-mailed to [usarmy.knox.usacc.mbx.incentivesactions@mail.mil](mailto:usarmy.knox.usacc.mbx.incentivesactions@mail.mil) and will be posted in the CCIMS personnel actions module.
- (b) Cadets who are put on an administrative suspension based on an end of term review will be advised in writing that scholarship benefits will not be paid for the next full term. Payment of scholarship benefits is not authorized for Cadets who subsequently correct deficiencies prior to the start of the next full term or during the term on administrative suspension unless approved through an exception to policy.

**(3) Below are reasons (not all inclusive) for using the administrative suspension tool:**

- (a) Failure of the Army Physical Fitness Test (APFT) or height & weight standard.
- (b) Failure to maintain minimum 2.0 current and cumulative Academic GPA. After term corrections will not be considered.
- (c) Failure to maintain minimum 2.0 current and cumulative ROTC GPA. After term corrections will not be considered.
- (d) Failure to maintain full-time academic status as determined by the university.
- (e) Progress toward a degree falls below that normally required for graduation at the scheduled time without sufficient cause or justification. (NOTE: This should be verified in writing from the respective department head, student academic advisor or other comparable university representative.)
- (f) Misconduct (e.g., such as Minor in Possession of Alcohol, discrediting incidents with authorities, etc).
- (g) When requests for scholarship termination (with retention as a Non-Scholarship) or retention waivers (e.g., civil conviction, self-admitted drug use, etc.) are pending decision.

**(4) The PMS will use the following guidance when placing a Cadet on administrative suspension:**



- (a) Complete a [CC Fm 131-R](#), providing the reason and the specific school term the Cadet is being placed on administrative suspension. Retain the form, with supporting documentation (e.g., transcript, PT records, etc.), in the Cadet's file.
- (b) Notify the Cadet in writing that-
  - Scholarship benefits are being withheld (forfeited), the reason, and the specific school term;
  - Continued participation in the ROTC program is required and subsistence allowance will continue;
  - Failure to correct the deficiency will result in continued forfeiture of scholarship benefits, termination of scholarship, or initiation of disenrollment action.
- (c) Notify the university in which the Cadet is enrolled of the specific school term for which the scholarship benefits are being forfeited.
- (d) Properly record the Administrative Suspension in CCIMS and validate the appropriate school term to zero to clear the estimate.
- (e) Cadets who do not meet the standard after consecutive terms of administrative suspensions, will be disenrolled from the program, and will be required to repay any scholarship benefits IAW [CC Pam 145-1](#).

#### **9-9. Exception to Policy/Reconsiderations**

- a. The CG, Cadet Command, has authorized a formal waiver process for any scholarship requirement established by policy. For any other exceptions to policy not mentioned in this chapter, please contact the appropriate HQCC ScholarshipProgram Manager.
- b. Please follow the action specific process for Cadet Actions listed in this chapter. For Reconsiderations, all actions must present pertinent and new information not considered previously that is deemed not the fault of the Cadet.
- c. Waivers will be considered for insufficient CGPAs. Waiver must be substantiated with other academic achievements.
  - (1) Brigade Commanders have approval authority of CGPA waivers down to 2.4.
  - (2) Waivers below 2.4 must go to the Cadet Command for approval.
- d. College Board score waivers will be considered for High School and Green to Gold 4-year applicants and MJC High School 2-year applicants.
  - (1) Waiver approval resides with the Chief, G-2, Incentives Division.
  - (2) Only CG, USACC can disapprove a College Board score waiver. Any waivers not mentioned here, waiver authority resides with the Cadet Command.

e. Waiver packet contents are established IAW [CC Pam 145-4](#) for the following:

- (1) Civil Conviction, Dependency, Medical, Re-enlistment Code, and Drug Usage.
- (2) Information on pending waivers must be annotated on the [CC Fm 139R](#) for posting to CCIMS Scholarship Processing Module.

## Chapter 10, Guaranteed Reserve Forces Duty (GRFD) Scholarship Program TOC

**10-1. Purpose.** This chapter prescribes processing procedures and responsibilities for the administration of the Guaranteed Reserve GRFD Scholarship Program.

**10-2. References.** CC Reg 145-1; AR 145-1; AR 135-91; AR 601-210.

**10-3. Explanation of Abbreviations and Terms.** Refer to [Section I](#) and [Section II](#).

### **10-4. GRFD Scholarship Program.**

**a. Description.** GRFD Scholarships are available for those Soldiers/Cadets who are interested in serving in the ARNG/USAR upon commissioning and may be used for undergraduate or graduate degrees. Acceptance of these scholarships requires participation in the SMP. Information regarding the SMP can be found in [AR-145-1](#) (Paragraph 3-17), [AR 601-210](#) (Chapter 9), [NGR 600-100](#) (Chapter 13), and [NGR 600-200](#).

- (1) **Tuition Assistance.** Federal (and if applicable for ARNG, State) Tuition Assistance may be used in conjunction with GRFD Scholarships.
  - (a) If Scholarship money is used towards Room and Board, then it is permissible for Federal (in addition if applicable State, re: ARNG) Tuition Assistance to be used in conjunction with Scholarship money to pay for tuition. Room and Board amounts are paid directly to the Cadet and is determined by an average or aggregate of the area.
  - (b) If Scholarship money is used for Tuition, then Federal or State Tuition Assistance may not be used for Room and Board.
- (2) **Conditional Offers.** Applicants may submit requests for GRFD Scholarships on a continuous basis; however, no conditional scholarship offer will be made within the same term as benefits will begin. Students must be fully qualified to contract to be offered a scholarship within the same term as benefits will begin.
- (3) **Conversion/Revocation.** GRFD Scholarship recipients may not request conversion of or request revocation of their GRFD Scholarship contracts.
- (4) **Military Service Obligation.** Individuals selected for the GRFD Scholarship must serve their 8-year military service obligation in an active drilling capacity (one weekend a month and a two-week annual training period each year) except for period(s) of active duty required to obtain branch qualification (i.e. Basic Officer Leadership Course (BOLC)) or related to mobilization.
- (5) **Montgomery GI Bill.**
  - (a) MGIB Chapter 1606/1607 benefits may **NOT** be used with GRFD Dedicated Scholarships. However, MGIB Chapters 30 and 33

benefits **MAY** be used with a GRFD Dedicated Scholarship.

- (b) MGIB Chapters 30 and 33, MGIB Chapters 1606 and 1607, SR-MGIB benefits may be used in addition to the GRFD 2-Year scholarship.
- (6) **Allocations/Funding.** The number of GRFD Scholarship allocations available each is year/mission set are based on available funding, with the exception of the mandated 110 GRFD Dedicated MJC Scholarships (22 per five Military Junior Colleges).
- (7) **GRFD Designator Codes.** The following GRFD Designator codes are used to identify GRFD Scholarships:

dbo_SDMT_GRFD_Designator_Ref	
grfd_desg_cd	grfd_desg_nm
CARGRFD	CONVERSION ARMY RESERVE GRFD
CDEDNG	CONVERSION DEDICATED NATIONAL GUARD
CDEDUSAR	CONVERSION DEDICATED USAR
CNGGRFD	CONVERSION NATIONAL GUARD GRFD
DEDNG	DEDICATED ARNG
DEDUSAR	DEDICATED USAR
NG	NATIONAL GUARD
USAR	US ARMY RESERVE

Battalions do not enter the above codes into CCIMS. To enter an applicant into CCIMS use the scholarship award category code of:

- (a) 2C (already enrolled in ROTC)
  - (b) N2 (not previously enrolled in ROTC)
  - (c) 2H or 3C (already enrolled in ROTC)
  - (d) N3 (not previously enrolled in ROTC).
- (8) **GRFD Control Numbers.** If a scholarship is offered, HQ USACC then enter the appropriate GRFD Designator code and the GRFD control number.
- (a) GRFD Control numbers will be reflected in the Enroll Tab in CCIMS.
  - (b) GRFD Control numbers are a seven character number and letter combination. The first two numbers reflect the mission set in which the Cadet graduates. The letter that follows is reflected as:
    - A** = Accepted Alt Offer/Active GRFD Control Number
    - V** = Request for Revocation has been approved, Alt Offer has been Revoked

The last four numbers are sequentially and automatically generated and assigned (i.e., 12A1234).

**b. Responsibilities:** Applies to GRFD ARNG/USAR and Dedicated Applications.

- (1) **HQ USACC will:**

- (a) Verify scholarship applicant eligibility as indicated in CCIMS.
- (b) Post scholarships by inputting "Alt Offer" and a GRFD designator code into CCIMS and e-mailing BDE S2 with scholarship offer letter.
- (c) Assign GRFD control numbers to Scholarship winners and Ike Skelton Early Commissioning Program winners.

**(2) The PMS will:**

- (a) Complete applicant packets and determine applicant eligibility. Input the application into CCIMS Student Management/Scholarship Applications Module.  
**NOTE:** *MJC Ike Skelton applications will be input into the CCIMS Scholarship processing module under the High School Program IAW [Chapter 2-2](#) above.*
- (b) E-mail the respective BDE S2 with the required documentation IAW paragraph [10-4d](#) below.
- (c) E-mail the respective RC Program Manager CC Form 167-R if the Cadet declines the scholarship.
- (d) Market GRFD scholarships.
- (e) Conduct continuous review to ensure utilization of assigned allocations. Update CCIMS immediately if declined or voided.

**(3) TAGs/RRCs will:**

- (a) Market scholarships and coordinate with ROTC battalions to determine applicant eligibility.
- (b) Keep track of GRFD applicants and recipients.

**c. Eligibility.** Applicants of these programs must meet all eligibility requirements as stated in **AR 145-1**, Paragraph 3-34 and **CCR 145-1**, chapter 2-4.

**d. Required Documentation.** PMS's will email the respective Bde S2 with the documentation listed below when requesting a GRFD scholarship. The Bde S2 will then email the packet to the Cadet Command Scholarship Program Manager:

- (1)** The applicant's name and last four of the social security number
- (2)** Type of scholarship (i.e., GRFD USAR 2-Year Scholarship).
- (3)** Host FICE
- (4)** An USAR SMP Agreement **DA Form 4824** or an ARNG SMP Agreement **NGB 594-1** (depending on the type of scholarship being requested).
  - (a) The Cadet's unit commander must sign an SMP Agreement if the Cadet is already a member of an unit. If not a member of an unit, the Cadet must join an ARNG/USAR unit as an SMP in order to continue in the GRFD Program and complete the SMP Agreement.
  - (b) The PMS will assist the Cadet in obtaining a ARNG/USAR SMP Agreement from a Unit within 3 months. If Cadet has not been

placed into a Unit, then the PMS must contact the RC Program Manager at Cadet Command to assist in finding a Unit.

- (5) Whether the Cadet is receiving CH 1606/1607 GI Bill benefits.
- (6) [CC Form 139-R](#)
- (7) Current transcript and [104-R](#)

**e. Deadlines**

- (1) Application e-mails must be submitted to HQ USACC G2 BDE Program Managers NLT **1 April** of the Spring prior to the school year scholarship is to begin. The **1 April** deadline is to get action and provide a mark on the wall for HQ USACC to access the scholarship program execution success.
- (2) Cadet Command will accept applications year round and award scholarships based on availability. Applications submitted after the respective deadlines will not be considered for that semester unless the student is ready to contract. Applicants must apply for the following semester.
  - (a) Applicants must be academically aligned (e.g., Cadet has two years left (four semesters), then a two year GRFD Scholarship may be awarded, etc. et. al.)
  - (b) If the Cadet has 1.5-years, 1-year, or even a ½ of a year, for example, then a 2-year GRFD Scholarship (for example) can still be granted based upon funding availability.

**f. GRFD-ARNG 2-year or GRFD Dedicated ARNG Scholarships:**

- (1) All applications for GRFD-ARNG Scholarships will be processed by the PMS who will upload a scholarship application in CCIMS. IAW Para [2-3d](#) all paperwork (SMP Agreement, contract, application, etc.) is to be filed with the school the Cadet attends. See [10-4d](#) above for the required documentation to submit for a GRFD Scholarship.
  - (a) The required documentation must also include a ARNG SMP Agreement **NGB 594-1**, which the Cadet's unit commander must sign if the Cadet is already a member of a unit. If the Cadet is not a member of a unit, the Cadet must join an ARNG unit as an SMP in order to continue in the GRFD Program and complete the ARNG SMP Agreement **NGB 594-1**.
  - (b) The PMS will assist the Cadet obtain a ARNG SMP Agreement from a Unit within 3 months. If Cadet has not been placed into a Unit then the PMS must contact the RC Program Manager at Cadet Command to assist in finding a Unit.
- (2) Applicants must be members of the ARNG or be willing to join the ARNG as an SMP participant.
  - (a) Individuals who desire a GRFD ARNG Scholarship who do not belong to an ARNG unit must submit signed **NGB 594-1** of an ARNG unit stating that they will be accepted in a SMP status.
  - (b) GRFD-ARNG Scholarship winners must join an ARNG unit as an SMP.

- (c) Cadets who receive a GRFD ARNG 2-year Scholarship may join an USAR unit or an ARNG unit upon commissioning.
- (d) Cadets who receive a GRFD Dedicated ARNG Scholarship may **ONLY** join an ARNG unit upon commissioning.

**g. GRFD-USAR 2-Year or GRFD Dedicated USAR Scholarships:**

- (1) All applications for GRFD-USAR Scholarships will be processed by the PMS who will upload a scholarship application in CCIMS. IAW Paragraph [2-3d](#) all paperwork (SMP Agreement, contract, application, etc.) is to be filed with the school the Cadet attends. See [10-4d](#) above for the required documentation to submit for a GRFD Scholarship.
  - (a) The required documentation must also include a USAR SMP Agreement **DA Form 4824**, which the Cadet's unit commander must sign if the Cadet is already a member of a unit. If the Cadet is not a member of a unit, the Cadet must join an USAR unit as an SMP in order to continue in the GRFD Program and complete the USAR SMP Agreement.
  - (b) The PMS will assist the Cadet obtain a USAR SMP Agreement from a Unit within 3 months. If Cadet has not been placed into a Unit then the PMS must contact the RC Program Manager at Cadet Command to assist in finding a Unit.
- (2) Applicants must be members of the USAR or be willing to join the USAR as an SMP participant.
  - (a) Individuals who desire a GRFD USAR Scholarship who do not belong to an USAR unit must submit a **DA Form 4824** from the unit commander of an USAR unit stating that they will be accepted in a SMP status.
  - (b) GRFD-USAR Scholarship winners must join an USAR unit as an SMP. The Recruiting Official block on **DA Form 4824** (SMP Agreement) is to be signed only by the unit commander.
  - (c) Cadets who receive a GRFD USAR 2-year Scholarship may join either an USAR or an ARNG unit upon commissioning.
  - (d) Cadets who receive a GRFD Dedicated USAR Scholarship may **ONLY** join an USAR unit upon commissioning.

**h. GRFD Dedicated ARNG/USAR 3AD Scholarship.**

- (1) GRFD 3-year Advanced Designee Scholarship will follow the same requirements and validations as outlined in Chapter [2-2h](#) of this publication.
- (2) **Procedures.** All Dedicated ARNG/USAR 3AD scholarship applications will be processed IAW Chapter [10-4d](#). The following procedures are in addition to the validation requirements listed in Chapter [2-2h](#).
  - (a) The PMS will counsel the student, prior to contracting, that individuals who contract with a GRFD Dedicated scholarship must serve the 8-year military service obligation in the ARNG/USAR (respectively) in an active drilling capacity (one weekend a month and a two-week annual training period each year), except for period(s) of Active Duty required to obtain branch qualification

(i.e., BOLC) or related to mobilization. At the conclusion of the 8-year commitment, the officer may request service on Active Duty.

- (b) The PMS may have DedARNG/DedUSAR 3AD winners who have decided not to continue in ROTC prior to the beginning of their sophomore year. The student will sign **CC Form 167-R** declining the scholarship and the PMS will send a copy to the respective Bde S2.
- (c) DedARNG/DedUSAR 3AD scholarship winners are not eligible for upgrade to 4-year scholarships.

- (3) **Cadet Responsibilities:** In addition to the 3AD requirements outlined in Chapter [2-2h](#), the Cadet must be a member of a ARNG/USAR unit and obtain an SMP Agreement from the ARNG/USAR unit commander.

#### i. GRFD Nurse Majors


- (1) Conversion of scholarship nurse Cadets to GRFD is not authorized unless an exception to policy is granted.
- (2) Conversion of non-scholarship nurse Cadets to GRFD after the semester of contracting is not authorized.
- (3) Follow the procedures and submit the required documentation listed in [10-4d](#) above, to include an SMP Agreement from a unit, to request a GRFD control number for nurse majors.

#### k. Contracting. Forms necessary for contracting GRFD Scholarship winners are:

- (1) **DA Form 597-3** (Army Senior ROTC Scholarship Cadet Contract).
- (2) **DA Form 4824-R** (SMP Agreement USAR).
- (3) **DD Form 4** (Enlistment Contract).
- (4) **National Guard Bureau Form 594-1-R** (AMP Agreement ARNG).
- (5) **CC Form 203-R** (GRFD Scholarship Cadet Contract Endorsement)

#### I. GRFD Non Scholarship Request.

- (1) Applicants must be members of the RC or be willing to join the USAR as a SMP participant.
- (2) The Battalion will submit the GFRD Request Form 227-R (Aug 06 latest version) to the BDE. The BDE will then forward that request to the RC Program Manager. Ensure that the school indicates in the form which Reserve Component the Cadet desires to be affiliated with as a SMP (ARNG or USAR).

**10-5. GRFD Scholarship Conversions.** Line Scholarship Cadets can request to convert their scholarship to GRFD during the 2nd term of their MS II year. This is not a new scholarship, but a conversion for currently enrolled contracted scholarship Cadets. 

- a. If a Cadet has been offered a scholarship, (excluding Green to Gold and Nurse Scholarships) and desires a GRFD Scholarship, they may request to convert their scholarship no earlier than the summer preceding the start of their MSLII/sophomore year for a Dedicated GRFD Scholarship conversion or the summer before their MS

III/junior year.

- b. Conversions cannot be made for Cadets who have already been accessed unless they have been accessed Reserve Duty.
- c. PMS's will e-mail a CC Form 226-R to the respective BDE S2 who will forward it to the HQ USACC Scholarship Program Manager.
- d. Conversions are based on GRFD Scholarship allocation availability and funding.
- e. Upon approval from HQ USACC, the PMS must execute a GRFD scholarship contract endorsement (**CC Fm203-R**) and SMP Agreement (ARNG; **DA 594-1** & USAR; **DA Form 4824**).
- f. USAR SMP Agreement **DA Form 4824**, the Cadet's unit commander must sign in the block indicating (Recruiting Official) if already a member of a unit. If not a member of a unit, the Cadet must join an ARNG or USAR unit as an SMP in order to continue in the GRFD Program.
- g. PMS will assist the converted Cadet in obtaining a LOA from a Unit within 3 months. If Cadet has not been placed into a Unit, then the PMS must contact the RC Program Manager at Cadet Command to assist in finding a Unit.
- h. Scholarship Cadets who have more than four semesters remaining prior to commissioning/graduation are prohibited from converting to a 2-Year GRFD scholarship.
- i. Scholarship Cadets who have more than six semesters remaining prior to commissioning/graduation are prohibited from converting to a dedicated ARNG or USAR scholarship.

#### **10-6. Revocation of GRFD Control Numbers**

- a. **Deadline.** Non-Scholarship GRFD Cadets and Ike Skelton Scholarship Cadets from a MJC who wish to revoke their GRFD Cadet Contract Endorsement and compete for an active duty selection must request revocation of the GRFD endorsement through the BDE by **1 September** of the Fall in which they are to be accessed by the DA/ROTC Selection and Branching Board, using [CC Form 204-R](#) (Revocation of the GRFD Cadet Contract Endorsement).
  - (1) The deadline is the date for the completed request to be received at Cadet Command Headquarters. Suspense date of **1 September** will be strictly adhered to.
  - (2) The PMS will forward Cadet requests for revocation through their BDE to HQ, USACC (**ATCC-ROI**), for consideration. This must be completed before transmitting the Cadet's accession packet to the National OML Ranking process and DA/ROTC Selection and Branching Board.
- b. **Approval Authority.** The CG, USACC, or designee, is the final approving authority for revocation requests. Revocation of the GRFD contract is not guaranteed.
- c. **MGIB and Tuition Assistance.** GRFD Cadets who request and are selected for active duty may be liable and subject to recoupment for any benefits received from the SRMGIB, MGIB Kicker, federal tuition assistance, and ARNG state tuition assistance programs. SMP Cadets must be counseled on this fact before initiating a revocation request.



- d. Ineligible.** GRFD ARNG/USAR, and Dedicated ARNG/USAR Scholarship Cadets cannot revoke their GRFD endorsement to compete for an active duty accession. The only scholarship exception are Ike Skelton Early Commissioning Program Scholarships Cadets.

## Chapter 11, Simultaneous Membership Program (SMP)

**11-1. Purpose.** This publication will assist the ROTC Battalion Commander/ PMS, APMS, and Reserve Component (RC) company commanders to understand and administer the SMP and successfully supervise SMP Cadets.

### **11-2. Descriptions.**

- a. Program.** The SMP is a volunteer officer training program designed to increase the number of ROTC officers available for Reserve Forces Duty (RFD). It provides the future officer with leadership and RC unit experience. This program is also available to MS IIs on a limited basis. The total number of MS II contracts available is based on funding.
- b. SMP Cadet.** A SMP Cadet is a reserve officer trainee assigned to an RC TPU, while simultaneously participating as a contracted Cadet in the ROTC Advanced Course or MS II level of military instruction taught at a university or college.

- (1) Enlisted members of the ARNG or USAR cannot be contracted into the ROTC Advanced Course or MS II until they have elected to participate in either the SMP or be discharged from the TPU. At this time, they must reenlist in the USAR Control Group (ROTC).
- (2) Enlisted members of the ARNG or USAR must be discharged from TPU to accept campus based ROTC scholarships and reenlist in the ROTC Control Group. They must have their scholarship converted to ARNG or USAR before they can SMP.

### **11-3. Responsibilities**

#### **a. Cadet Command**

- (1) The CG, USACC establishes policy governing Cadet Command personnel in the implementation of the SMP within the command.
- (2) The Assistant Chiefs of Staff; RC (ACS-ARNG and ACS-USAR), Cadet Command, advise the command on SMP matters and provide assistance as required with their respective component, establish policy governing the execution of the SMP, and monitor the SMP in accordance with appropriate directives and guidance.

#### **b. PMS will**

- (1) Manage the SMP in their battalion.
- (2) Request support from surrounding ARNG and USAR units for the university/colleges SMP.
- (3) Supervise all SMP participants.
- (4) Interview and counsel prospective SMP Cadets concerning reserve unit assignment during participation in the program and post commission options.

- (5) Ensure that contracted ROTC Cadets belonging to a TPU have a SMP status.
- (6) Ensure that Cadets are processed for participation in the SMP IAW Chapter 5 of this regulation.
- (7) Ensure that all GRFD, Dedicated ARNG, Dedicated USAR and Ike Skelton ECP scholarship recipients participate in the SMP.  
**Note:** Joining the SMP for the non-scholarship MJC Cadet is optional.
- (8) Encourage local unit commanders to market GRFD, MJC, and Dedicated ARNG/USAR scholarships to unit personnel.
- (9) Coordinate with appropriate authorities to ensure RC Soldiers electing to participate in the SMP are discharged and reenlist in the USAR Control group (ROTC) prior to contracting as ROTC Cadets.
- (10) Verify that the TPU processes the necessary paperwork to place SMP Cadets at pay grade E-5, or higher where appropriate (AR 601-210, Para 9-14a (3); NGR 600-100, Paragraph 13-5b, c).
- (11) Verify that SMP Cadets are supervised in their TPU by commissioned officers. When necessary, advise TPU commanders when Cadets are not being utilized and trained properly to ensure SMP Cadets get the best possible leadership experience.
- (12) Provide the Cadet's unit commander with a copy of the ROTC battalion's training schedule and obtain a copy of the unit's weekend drill schedule for the year. Resolve training schedule conflicts between the ROTC battalion and the TPU.
- (13) Conduct periodic reviews of reserve strength reports and officer vacancies with unit administrators and strength management officers located at each Joint Force Headquarters Command (JFHQ) for the National Guard and Regional Readiness Commands (RRC) for the USAR to facilitate assignment of Cadets in the SMP and reserve components upon commission.
- (14) Conduct visit (at least annually) with the TPU commander to observe SMP Cadets during inactive duty training (IDT) periods if possible.
- (15) Conduct coordination (each semester) with the TPU commander. This should provide an opportunity to review with the TPU commander, the Cadet's performance and participation as an officer trainee.
- (16) Counsel MS IV Cadets during the preparation of their accession packets concerning the completion of **ROTC Cadet Evaluation Worksheet Series 67-9**. Guidance concerning RC force structure, locations of major troop units in the Cadet's projected area of residence, and branch opportunities within the respective components should be provided.
- (17) Serve as a liaison between Cadet Command elements and TPU by providing continuous coordination, assistance, and negotiation. Refer unresolved issues to the appropriate Cadet Command RC Assistant Chief of Staff.
- (18) CCIMS is updated and telecommunicated to HQCC in a timely manner to reflect any and all changes related to SMP status for Cadets. GRFD designator codes are used to identify GRFD scholarship Cadets.

c. **TPU, ARNG/USAR.** Responsibilities of ARNG/USAR units, with respect to the SMP, are established by Army or National Guard regulations and supplemental directives at subordinate levels of the chain of command. The PMS will coordinate with the TPU commander to:

- (1) Ensure SMP Cadets are supervised and mentored by a commissioned officer in the unit to develop their leadership skills and to receive progressive leadership responsibilities.
- (2) Develop training plans to ensure SMP Cadets receive instruction and experience in all basic officer duties (Platoon Leader, S1, S2, S3, S4 and XO) to enhance development of the officer trainee.
- (3) Ensure that SMP Cadets are advanced to the appropriate pay grade (E-5/Cadet, unless higher) and paid accordingly.
- (4) Evaluate and counsel SMP Cadets continuously on the officer's leadership role and provide regular feedback on how the officer trainee is executing leadership functions. This evaluation will be provided to the PMS.
- (5) Notify the PMS of any adverse actions being taken against the Cadet. These include, but are not limited to APFT failure, HT/WT failure, AWOL periods, and UCMJ actions.
- (6) Notify the ROTC battalion of SMP Cadets who should not be continued due to an inability to develop as a leader (after appropriate mentoring and counseling has been conducted and documented). In the event the TPU commander determines an SMP Cadet is unsuitable, the TPU commander contacts the sponsoring ROTC Battalion PMS and coordinates termination of the individuals SMP status.
- (7) Maintain assignment control of SMP Cadets in the unit and reassign any Cadet not remaining in the unit or the ROTC Control Group.
- (8) Provide a copy of the units training schedule to the ROTC battalion. Work with SMP Cadet and ROTC battalion cadre to resolve scheduling conflicts.
- (9) Encourage as many SMP positions as possible are made available, and that the local ROTC battalions are informed of these officer trainee positions. Monitor to ensure that the number of SMP participants in the unit does not exceed unit supervisory capacity or regulatory limits (AR 601-210, Paragraph 9-14d (3); NGR 600-100, Para 13-9a-e).
- (10) The exchange of information or coordination (Para c(12) above) between the PMS and TPU commander should be accomplished by utilizing standard Army counseling tools, i.e. DA Form 67-9-1a, Developmental Support Form and DA Form 4856 Developmental Counseling Form, etc.

**11-4. Cadet Contracting Criteria.** The following is a consolidation of eligibility criteria provided in pertinent regulations and policy memorandums concerning the SMP: [TOC](#)

**a. ROTC student/Cadet Criteria:**

- (1) Must apply and be fully contracted, either Non-Scholarship or GRFD Scholarship, into the ROTC Advanced Course or MS II level.
- (2) Must be enrolled with a minimum of two years remaining in a full-time course of instruction leading to a baccalaureate or advanced degree at an eligible

institution hosting ROTC or having a ROTC partnership agreement. This requirement does not apply to individuals contracted and enrolled in MS III or MS IV at time of enlistment.

- (3) Must attain and maintain a cumulative GPA of at least 2.0 on a 4.0 scale.

**b. Reserve Criteria:**

- (1) Currently be a member of an ARNG or USAR TPU (or be eligible to enlist) as an officer trainee.
- (2) If enlisted in the ARNG/USAR prior to enrollment in the ROTC Advance Course, must have completed BCT, ROTC LTC, or MS I on campus.
- (3) Have a remaining statutory or contractual service obligation of four or more years at the time of enrollment into the ROTC Advanced Course. If already enrolled (contracted) in the ROTC Advanced Course, have a remaining statutory or contractual service obligation of four years or more at time of enlistment.
- (4) Meet medical fitness standards of AR 40-501 as prescribed in AR 145-1.
- (5) Meet height and weight standards of AR 600-9.
- (6) Be of good moral character.
- (7) Be a U.S. citizen.
- (8) Meet component-specific ARNG/USAR criteria and applicant requirements.
  - (a) **USAR.** Requirements for participation in the USAR SMP are stated in AR 601-210, Paragraph 9-14. Applicants must complete and submit DA Form 4824-R.
  - (b) **ARNG.** Requirements for participation in the ARNG SMP are stated in NGR 600-100, Chapter 13, Table 13-1. Applicants must complete and submit NGB Form 594-1.
- (9) It is not mandatory that an ARNG or USAR unit's to accept an ROTC Cadet as an SMP officer trainee simply because an ROTC battalion recommends them, nor must a ROTC battalion accept an SMP candidate recommended by an RC unit.
- (10) The PMS and the unit commander retain the authority to accept or reject an individual. Positive coordination between the reserve unit and the ROTC battalion is key to a mutually successful program. This coordination must be done up front and accomplished by completing the SMP agreement.

**11-5. Administrative SMP Processing** 

**a. ROTC-TPU Coordination.** Administrators are encouraged to coordinate directly with respective ARNG/USAR recruiters and units to review procedures and requirements, to preclude unnecessary duplication or delay.

- (1) Administrative SMP processing procedures for applicants may vary depending on the Cadet (student) and reserve status.
- (2) There are some different requirements for ARNG and the USAR.

**b. USAR (Prior Service Member).** Procedures for enlisting soldiers already in the USAR (first priority) into the SMP (not already contracted in ROTC Advanced Course) are as follows:

- (1) A soldier assigned to a TPU becomes a potential participant in ROTC/SMP when he or she executes the SMP (DA Form 4824-R), and the Agreement has been authenticated by the TPU commander. The agreement will be prepared with an original, and three copies, and distributed as follows:
  - (a) The original, together with a cover memorandum requesting it be filed in the soldier's official military personnel file (OMPF), will be sent to: CDR, HRC, ATTN: DARP-PRD-M, 1600 Spearhead Division Avenue, Fort Knox, KY 40122-5408.
  - (b) A copy will be attached as an addendum to the soldier's current DA Form 3540 and retained in the soldier's Military Personnel Records Jacket (MPRJ).
  - (c) A copy will be provided to the soldier.
  - (d) A copy will be provided to the appropriate Army Reserve Command (USARC)/Army Reserve General Officer Command (GOCOM).
- (2) A soldier assigned to a TPU becomes a participant in ROTC/SMP when he or she enrolls in the ROTC Advanced Course and remains assigned to a TPU in an officer-trainee position. If not previously accomplished, the Cadet must execute the SMP (DA Form 4824-R). The Agreement will be distributed in the same manner as above.
- (3) When a soldier assigned to a TPU applies for enrollment in the ROTC Advanced Course to participate in the ROTC/SMP, the TPU commander will provide the appropriate PMS with a reproduced copy of the soldier's current enlistment agreement (DD Form 4).

**c. USAR (Prior Service Member IRR).** Procedures for enlisting soldiers in the IRR (second priority) into the SMP (not already contracted in ROTC Advanced Course) are as follows:

- (1) When a soldier assigned to an IRR control group desires to become a participant or potential participant in the ROTC/SMP and has been accepted by the TPU commander for an officer-trainee position, the soldier will be processed for reassignment from the IRR to the TPU per AR 140-10. If the soldier is within 3 months of ETS, he or she will be processed for an immediate reenlistment per AR 140-111, Table 2-3, concurrent with the TPU assignment.
- (2) After the soldier has been assigned to the TPU, the provisions of AR 601-210, Paragraph 9-14 apply.

**d. USAR (Potential Participants in the ROTC/SMP).** Applicants for enlistment as potential participants in the ROTC/SMP, with or without previous military service will be processed as prescribed by AR 601-210, Paragraph 9-14.

**e. USAR (Non-Prior Service Member).** To participate in the ROTC/SMP, a Cadet assigned to Control Group (ROTC), will be processed for reassignment to an officer-trainee position in a TPU as follows:

**(1) The PMS:**

- (a) Confirms through the TPU commander, or guidance counselor, that an officer-trainee position exists and the TPU commander will accept the Cadet for assignment to the position.
- (b) Requests the ROTC BDE commander issue an order reassigning a Cadet from Control Group (ROTC) to the TPU as a Cadet (ES), reporting code 09R20.
- (c) Sends a packet consisting of the following documents to the appropriate guidance counselor:
  - All copies of DD Form 1966.
  - The original and one copy of the DD Form 4 used on enrollment of the Cadet in the ROTC Advanced Course.
  - Two copies of the latest medical examination and medical history (DD 2808 and DD Form 2807-1).
  - Five copies of the order reassigning the Cadet from Control Group (ROTC) to a TPU.

**(2) The Cadet:** Under the guidance of a recruiter or counselor, the Cadet will complete required portions of the DD Form 1966. The recruiter, guidance counselor, and MEPS officials will complete the appropriate entries on the form based on verifying documents provided by the Cadet.

**(3) The Guidance Counselor:** will review the documents to determine the Cadet's qualification for unit assignment in the same way as if the Cadet was being processed for enlistment.

- (a) If the Cadet meets the basic eligibility requirements of AR 601-210, Chapter 3. Applicant must take the ASVAB and meet trainability scores in 3-6. The guidance counselor will notify the PMS and reassignment processing will continue.
- (b) If the Cadet does not meet the requirements of AR 601-210, Chapters 2 or 3, the counselor will return the packet to the PMS. The PMS will have the reassignment order issued by the ROTC Brigade commander revoked and advise the Cadet who he or she is not eligible for participation in the ROTC/SMP.

**(4) If the Cadet is qualified for TPU membership, the PMS will:**

- (a) Execute DA Form 4824, by obtaining the Cadet's signature and the TPU commander's authentication.
- (b) Execute a DA Form 3540.
- (c) Send the completed DA Form 4824 and DA Form 3540 to the appropriate guidance counselor.

**(5)** The guidance counselor will distribute the documents received from the PMS per AR 601-210, Paragraph 9-14, as follows:

- (a) Prepare a packet containing the following documents and send to: CDR, HRC, ATTN: DARP-PRA-I, 1600 Spearhead Division Avenue, Fort Knox, KY 40122-5408, to establish the Cadet's OMPF:

- Original DD Form 4, if possible.
  - Original DA Form 3540 with original DA Form 4824 securely attached.
  - Original DD Form 1966.
  - Copy of latest DD 2808 and DD Form 2807-2.
  - Copy of the TPU reassignment order.
- (b) Prepare a packet containing the number 2 copies of the documents outlined above and send it to the appropriate USARC/GOCOM commander. This packet will be used to bring the Cadet into the strength accountability of the Selected Reserve as a gain transaction. The USARC/GOCOM will then send this packet to the appropriate TPU to establish the Cadet's Military Personnel Records Jacket, U.S. Army (MPRJ).
- (c) Give the Cadet the number 3 copies of the DA Form 3540 with DA Form 4824 attached, DD Form 1966, and the TPU reassignment order.
- (d) At the discretion of USAREC officials, retain or destroy the number 4 copies of the DD Form 1966, and the other documents used in effecting this transaction.
- (e) Make every effort to obtain the original DD Form 4 executed at the time of the Cadet's enrollment in the ROTC Advanced Course. However, if the original cannot be obtained, a readable reproduced copy may be used in lieu of the original.
- (6) Once notified that the Cadet is qualified, the ROTC battalion will:**
- (a) Complete DA Form 597, Army Senior ROTC Non-Scholarship Contract or DA Form 597-3, Army ROTC Scholarship Contract in the case of GRFD Scholarships, or MJC Scholarships, or the Dedicated Scholarship.
- (b) Complete ROTC Cadet Command Form 202-R, GRFD Non-Scholarship Cadet Contract Endorsement, if applicable, or ROTC Cadet Command Form 203-R, GRFD Scholarship Cadet Contract Endorsement, in the case of RFD Scholarships, or MJC Scholarships, or the Dedicated Scholarship.
- (c) Attach the SMP Agreement and completed CCF 202-R/203-R as an addendum to a completed DA Form 3540-series (see AR 601-210, Figure 5-4) and return these documents to the guidance counselor.
- (d) Request the MEPS Guidance Counselor provide the battalion a copy of DA Form 3540-Series, DA Form 4824, and DD Form 1966-Series. (NOTE: AR 601-210 does not list the ROTC Battalion in the disposition instructions, so you must request these copies for the Cadet file.)
- (7) MEPS Guidance Counselor** will follow disposition instructions for all documents in accordance with AR 601-210, Paragraph 9-14, and as specifically requested by the ROTC Battalion.
- (8)** Subsistence entitlements begin with the effective date of the DA Form 597 or DA Form 597-3.

**f. ARNG (Current Service Member).** Procedures for students who are already members of an ARNG unit who want to enroll in the SMP.

- (1) The PMS coordinates with the JFHQ MILPO to determine whether an SMP position is available in the student's current unit of assignment or in another local unit.
- (2) The Cadet executes the SMP Agreement (NGB Form 594-1). The unit Commander authenticates the agreement.
- (3) The PMS coordinates with the current or gaining ARNG commander for an interview.
- (4) The ARNG unit commander coordinates with the Cadet to complete the following packet for forwarding to the ROTC battalion PMS:
  - (a) Unit and Cadet complete NGB Form 594-1.
  - (b) Copy of DD Form 4, Enlistment/Reenlistment Document, with NGB Form 594-1 attached.
  - (c) The ARNG unit commander forwards a copy of DD Form 4 with NGB Form 594-1 attached to the PMS.
  - (d) The Cadet must have four years remaining on a current military enlistment from the date of contracting in the ROTC Advanced Course. An extension should be completed to meet this requirement. The effective date on the NGB Form 594-1 must be the same as that on the DA Form 597 to preclude dual contracts and erroneous compensation.
  - (e) The PMS (after reviewing the Cadets military documents and student status) verifies the individual is eligible for enrollment in the ROTC Advanced Course by authentication on DA Form 597 or DA Form 597-3. The PMS will also forward one copy to the ARNG Unit Commander.

**g. ARNG (Non-Prior Service Member).** Procedures for enlisting Cadets in the ARNG and SMP (not already contracted in ROTC Advanced Course) are as follows:

- (1) **The ROTC Battalion** will assist interested Cadets in enlisting in the ARNG SMP by coordinating with the JFHQ Military Personnel Officer (MILPO) to determine the location and types of units in the area with SMP vacancies.
- (2) **ROTC Battalion Administrator** will coordinate with unit commander to verify that an officer position exists and that the unit will accept the student for the SMP. This is accomplished by completing the SMP agreement (NGB Form 594-1).
- (3) When a unit vacancy is determined, the ROTC Battalion coordinates with the unit commander to schedule an interview for the SMP applicant.
- (4) Once accepted for assignment in the ARNG unit, the ROTC Battalion works with the Cadet to prepare the following packet for the gaining unit commander.
  - (a) DD Form 4, Enlistment in the USAR Control Group (ROTC).



- (b) SF 88, Report of Medical Examination.
- (c) SF 93, Report of Medical History.
- (d) DA Form 597, Army Senior ROTC Non-Scholarship Contract, or DA Form 597-3, Army ROTC Scholarship Contract in the case of RFD Scholarships, MJC Scholarships, or Dedicated National Guard Scholarships.
- (e) ROTC Cadet Command Form 202-R, Guaranteed Reserve Forces Non-Scholarship Cadet Contract Endorsement, if applicable, or ROTC Cadet Command Form 203-R, GRFD Scholarship/DASE-COOP Cadet Contract Endorsement in the case of RFD Scholarships, MJC Scholarships, or Dedicated National Guard Scholarships.

**(5) The Unit Commander will complete the following:**

- (a) Assist the Cadet in completing NGB Form 594-1.
- (b) Enlist the Cadet in the ARNG in accordance with NGR 600-200, Chapter 2.
- (c) Forward copies of the above documents to the ROTC Battalion.

**(6) Upon receipt of the above documents, (DD Form 4, NGB Form 594-1, and DD Form 368) from the unit, the ROTC battalion will discharge the Cadet from the USAR Control Group (ROTC).**

- (a) The effective date of discharge will be one day prior to the ARNG enlistment date on the DD Form 4. Orders will be published in accordance with AR 600-8-105, Format 500, Figure 5-5.
- (b) Copies of the order will be forwarded to the Gaining ARNG Unit Commander and Commander, HRC (ARPC-PRA-RD), 1600 Spearhead Division Avenue, Fort Knox, KY 40122-5408.

**11-6. Conditional Release of USAR or ARNG Member** 

**a. USAR**

- (1)** The ROTC Battalion will request a conditional release from the USAR unit for the purpose of enrollment in the ROTC program by completing DD Form 368, Request for Conditional Release from Reserve or Guard Component, dated Nov 94. The PMS completes Sections I and II, granting conditional release from the USAR in order to enlist into the USAR Control Group (ROTC).
- (2)** Upon receipt of conditional release, the ROTC Battalion immediately enlists the Cadet in the USAR Control Group (ROTC).
- (3)** A copy of DD Form 4 will be sent to the unit for forwarding to its local Regional Readiness Command and appropriate discharge authority. Reference (AR 145-1, Paragraph 3-44d, AR 135-178, Paragraph 1-25 and Paragraph 3-3d.1).
- (4)** The discharge order should be dated one day prior to the date on the DD Form 4, effecting enlistment into the USAR Control Group (ROTC).

- (5) Subsistence entitlements may begin the day after the effective date of the discharge order, conditional release, or the effective date of the ROTC Cadet Contract, whichever is later.

**b. ARNG**

- (1) The ROTC Battalion will request a conditional release from the ARNG unit for the purpose of enrollment in the ROTC program by completing DD Form 368, Request for Conditional Release from Reserve or Guard Component, dated Nov 92. The PMS completes sections I and II, granting conditional release from the USAR Control Group (ROTC) enlistment.
- (2) Upon receipt, the ROTC Battalion will provide a copy of DD Form 4, effecting enlistment into the USAR Control Group (ROTC) to the unit for forwarding to the Adjutant General along with the request for discharge.
- (3) The effective date of the discharge should be dated one day prior to the effective date of the enlistment in the USAR Control Group (ROTC).
- (4) Subsistence entitlements may begin the day after the effective date of the discharge order or conditional release or the effective date of the ROTC Cadet Contract, whichever is later.

**11-7. Conditional Enrollment, SROTC Advanced Course (Non-Scholarship) TOC**

- a. TPU members who wish to participate as an SMP Cadet while conditionally enrolled in the senior ROTC Advanced Course (non-scholarship) will be treated the same as a potential participant. Reference AR 601-210, Paragraph 10-7 and NGR 600-100, Paragraphs 13-3 and 13-6.
- b. The ROTC battalion will require the potential SMP participant to sign a written agreement stating that they understand and agree to the following provisions:
  - (1) As a conditional SMP participant, they are not entitled to retroactive pay for either advancement to E-5 (Cadet) pay grade or for the SROTC monthly stipend for that period.
  - (2) They acknowledge the conditional status must be resolved within one academic year or such status will be terminated. Continuance in the ROTC Advanced Course will not be allowed until the conditional status is favorably resolved and they become fully qualified and eligible to reenter under current reenrollment criteria.
  - (3) They understand that time spent in the ROTC Advanced Course as a conditional SMP is creditable toward meeting military science requirements for commissioning.
- c. The ROTC Battalion should coordinate directly with the TPU concerned to secure a copy of DD Form 4 with DA Form 4824-R or NGB Form 594-1 attached.
  - (1) The individual must have four years remaining on the current enlistment from the date of contracting.
  - (2) The effective date on DA Form 4824-R or NGB Form 594-1 must be the same as that on DA Form 597 (ROTC Contract) to preclude dual contracts and erroneous compensation.

- (3) The ROTC Battalion verifies the Cadet's eligibility and authenticates DA Form 597. A copy of the authenticated DA Form 597 is then forwarded to the TPU commander.

#### 11-8. Assignment Priorities

a. **USAR.** The number of individuals applying to take part in the SMP with a given unit may exceed the number of officer trainee spaces available. When this occurs, the following order of priority will be used:

- (1) **First priority** is for a current AR TPU soldier not enrolled in the ROTC Advanced Course; however, the applicant must be eligible for enrollment and must complete, or have completed, basic training.
- (2) **Second priority** is for a soldier assigned to a control group of the IRR, other than Control Group (ROTC). The applicant must be reassigned to the TPU, not currently enrolled but eligible for enrollment in the ROTC Advanced Course, and must have completed basic training.
- (3) **Third priority** is for the enlistment of a PS applicant. The applicant must be eligible for enrollment in the ROTC Advanced Course.
- (4) **Fourth priority** is for the enlistment of a NPS applicant who has completed 3 or 4 years of Junior ROTC and has been granted placement credit by the PMS for entry into MS III.
- (5) **Fifth priority** is for the enlistment of a NPS or PS applicant who is not enrolled in the ROTC Advanced Course, but has completed the ROTC LTC.
- (6) **Sixth priority** is for the enlistment of a NPS or PS applicant who is not enrolled in the ROTC Advanced Course, but has completed MS II.
- (7) **Seventh priority** is for the enlistment of a NPS applicant required to complete basic training to qualify for enrollment in the ROTC Advanced Course.
- (8) **Eighth priority** is for the reassignment of a Cadet enrolled in the ROTC Advanced Course from Control Group (ROTC) to the AR TPU.

b. **ARNG.** The number of persons applying to take part in the SMP with a given unit may exceed the number of officer trainee spaces available. When this occurs, the following order of priority will be used:

- (1) ARNG enlisted soldiers participating in state-funded scholarship programs or recipients of a GRFD-ARNG or MJC Scholarship.
- (2) Other applicants enrolled in the ROTC Advanced Course or MS II.

#### 11-9. Provisions Governing Size of SMP (TPU)

a. **SMP TPU Size Guidance**

- (1) The need to prioritize candidates stems from provisions limiting the size of the SMP. Headquarters, DA directives have limited the total of SMP participants assigned to a RRC or a GOCOM to no more than four percent of that command's authorized total combined officer and enlisted strength.

- (2) Forces Command (FORSCOM) TPUs must stay within enlisted pay grade limitations.
- (3) Officer trainees may be assigned to one unit and attached elsewhere to facilitate training; e.g., a unit geographically closer to the ROTC battalion.
- (4) The total number of officer trainees drilling with a TPU will not exceed three SMP members per commissioned officer supervisor. The Cadet will be assigned as over-strength against that officer position.
- (5) Unique ARNG requirements:
  - (a) ARNG authorizes assignment of SMP participants on the basis of commissioned officer vacancies, or projected vacancies within the unit.
  - (b) This includes authorized over-strength positions. The total number of SMP participants per state will not exceed four percent of wartime required aggregate (officer and enlisted) strength without prior approval of the Chief, National Guard Bureau.
  - (c) The unit commander will determine the number of ARNG SMP members based upon the number that can be effectively supervised and trained.
  - (d) SMP members may be attached to other units, but the State MILPO must control the total number attached.

#### **11-10. SMP Cadet Grade/Rank**

- a. Grade.** SMP participants will be paid in Grade E-5. Members of USAR or ARNG units who held a higher grade prior to becoming an SMP participant will continue to be paid at the higher grade. SMP participants who are disenrolled from the ROTC Advanced Course will return to the pay grade held prior to SMP participation.
- b. Rank.** Commanders will ensure that officer trainees are afforded the same respect and courtesy (except saluting) normally reserved for commissioned officers of the United States Armed Forces.
  - (1) Officer trainees will be addressed as Mister, Ms, or Cadet.
  - (2) Officer trainees will be expected to salute all officers and warrant officers.
- c. Disenrollment Reduction.** SMP participants who are disenrolled from the ROTC Advanced Course will be returned to the grade and rank that they held prior to SMP participation.

#### **11-11. Uniform, Subsistence, and Billeting**

- a. Uniform Issue.** SMP members are authorized a complete uniform issue by their RC unit under the provisions of CTA 50-900, Clothing and Individual Equipment, dated Sep 94. ROTC battalions should not duplicate this issue. ROTC battalions should provide items peculiar to ROTC; i.e., items of clothing worn as an outer garment on which the ROTC shoulder insignia has been or will be sewn.
- b. Uniform Wear.** The specific uniform worn at unit activities will be determined by the ARNG or USAR commander. The following are not appropriate for wear while participating in RC unit training activities:

- (1) ROTC Cadet rank, ribbon, and forager unless in ASU.
- (2) Officer or enlisted military rank insignia.
- (3) Unit insignia (crest) on utility or garrison caps.
- (4) ROTC subdued insignia is authorized for wear while in BDU during USAR and ARNG drilling status.

**c. Subsistence and Billeting**

- (1) During IDT and Annual Training (AT), officer trainees (SMP Cadets) will not be charged for meals, but will be required to sign for meals on the unit signature headcount sheet (DA Form 3351).
- (2) Officer trainees (SMP Cadets) should be billeted with junior officers during training periods that require overnight billeting.

**11-12. Incentive Program Status** 

**a. Selected Reserve Incentive Programs**

- (1) Enlistment bonus.
- (2) Reenlist/extension bonus.
- (3) Accession/Affiliation bonus.
- (4) Repayment of student loans.
- (5) Health Professionals Loan.

**b. Termination of Incentives**

- (1) All Selected Reserve Incentive Programs that could apply to potential SMP participants listed above are terminated when the individual enters the ROTC/SMP on enrollment in the ROTC Advanced Course or becomes an assigned member of Control Group (ROTC).
- (2) Individuals who were eligible for Montgomery GI Bill (MGIB) benefits prior to contracting in the ROTC Advanced Course do not lose their eligibility simply based on contracting. These Cadets will also receive the MGIB SMP Kicker if otherwise qualified. This includes Cadets who are receiving financial assistance under a GRFD Scholarship (Title 10, U.S. Code 2107a). Dedicated scholarship Cadets presently cannot simultaneously receive CH 1606 and 1607 MGIB and scholarship benefits. These Cadets cannot receive the MGIB SMP Kicker if otherwise qualified.
- (3) Cadets participating in the SMP are also eligible to receive federal and state tuition assistance.

**c. Recoupment of Incentives**

- (1) A recipient of Selected Reserve Incentive Program benefits already received is not subject to recoupment of benefits upon becoming an SMP participant.
- (2) However, some MGIB benefits may be subject to recoupment. MGIB benefits are based on one year of benefits for every two years served. Example: an

individual enlists in a USAR or ARNG unit in his/her freshman year in college and completes Initial Active Duty Training (IADT). He/she then begins receiving MGIB benefits as a sophomore. At the junior year, the individual contracts in ROTC and becomes an SMP participant (Non-Scholarship). The individual completes college and is commissioned, having received the maximum of 36 months of benefits for a full-time student. If that individual should then enter on Active Duty, having served only four years of the Reserve enlistment, the Department of Veterans Affairs may recoup one year of benefits.

## **11-13. Training**

### **a. Supervision**

- (1) SMP participants will be assigned duties in a position of responsibility commensurate with the grade of second lieutenant under the supervision of a commissioned officer.
- (2) Officer trainees will be subject to the same standards and regulations for satisfactory performance as apply to enlisted personnel assigned to the unit.

### **b. Training Guidelines/Utilization**

- (1) Officer trainees should be exposed to the full range of duties (in a supervisory capacity) normally accomplished by junior grade enlisted personnel (i.e. guard duty, K.P., motor pool, etc.).
- (2) Commanders and supervisors should provide continuous counseling on the officer's leadership role. The Commander/supervisor should keep in mind the officer trainee's future role as a commissioned officer when providing comments on his/her performance in executing leadership functions.
- (3) Unit commanders and supervisors should be aware of the Cadet's ROTC classroom and field instruction and, when possible, compliment the training received from ROTC participation.
- (4) Officer trainees will not be placed in any position requiring them to act directly for the commander. Such duties include: Duty officer, member of a court martial, solely responsible for conducting live-fire training, handling public monies or records pertaining to public monies, or to any position requiring an officer's certification.
- (5) Officer trainees may serve as officer of the guard or officer of the day provided such duties are performed under the supervision of the staff duty officer.
- (6) Advanced Course participation in MS III and MS IV instruction is mandatory for SMP Cadets.
- (7) PMS will provide a yearly training calendar (YTC) to the RC commander and compare YTC to RC unit YTC to identify potential conflicts.
- (8) Commanders should ensure that SMP Cadets are given the respect and courtesy (except saluting) normally reserved for commissioned officers. SMP Cadets will be expected to salute all officers and warrant officers. SMP Cadets will be referred to as Mister or Miss. Terms such as sir, ma'am, or sergeant will not be used.

**c. Training Priorities (USAR).**

- (1) **Annual Training (AT).** Officer trainees will be excused, upon their request; from AT during the year they are required to attend ROTC LDAC. They will not be required to attend both unless they choose to do so, but they must attend LDAC. The awarding of credit for AT by virtue of any form of ROTC training is not authorized.
- (2) **Unit Training Assemblies (UTAs).** (AR 140-1, Para 3-12) USAR-SMP members are required to attend all BTAs, (drill weekends). When conflicts arise between weekend drills and ROTC exercises, the unit commander may authorize rescheduled training (RST) for the Cadet.
- (3) **Rescheduled Training (RST).** Rescheduling of missed training will be accomplished by requesting RST. RST requests must be made in advance of the weekend drill that will be missed. RST may be granted to ROTC SMP participants to attend certain school functions that, in the judgment of the commander, would enhance their military training and professional development. Such functions must meet the four-hour rule, be performed in the prescribed uniform, and be documented on a DA Form 1380, Record of Individual Performance of Reserve Duty Training, submitted for approval by the TPU Commander, and signed by the PMS. Instructions for preparation of the DA Form 1380 are found in AR 140-185, Paragraph 3-3b.

**d. Training Priorities (ARNG)**

- (1) Reference NGR 600-100, Commissioned Officers Federal Recognition and Related Personnel Actions, dated 15 Apr 94, Paragraph 13-10e.
- (2) All ARNG-SMP members are required to attend both AT and ROTC LDAC. When the dates conflict, priority will go to the ROTC LDAC and AT attendance will be rescheduled IAW NGR 350-1. Commanders will interview all officer trainees to determine the best time to reschedule their AT. AT rescheduling will not conflict with college classes or course work.
- (3) Attendance at ROTC airborne or air assault is encouraged and authorized. Constructive credit will be used to report these members on DA Form 1379 for IDT or AT.
- (4) UTA/Weekend Drills. If conflicts occur between a unit drill weekend and an ROTC field training exercise (FTX), Dining In, or military ball, the following applies:
  - (a) If the ROTC event is part of the required program of instruction in MS III or MS IV, attendance is mandatory for the officer trainee and the ROTC training will have priority. However, the officer trainee is responsible for notifying the unit in advance and providing a training attendance certificate. The PMS must also verify that the ROTC training was performed.
  - (b) If the ROTC training is not part of the required program of instruction and is voluntary, the ARNG weekend drill will have priority.
  - (c) When a weekend drill is missed, the unit commander has the option to grant a split unit training assembly (SUTA) which authorizes normal drill pay, authorize an excused absence (no pay involved),

or authorize equivalent training (ET) (for pay). A SUTA or ET may be authorized for duties performed with ROTC.

**e. Overseas Deployment.** A Cadet who has completed IADT is eligible for AT with a unit deploying for overseas deployment training (ODT). ROTC LTC and/or any combination of MS I, MS II, MS III, and MS IV do not equate to IADT and do not qualify the individual for ODT (10, USC 671).

**f. Mobilization or Call to Active Duty (AD)**

**(1) References.**

- (a) DA Memorandum, Subject: Fencing U.S. Army Reserve and Army National Guard Soldiers in the Reserve Officers Training Corps (ROTC) Program, dated 2 May 2005.
- (b) DA Memorandum, Subject: Mobilization of Reserve Component Member Cadets in U.S. Army Cadet Command (USACC), dated 30 August 2005.

**(2)** As an exception to AR 601-210, Paragraph 9-14, all contracted ROTC Cadets are to be considered non-deployable until they either, receive their commission and complete their Basic Officer Leaders Course (BOLC) or they are disenrolled from the program.

**(3)** Additionally, all first year non-contracted ROTC Cadets serving in USAR or ARNG units, who have successfully completed their first semester, and remain enrolled in the ROTC program, be considered non-deployable.

**g. Evaluation of Officer Trainees**

**(1) Evaluation.** Officer trainees will be evaluated on their performance. The commander's evaluation of the officer trainee's performance and development will be provided to the PMS.

(a) **ARNG-SMP:** The evaluation for the first year of unit performance and the two weeks of AT should be forwarded to the PMS no later than 1 August. A second evaluation should be completed 90 days prior to the projected commissioning date and will include a recommendation to commission or not to commission. An evaluation is required in any case of unsatisfactory performance and may be submitted at any time. The commander is encouraged to provide informal evaluations to aid in the development of the officer trainee. Ongoing communication between the PMS and the unit commander is essential to provide optimum training and assistance to the officer trainee as well as to preclude possible problems at the time of commissioning. An enlisted evaluation report will not be prepared while the individual is an SMP participant.

(b) **USAR-SMP:** Although USAR Regulation AR 601-210, Paragraph 9-14, q(11) prohibits the preparation of officer or enlisted evaluation reports (OER/NCOER) for SMP participants, this does not preclude TPU commanders from using the DA form 67-9-1a Developmental Support Form and DA form 4856, Developmental Counseling Form. Regardless of the form used, the PMS needs feedback from the TPU commander on the progress of the SMP member.



#### **11-14. Leave of Absence (LOA)**

- a. **General Guidance.** The ROTC Brigade Commander is the approving authority for LOA. Approval authority may be delegated as necessary.
- b. An SMP Cadet who has been placed on LOA for an extended period may, at the discretion of the unit commander, be reassigned from the RC unit to the USAR Control Group (ROTC) under the administrative jurisdiction of the appropriate ROTC Battalion in which the Cadet is enrolled. The Cadet will remain assigned to the USAR Control Group (ROTC) until disenrolled (discharged), commissioned, or reassigned to participate as an SMP member. SMP participants will not be transferred to the Control Group (ROTC) solely to be discharged from the ROTC and thereby avoid statutory or contractual MSO. (See Paragraph [11-5](#) of this regulation for more information.)
- c. If a LOA is granted to an SMP Cadet to study abroad, coordination must be made with the appropriate ARNG or USAR unit to ensure that the SMP member is placed in an inactive status for the duration of the LOA.
- d. A LOA from ROTC training for a semester or more may be granted to a scholarship Cadet by the CG, HQCC, unless subordinate level approval is authorized for one or more of the reasons listed in AR 145-1, Paragraph 3-38.

#### **11-15. Uniform Code of Military Justice (UCMJ)**

- a. **USAR.** USAR members not on AD are subject to UCMJ only while serving on AT, ADT or when flying space-available on military aircraft. During UTAs and other forms of Inactive Duty for Training, members are subject to administrative action under the provisions of AR 135-91 and AR 135-78.
- b. **ARNG.** By Federal law, each state has authority to conduct general, special, and summary courts-martial for ARNG personnel accused of a military offense. Implementation of this depends on each state legislature granting authority to exercise powers (state military codes).
  - (1) Some state statutes may provide non-judicial and administrative powers to the governor in relation to the state's ARNG.
  - (2) While on full-time training duty (FTTD), AT, or when flying space-available on military aircraft, ARNG members are subject to the UCMJ.
  - (3) IDT ARNG SMP Cadets are in Title 32 training status.

#### **11-16. Early Commissioning Program/Completion Cadet Program**

- a. **Academic Alignment.** Cadets will be academically aligned. Those completing ROTC requirements, including required Professional Military Education (PME) courses, but have not completed requirements for their baccalaureate degree, will be placed in completion status and will be processed for accessioning based on their graduation date. The only exception to the above are MJC graduates. A Cadet enrolled at an MJC who has completed all ROTC requirements may be commissioned under the ECP upon graduation from the MJC.
  - (1) HRC Assigns ECP lieutenants to USAR units or transfers them to the local National Guard JFHQ for appointment and assignment to ARNG units. In those cases where an MJC ECP candidate has coordinated with a USAR or ARNG unit in the area of the four-year school he/she plans to attend, and

has been accepted to fill a vacancy in the unit, the following documents should be forwarded through HQCC to HRC prior to commissioning:

- (a) Letter of acceptance from a four-year school.
  - (b) Memorandum of Understanding (MOU) between ECP Lieutenant and USACC.
  - (c) Letter of acceptance from unit that identifies (TOE) (TDA) paragraph and line number for the officer vacancy.
  - (d) DA Form 4651-R (or NGB Form 60 for ARNG units) will be attached to the letter of acceptance from the unit. This form will be prepared by the RC unit IAW AR 140-10 and endorsed by the RC command level authorized to approve assignments.
  - (e) See CC Reg 145-9, Accessioning and Commissioning, dated Aug 99, for other documents required prior to and after commissioning.
- (2) MJC commissionees who have not secured a lieutenant position in an RC unit prior to graduation and commissioning from the MJC will request the assistance of the gaining PMS at the four-year institution in finding unit vacancies at ARNG and USAR units in the area. In such cases, the DA Form 4651-R and the unit letter of acceptance will be processed through the unit's command channels to HRC for assignment to the USAR unit or transfer to the ARNG for appointment and assignment.

**b. Completion Cadet Program.** SMP Cadets who are in a completion status may continue their SMP status in their ARNG or USAR unit. Only Completion Cadets who were previously SMP participants may continue to participate after all ROTC course requirements are completed. Completion Cadets who continue participating in the SMP retain their unit pay and any benefits to which they are entitled through unit membership. They do not receive an ROTC subsistence allowance. These Cadets must remain satisfactory participants in their units, and may remain in a completion Cadet status no more than 24 months unless proper authority grants an extension.

**c. ROTC Lieutenant Management Offices.** Both the USAR and ARNG maintain offices at HRC. These offices work in close coordination with each RRC and JFHQ. They obtain and update current lieutenant vacancy listings for all units within their respective components. Cadets needing guidance or advice about specific branches or unit vacancies for a particular area or community are encouraged to contact the appropriate branch of the Lieutenants Transition and Distribution Division at HRC.

**(1) USAR by Branch:**

- (a) OD, EN, SC: Toll Free: 1-800-359-8483, option 1, then 464-9285
- (b) CM, AR, IN: Toll Free: 1-800-359-8483, option 1, then 464-9034
- (c) AG, FI, MI, FA: Toll Free: 1-800-359-8483, option 1, then 464-9508
- (d) TC, MP, AD, QM: Toll Free: 1-800-359-8483, option 1, then 464-9642
- (e) AV: Toll Free: 1-800-359-8483, option 1, then 464-9417
- (f) MS, AN: Toll Free: 1-800-359-8483, option 1, then 464-8467

(g) ECP LTs: Commercial: (314) 592-0000 Ext. 3675; Toll Free: 1-800-325-1879, option 3

**(2) ARNG.** National Guard Lieutenants Management Branch Commercial: (314) 592-0000 Ext. 0815; Toll Free: 1-800-325-4389

Appendix A **TOC** References

Section I **TOC**

**Required Publications (Inspectable Items)**

- a. [AR 40-29](#) (Medical Examination of Applicants for U.S. Service Academies, Reserve Officers' Training Corps Scholarship Programs, Including the Air Force, Army, and Navy Two- and Three-Year College Scholarship Program, and the Uniformed Services University of the Health Sciences)
- b. [AR 40-501](#), Standards of Medical Fitness
- c. [AR 135-100](#), Appointment of Commissioned and Warrant Officers of the Army
- d. [AR 145-1](#), Senior ROTC Program: Organization, Administration, and Training
- e. [AR 601-25](#), Delay in Reporting For and Exemption From Active Duty, Initial Active Duty Training, and Reserve Forces Duty
- f. [AR 601-141](#), U.S. Army Health Professions Scholarship Program
- g. [AR 635-10](#), Processing Personnel for Separation
- h. [AR 635-200](#), Enlisted Personnel
- i. [Cadet Command Reg 145-3](#), ROTC Precommissioning Training and Leadership Development
- j. [Cadet Command Reg 145-4](#), Marketing, Advertising, and Publicity to Support Enrollment
- k. [Cadet Command Reg 145-5](#), U.S. Army ROTC Basic Camp
- l. [Cadet Command Reg 145-6](#), Green to Gold Prospecting
- m. [Cadet Command Reg 145-9](#), ROTC Accessioning and Commissioning
- n. [Cadet Command Reg 145-10](#), Guaranteed Reserve Forces Duty Program.
- o. [Cadet Command Reg 145-12](#), Cadet Data Base (under revision)
- p. [Cadet Command Pam 145-4](#), PMS Guide for Enrollment, Retention, and Disenrollment
- q. Reserve Officers Training Corps/DoDMERB Guide of Medical Processing
- r. [USAREC Regulation 601-37](#), Army Medical Department Recruiting Program
- s. [USAREC Regulation 601-105](#), HPSP Instruction Handbook on Applicant and Selectee Processing
- t. [DA Pamphlet 611-21](#), Military Occupational Classification and Structure
- u. [USACC Circular 601-05-01](#), Personnel Procurement Reserve Officers' Training Corps Procurement FY 2005.

Appendix A [TOC](#)

Section II [TOC](#)

**Related Publications**

- a. [AR 25-400-2](#) (The Modern Army Recordkeeping Systems (MARKS))
- b. [AR 600-8-2](#) (Suspension of Favorable Personnel Actions)
- c. [AR 600-9](#) (The Army Weight Control Program)
- d. [AR 600-43](#) (Conscientious Objection)
- e. [AR 601-210](#) (Regular Army and Army Reserve Enlistment Program)
- f. National Guard Regulation [NGR 600-100](#) (Commissioned Officers Federal Recognition and Related Personnel Actions)
- g. National Guard Regulation [NGR 600-200](#), Enlisted Personnel Management
- h. Marketing Action Plan

Appendix B [TOC](#)

The following Forms can be found on the Cadet Command Portal at <http://my.usaac.army.mil/portal/dt/usacc/HQ/library/Forms/> under The Right Site, Forms. Examples of most of these forms are found in this Appendix.

[Cadet Command Form 139-R Cadet Enrollment Record](#) -- Pure Edge Format and Adobe.

[Nurse Change of Major Counseling Statement](#) -- Pure Edge Format.

[Summer Benefits Counseling Statement](#) -- Pure Edge Format.

[CC Form 173-R Green to Gold Scholarship Application](#) -- Adobe Format. Instructions for completing this form are located at [Appendix B-1](#) below.

[CC Fm 174-R Green to Gold Active Duty Option Program Application](#) – Adobe Format. Instructions for completing this form are located at [Appendix B-2](#) below.

[CC Fm 104-R Planned Academic Worksheet](#) -- Excel Format.

[CC Fm 167-R Scholarship Accept/Decline Statement](#) -- Adobe Format.

[CC Fm 159-R ROTC Scholarship Interview Sheet](#) -- Adobe Format.

[CC Fm 145-1-R Room & Board Benefit Reimbursement Plan](#) -- Adobe Format.

[CC Fm 226-R Request For Conversion To Guaranteed Reserve Forces Duty \(GRFD\) Or Dedicated Army National Guard \(ARNG\) or Dedicated USAR Scholarship](#) -- Adobe Format.

[DA Form 597-2 Addendum Utilized Under the Formal Linkage Program for Community College Attendance](#) – Adobe Format.

[DA Form 597-4 Educational Assistance Program for Military Junior College \(MJC\) Commissioned Officers](#) – Adobe Format.

[CC Form 145-1-1 ROTC Physical Fitness Assessment Scorecard](#) – Adobe Format.

[CC Form 145-1-2 SLRP In-Processing Counseling Statement](#) – Pure Edge Format.

**Appendix B-1 – Green to Gold Scholarship Instructions**

**Cadet Command Form 173-R**

**INSTRUCTIONS FOR COMPLETING ROTC CADET COMMAND FORM 173-R  
U.S. ARMY ROTC GREEN TO GOLD 4-, 3-, AND 2-YEAR SCHOLARSHIP APPLICATION**

[TOC](#)

To be completed by applicant:

ITEM	REMARKS
1. Social Security Number	Self-explanatory
2. Last Name	Self-explanatory
2a. First Name	Self-explanatory
2b. Middle Initial	Self-explanatory
3. Scholarship Type	Select the appropriate code for the type of scholarship that is being applied for from the drop down menu: 2 – 2 YR 4 – 4 YR 3 – 3 YR M – Masters
3a. Green to Gold Active Duty Option Program	If you wish to also be considered for the Green to Gold Active Duty Option Program select "Yes" from the drop down menu, otherwise select "No" from the drop down menu.
4. Date of Birth	Enter as Month, Day and 4-digit Year without any dashes; ex. 12311988
5. Sex	Select either Male or Female from the drop down menu.
6. Race	Select your Racial/Ethnic Descent from the drop down menu:
	A American Indian or Alaska Native
	B Asian
	C Black or African American
	D Native Hawaiian or Other Pacific Islander
	E White
	G Hispanic or Latino
	I Other
	O Not Hispanic or Latino
7. Work Street Address	Provide unit street address
7a. Work City	Provide unit city
7b. Work State	Select the state from the drop down menu. Two character abbreviation (ex., VA, AL, etc.)

**INSTRUCTIONS FOR COMPLETING ROTC CADET COMMAND FORM 173-R  
U.S. ARMY ROTC GREEN TO GOLD 4-, 3-, AND 2-YEAR SCHOLARSHIP APPLICATION  
(continued) [TOC](#)**

ITEM	REMARKS
7c. Work Zip Code	Provide unit zip code
7d. Work Phone Number	Provide unit phone number. Include area code and if overseas include the country code.
8. Home Street Address	Self-explanatory
8a. Home City	Self-explanatory
8b. Home State	Select the state from the drop down menu. Two character abbreviation (ex., VA, AL, etc.)
8c. Home Zip Code	Self-explanatory
8d. Home Phone Number	Include area code and if overseas include the country code.
9. Marital Status	Select the appropriate code from the drop down menu: S - Single, M - Married, or D - Divorced
10. Number of Dependents	Select the correct number of dependents from the drop down menu. If married and spouse is not in the military, include spouse in this number. If spouse is in the military do not count spouse in this number. Do not count yourself in this number.
11. Spouse Military	If spouse is a member of any Armed Services select "Yes" from the drop down menu; other wise select "No".
12. Citizenship	Select the appropriate category from the drop down menu:
	C = U.S. Citizen
	N = Non-U.S. Citizen
	P = Pending
12a. Naturalization Number	If naturalized enter the naturalization number in space provided
13. Rank	Select your current rank from the drop down menu.
14. Applicant E-Mail Address	Personal or Official (Mandatory item)
15. Date of Current Enlistment	Self-explanatory- If this is your first enlistment, ensure the Date of Current Enlistment is your Basic Active Service



**INSTRUCTIONS FOR COMPLETING ROTC CADET COMMAND FORM 173-R  
U.S. ARMY ROTC GREEN TO GOLD 4-, 3-, AND 2-YEAR SCHOLARSHIP APPLICATION  
(continued) [TOC](#)**

ITEM	REMARKS
	Date (BASD). If you have reenlisted this date will be the date of your current reenlistment. Enter as Month, Day, and 4-digit Year with no dashes (ex., 12312001)
16. Enlisted Expiration Date	Self-explanatory; enter as Month, Day, and 4-digit Year with no dashes (ex., 12302006)
17. Date of Original Enlistment	If date in item #15 is a reenlistment date, enter your original date of enlistment; enter as Month, Day, and 4digit Year with no dashes (ex., 06251996)
18. MOS	Enter the first three digits of your primary MOS
19. General Technical Aptitude Area Score (GT)	Self-explanatory
20. Civil Convictions	Select either "Yes" or "No" from the drop down menu. Indicate "Yes" if you have been arrested, indicted, or convicted of violating any civil or military law or had any adverse juvenile adjudication or other adverse disposition imposed except minor traffic violations for which a fine of \$250.00 or less was imposed. List ALL convictions, even if expunged.
21. Army Physical Fitness Test (APFT) Push-Ups	Enter the exact number of repetitions.
22. Army Physical Fitness Test (APFT) Sit Ups	Enter the exact number of repetitions.
23. Army Physical Fitness Test (APFT) 2-Mile Run	Enter the exact time in minutes and seconds.
24. APFT Sum	Calculate APFT events for a total APFT sum.
25. APFT Pass	Select either "Yes" or "No" from the drop down menu. If total APFT sum is equal to or greater than 160 select "Yes". If total APFT sum is not equal to or greater than 160 select "NO".

**INSTRUCTIONS FOR COMPLETING ROTC CADET COMMAND FORM 173-R  
U.S. ARMY ROTC GREEN TO GOLD 4-, 3-, AND 2-YEAR SCHOLARSHIP APPLICATION  
(continued) [TOC](#)**

ITEM	REMARKS
26. Name of College or University that you will attend for ROTC	If item #27 does not host Army ROTC, indicate the school where you will take ROTC.
26a. ROTC FICE	Enter the 6-digit FICE Code (ex., 001234) include the leading zeros.
27. Name of College or University for Academics	Self-explanatory
27a. Academic FICE	Enter the 6-digit FICE Code (ex., 001234) include the leading zeros.
28. Academic Major Code	Enter the appropriate code for the academic discipline you will pursue. Refer to pages A-7 - A-11.
29. Resident Status	Select either "Resident" or "Non-Resident" from the drop down menu.
30. Favorable Security Clearance Completed	Select either "Yes" or "No" from the drop down menu.
30a. Security Background Investigation Type	Select the appropriate category from the drop down menu: NAC, ENTNAC, Other.
31. FAX Number for Applicant	DSN or Commercial (include area code and if overseas include country code)
32. Awards, Decorations, etc.	List awards, decorations or special recognition bestowed upon you.
33. Were You Ever Disenrolled From the ROTC Program	Select either "Yes" or "No" from the drop down menu.
34. Signature of Applicant	Print off the application and sign here as the applicant.
34a. Date	Enter the Month, Day, and 4-digit Year without any dashes (ex., 08012005)
35. Verification and Signature by the MILPO Office	Take the application after you sign in item #34 to your servicing MILPO and have them verify the data and then they must sign here. Be sure to include the rank of the person signing in this block.

**INSTRUCTIONS FOR COMPLETING ROTC CADET COMMAND FORM 173-R  
U.S. ARMY ROTC GREEN TO GOLD 4-, 3-, AND 2-YEAR SCHOLARSHIP APPLICATION  
(continued) [TOC](#)**

ITEM	REMARKS
35a. Date	Enter the Month, Day, and 4-digit Year without any dashes (ex., 08022005)
36. Applicant's Personal Statement - <b>Must be completed</b>	Requires a written or typed statement why you desire a commission as an Army Officer. If additional space is required (current space holds 600 characters) attach a separate piece of paper and include your full name, SSN and the item # you are completing (ex., Smith, John P., 123-45-6789, Item #36 continued)
37a. & 37b. Completed by the applicant's Commanding Officer	Self-explanatory. Be sure to check the appropriate box next to Commanding
	Officer's Recommendation (check only 1 box please). Commanding Officer
	must also sign this item, include the date (on the line provided) and enter a
	signature block including telephone
	number and E-Mail address on the line
	provided (each item holds 600
	characters; attach a separate piece of
	paper if more space is needed and
	included applicant's full name, SSN and
	the item # you are completing (ex.,
	Smith, John P., 123-45-6789, Item #36
	continued).
38. Completed by the applicant's Field Grade Commander	Self-explanatory. Be sure to include a recommendation in your remarks. Field grade Commander must also sign this
	item, include the date on the line
	provided, and enter a signature block
	including telephone number and e-mail
	address on the line provided (current
	space holds 750 characters; if more
	space is needed attach a separate piece
	of paper and include the applicant's full
	name, SSN and the item # you are
	completing (ex. Smith, John P., 123-
	45-6789, Item #36 continued).

**Appendix B-2 -- Green to Gold ADO Application Instructions**

**Cadet Command Form 174-R U.S. Army ROTC Green to Gold Active Duty Option Program Application** [TOC](#)

**INSTRUCTIONS FOR COMPLETING ROTC CADET COMMAND FORM 174-R U.S. ARMY ROTC GREEN TO GOLD ADO APPLICATION** [TOC](#)

To be completed by applicant:

ITEM	REMARKS
1. Social Security Number	Self-explanatory
2. Last Name	Self-explanatory
2a. First Name	Self-explanatory
2b. Middle Initial	Self-explanatory
3. Scholarship Type ( <b>ONLY complete this item if you are also planning on competing for the Green to Gold Scholarship Option</b> )	Select the appropriate code for the type of scholarship that is being applied for from the drop down menu: 2 - 2 YR M - Masters
3a. Green to Gold Scholarship Option	If you wish to also be considered for a Green to Gold Scholarship select "Yes" from the drop down menu and be sure to complete item #3, otherwise select "No" from the drop down menu and do not complete item #3.
4. Date of Birth	Enter as Month, Day and 4-digit Year without any dashes; ex. 12311988
5. Sex	Select either Male or Female from the drop down menu.
6. Race	Select your Racial/Ethnic Descent from the drop down menu:
	A American Indian or Alaska Native
	B Asian
	C Black or African American
	D Native Hawaiian or Other Pacific Islander
	E White
	G Hispanic or Latino
	I Other
	O Not Hispanic or Latino
7. Work Street Address	Provide unit street address
7a. Work City	Provide unit city

**INSTRUCTIONS FOR COMPLETING ROTC CADET COMMAND FORM 174-R  
U.S. ARMY ROTC GREEN TO GOLD ADO APPLICATION (continued) [TOC](#)**

ITEM	REMARKS
7b. Work State	Select the state from the drop down menu. Two character abbreviation (ex., VA, AL, etc.)
7c. Work Zip Code	Provide unit zip code
7d. Work Phone Number	Provide unit phone number. Include area code and if overseas include the country code.
8. Home Street Address	Self-explanatory
8a. Home City	Self-explanatory
8b. Home State	Select the state from the drop down menu. Two character abbreviation (ex., VA, AL, etc.)
8c. Home Zip Code	Self-explanatory
8d. Home Phone Number	Include area code and if overseas include the country code.
9. Marital Status	Select the appropriate code from the drop down menu: S - Single, M - Married, or D - Divorced
10. Number of Dependents	Select the correct number of dependents from the drop down menu. If married and spouse is not in the military, include spouse in this number. If spouse is in the military do not count spouse in this number. Do not count yourself in this number.
11. Spouse Military	If spouse is a member of any Armed Services select "Yes" from the drop down menu; other wise select "No".
12. Citizenship	Select the appropriate category from the drop down menu:
	C = U.S. Citizen
	N = Non-U.S. Citizen
	P = Pending
12a. Naturalization Number	If naturalized enter the naturalization number in space provided
13. Rank	Select your current rank from the drop down menu.
14. Applicant E-Mail Address	Personal or Official (Mandatory item)

**INSTRUCTIONS FOR COMPLETING ROTC CADET COMMAND FORM 174-R  
U.S. ARMY ROTC GREEN TO GOLD ADO APPLICATION (continued) [TOC](#)**

ITEM	REMARKS
15. Date of Current Enlistment	Self-explanatory- If this is your first enlistment, ensure the Date of Current Enlistment is your Basic Active Service Date (BASD). If you have reenlisted this date will be the date of your current reenlistment. Enter as Month, Day, and 4digit Year with no dashes (ex., 12312001)
16. Enlisted Expiration Date	Self-explanatory; enter as Month, Day, and 4digit Year with no dashes (ex., 12302006)
17. Date of Original Enlistment	If date in item #15 is a reenlistment date, enter your original date of enlistment; enter as Month, Day, and 4-digit Year with no dashes (ex., 06251996)
18. MOS	Enter the first three digits of your primary MOS
19. General Technical Aptitude Area Score (GT)	Self-explanatory
20. Civil Convictions	Select either "Yes" or "No" from the drop down menu. Indicate "Yes" if you have been arrested, indicted, or convicted of violating any civil or military law or had any adverse juvenile adjudication or other adverse disposition imposed except minor traffic violations for which a fine of \$250.00 or less was imposed. List ALL convictions, even if expunged.
21. Army Physical Fitness Test (APFT) Push-Ups	Enter the exact number of repetitions.
22. Army Physical Fitness Test (APFT) Sit Ups	Enter the exact number of repetitions.
23. Army Physical Fitness Test (APFT) 2-Mile Run	Enter the exact time in minutes and seconds.
24. APFT Sum	Calculate APFT events for a total APFT sum.
25. APFT Pass	Select either "Yes" or "No" from the drop down menu. If total APFT sum is equal to or greater than 160 select "Yes". If total APFT sum is not equal to or greater than 160 select "NO".
26. Name of College or University that you will attend for ROTC	If item #27 does not host Army ROTC, indicate the school where you will take ROTC.

**INSTRUCTIONS FOR COMPLETING ROTC CADET COMMAND FORM 174-R  
U.S. ARMY ROTC GREEN TO GOLD ADO APPLICATION (continued)** [TOC](#)


ITEM	REMARKS
26a. ROTC FICE	Enter the 6-digit FICE Code (ex., 001234) include the leading zeros.
27. Name of College or University for Academics	Self-explanatory
27a. Academic FICE	Enter the 6-digit FICE Code (ex., 001234) include the leading zeros.
28. Academic Major Code	Enter the appropriate code for the academic discipline you will pursue. Refer to pages A-7 – A-11.
29. Resident Status	Select either "Resident" or "Non-Resident" from the drop down menu.
30. Favorable Security Clearance Completed	Select either "Yes" or "No" from the drop down menu.
30a. Security Background Investigation Type	Select the appropriate category from the drop down menu: NAC, ENTNAC, Other.
31. FAX Number for Applicant	DSN or Commercial (include area code and if overseas include country code)
32. Awards, Decorations, etc.	List awards, decorations or special recognition bestowed upon you.
33. Were You Ever Disenrolled From the ROTC Program	Select either "Yes" or "No" from the drop down menu.
34. Signature of Applicant	Print off the application and sign here as the applicant.
34a. Date	Enter the Month, Day, and 4-digit Year without any dashes (ex., 08012005)
35. Verification and Signature by the MILPO Office	Take the application after you sign in item #34 to your servicing MILPO and have them verify the data and then they must sign here. Be sure to include the rank of the person signing in this block.
35a. Date	Enter the Month, Day, and 4-digit Year without any dashes (ex., 08022005)
36. Applicant's Personal Statement - Must be completed	Requires a written or typed statement why you desire a commission as an Army Officer. If additional space is required (current space holds 600 characters) attach a separate piece of paper and include your full name, SSN and the item # you are completing (ex., Smith, John P., 123-456789, Item #36 continued)
37a. & 37b. Completed by the applicant's Commanding Officer	Self-explanatory. Be sure to check the appropriate box next to Commanding Officer's

**INSTRUCTIONS FOR COMPLETING ROTC CADET COMMAND FORM 174-R  
U.S. ARMY ROTC GREEN TO GOLD ADO APPLICATION (continued) [TOC](#)**

ITEM	REMARKS
	Recommendation (check only 1 box please).
	Commanding Officer must also sign this item,
	include the date (on the line provided) and enter a
	signature block including telephone number and
	E-Mail address on the line provided (each item
	holds 600 characters; attach a separate piece of
	paper if more space is needed and include
	applicant's full name, SSN and the item # you are
	completing (ex., Smith, John P., 123-45-6789,
	Item #36 continued)).
38. Completed by the	Self-explanatory. Be sure to include a
applicant's Field Grade	recommendation in your remarks. Field Grade
Commander	Commander must also sign this item, include the
	date on the line provided, and enter a signature
	block including telephone number and E-Mail
	Address on the line provided (current space holds 750
	Characters; if more space is needed address on the line
	Provided (current space holds 750 characters; if more
	Space is needed, attach a separate piece of paper and
	Include the applicant's full name, SSN and the item #
	You are completing (ex., Smith, John P., 123-45-6789,
	Item #36 continued).



Appendix B-3 -- Green to Gold Memorandum

Sample MEMORANDUM OF AGREEMENT  
BETWEEN  
PROFESSOR OF MILITARY SCIENCE  
AND  
GREEN TO GOLD ACTIVE DUTY OPTION CADET 

(Office Symbol)

**SUBJECT:** ROTC Green to Gold Active Duty Option (GtoG ADO) Program Memorandum of Agreement

1. I have been accepted for participation in the ROTC Green to Gold Active Duty Option Program. I agree to maintain all regulatory requirements of the ROTC program, to include (but not limited to the following):

a. FULL-TIME STUDENT AGREEMENT. I agree to remain a full-time student in good standing at the following educational institution, \_\_\_\_\_ until I receive my degree. A full-time student is defined as one enrolled in sufficient academic courses to receive a degree within four semesters or six quarters. This includes the required Army ROTC classes, which may be part of, or in addition to, those courses required for my degree. I agree to remain enrolled in and successfully complete the ROTC program, including Leadership Development and Assessment Course (LDAC) and all training as prescribed by the Secretary of the Army or his/her designee, as a prerequisite for commissioning.


b. ACADEMIC GRADE POINT AVERAGE AGREEMENT. I agree to maintain, at a minimum, a cumulative academic grade point average of 2.0 on a 4.0 or equivalent scale. This grade point average must also be maintained for each semester or quarter. If I am required by my academic major or by the school I am attending to maintain a higher cumulative and semester or quarter grade point average, I agree to maintain that higher standard until the completion of the academic requirements for my degree. I understand and agree that failure to maintain the minimum academic grade point average may subject me to disenrollment from the GtoG ADO Program and necessitate my return to the Army in my previously-held enlisted rank.

c. ROTC COURSES GRADE POINT AVERAGE AGREEMENT. I agree to maintain at least a 3.0 on a 4.0 or equivalent scale, cumulative and semester or quarter academic grade point average in all ROTC courses. I understand and agree that failure to maintain the minimum ROTC courses grade point average may subject me to disenrollment from the GtoG ADO Program and necessitate my return to the Army in my previously-held enlisted rank.

d. MEDICAL AND PHYSICAL FITNESS STANDARDS.

(1) I agree to maintain eligibility for enrollment and retention in ROTC and for commissioning as defined by statute, Army regulation, and this MOA, throughout the period of this MOA.

(2) I agree to meet and maintain the Army Physical Fitness Test (APFT) standard and the screening weight or body fat percentage required by the Army Weight Control Program as required of active duty Soldiers. These will be continuous requirements

**Sample MEMORANDUM OF AGREEMENT  
BETWEEN  
PROFESSOR OF MILITARY SCIENCE  
AND  
GREEN TO GOLD ACTIVE DUTY OPTION CADET (continued) **


that I must continue to Cadet Command Pamphlet 145-1 meet until the date I report to the Officer Basic Course (OBC) and thereafter. Commissioning eligibility standards, including the APFT and Army Weight Control Program standards, are subject to change, and I must keep myself informed of such changes through contact with the PMS. I understand and agree that failure to maintain the weight and physical fitness requirements may subject me to disenrollment from the GtoG ADO Program and necessitate my return to the Army in my previously-held enlisted rank.

(3) I agree to undergo pre-commissioning drug and alcohol screening tests, normally administered during LDAC training, or as may otherwise be prescribed by U.S. Army Cadet Command. If the result of any test is positive, I will be subject to disenrollment from the GtoG ADO Program and necessitate my return to the Army in my previously-held enlisted rank.

(4) I agree to undergo testing for HIV (Human Immunodeficiency Virus) antibody during my pre-commissioning physical examination; normally during LDAC training or as the U.S. Army Cadet Command may otherwise prescribe. If the result of the testing is confirmed positive, I will be disenrolled from the GtoG ADO Program and return to the Army in my previously-held enlisted rank.

e. DISCLOSURE OF DISQUALIFYING CONDITIONS. By executing this MOA, I represent that I meet all eligibility criteria for participation in the GtoG ADO Program and commissioning, as defined by statute, Army regulation, and this MOA. I represent that I have disclosed any and all pre-existing medical conditions and non-medical conditions that would make me ineligible for enrollment in the ROTC program as specified in statute, Army regulations (including but not limited to, [AR 145-1](#)) and this MOA. Failure to have disclosed or to disclose any disqualifying condition, including any conditions I should have known about, will subject me to immediate release from the ROTC program and reassignment based on the needs of the Army.

f. NATURE OF DUTIES AND CONSCIENTIOUS OBJECTOR STATUS. My acceptance of the terms and conditions of this agreement signifies my readiness to bear arms, to engage in and support combat operations, and to operate and support operations of approved weapons systems. If, at any time, I apply for conscientious objector status, I will be disenrolled from the GtoG ADO Program and be returned to the Army in my previously-held enlisted rank.

**Sample MEMORANDUM OF AGREEMENT  
BETWEEN  
PROFESSOR OF MILITARY SCIENCE  
AND  
GREEN TO GOLD ACTIVE DUTY OPTION CADET (continued) **

g. CADET OBLIGATION.

(1) I understand and agree that I will incur an active duty obligation upon entry into the program.

(2) If I am disenrolled for any reason, I understand that I will be returned to active duty in my previously-held enlisted rank to serve out enlistment obligation. The unexpired portion of my previous statutory enlistment obligation runs concurrently with my contractual military service obligation under this agreement.

2. I understand that the active duty obligation for participation in the program is four years. I further understand that the minimum service obligation as a commissioned officer is three years.

3. I understand that if I have received an Enlistment bonus or Selective Reenlistment bonus, I must give the end date of the bonus and will add the following statement: "I understand that if selected for this training, I will refund the percentage of the bonus equal to the percentage of obligated service I will not perform in the specified MOS. My eligibility for bonus pay ceases on the date I departed my current duty station."

4. I understand that there are no scholarship or stipend benefits associated with this program. I am aware that I can use the Montgomery GI Bill, Army College Fund, and/or Pell Grant in conjunction with this program if otherwise qualified.

**GtoG ADO Cadet's signature:** \_\_\_\_\_  
**PMS or Enrollment Officer's signature block and signature:** \_\_\_\_\_

**Cadet Name:**  
**Rank/Branch:**  
**Title:**

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Date)

STATEMENT OF UNDERSTANDING (DEPENDENCY)  
(ROTC Cadet Cmd Pam 145-4)

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"I \_\_\_\_\_, am the parent of \_\_\_\_\_

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and certify that the child(ren) has(have) been placed in the custody of the other parent or another adult by court order or as provided by state law. I further certify that this custody agreement is intended to remain in full force and effect during the term for which I am now enrolling. I understand that if I regain custody of this(these) child(ren), either by court decree, or IAW applicable state law, or if the child(ren) are residing with me in lieu of the legal guardian, I will be processed for disenrollment from the program unless I can show that the regaining custody is not contrary to the above stated intent: (e.g., death or incapacity of other parent or custodian)"

My child(ren) are in the custody of: Name \_\_\_\_\_

Relationship \_\_\_\_\_ Address \_\_\_\_\_

I hereby certify that no person, agency or member of the Army, to include my recruiter or enrollment officer has required me to give up custody of my child(ren) as a condition for enrollment. I understand that the Army merely recognizes that some persons for personal reasons may have relinquished custody of their child or children.

I further state that no person, agency or member of the Army has advised me that I will be allowed to regain custody of my child(ren) while in the ROTC program nor has given me any perception or assurance that the policy as stated above is waivable or not upheld once enrolled.

\_\_\_\_\_  
(Signature of Applicant)

I certify that the above sworn statement was duly taken and subscribed in my

presence at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_.

\_\_\_\_\_  
(Signature of PMS or Enrollment  
Eligibility Officer)

**Appendix B-4 -- Sample Notification Letters and Memorandums**

**Sample Notification Letters for 2, 3 and 4-year College Scholarship Program Applicant** [TOC](#)

**Sample Conditional College Scholarship Winner Notification Letter**

Date

Mr. John Jones  
123 Any Street  
Anytown, VA 11111

Dear Mr. Jones,

I am pleased to inform you of your conditional selection to receive an Army ROTC (\_\_\_\_\_) Year scholarship. This scholarship will be effective starting the (Fall/winter/Spring) of SY (\_\_\_\_) . Your scholarship confirmation number is (\_\_\_\_\_).

You must be medically qualified, maintain all eligibility criteria, and pass the Army Physical Fitness Test in order to contract and receive benefits.

Please complete the attached form CC Form 167-R indicating your desire to accept or decline the scholarship and return to me, not later than (date) **[NOTE: The date should be 30 days from the date of the letter.]**

If you have any questions please contact the Recruiting Operations Officer at, \_\_\_\_\_.

Sincerely,

**IAM PMS**  
**Professor of Military Science**

**Sample Financial Aid Notification Letter**

Office of the Battalion Commander

xx July 20xx

State University  
Financial Aid Office/Business Center  
Somewhere, WA 99999

Dear Sir/Madam:

The following list of Cadets have been awarded a US Army ROTC scholarship, and are entitled to 100% tuition and fees for School Year XX-XX.

<u>Name</u>	<u>Military Science Class (MS)</u>	<u>Academic Class</u>
John E. Doe	MSI	Incoming Freshmen
Susan F. Doe	MSI	Incoming Freshmen
John T. Hard	MSII	Sophomore
Frank G Goat	MSII	Sophomore
Betty A. Lamb	MSIII	Junior
Anne M. Cat	MSIV	Senior

The following Cadets have not been offered a scholarship by the command. However, they are currently under consideration and nomination for a US Army ROTC Scholarship. Should the scholarship be awarded and accepted by the Cadet, we will notify you of the fact so that payment of benefits can be coordinated.

<u>Name</u>	<u>Military Science Class (MS)</u>	<u>Academic Class</u>
John E. Doe	MSI	Incoming Freshmen
Susan F. Doe	MSI	Incoming Freshmen
John T. Hard	MSII	Sophomore

Any questions or concerns may be directed to Mrs. Jane Doe at (111) 222-3333.

Sincerely,

John Smith  
Lieutenant Colonel, US Army  
Professor of Military Science

**Sample Non-Selection Notification Letter** 

Date

Mr. John Jones  
123 Any Street  
Anytown, VA 11111

Dear Mr. Jones:

The final board of offers for 4-year and 3-year AD Scholarships has been completed. I regret to inform you that at this time you have not been selected to receive a scholarship. Your many accomplishments were fully recognized and every consideration was given to your application.

There may still be opportunities for 4-year and 3-year AD Army ROTC Scholarships. You are currently listed as an alternate at my school. As an alternate, you will receive a scholarship if one becomes available.

There are also opportunities in the Fall when you arrive on campus for 4-year and 3-year AD Army ROTC Scholarship. When you arrive on campus, please contact my office. Your desire to complete your education and become a commissioned officer is most commendable. I hope you will continue to pursue your interest in obtaining a commission.

(If you do not wish to include the individual on your alternate list, then just delete that portion.)

Sincerely,

**IAM PMS**  
**Professor of Military Science**

**Sample Ineligible Notification Letter** 

Date

Mr. John Jones  
123 Any Street  
Anytown, VA 11111

Dear Mr. Jones:

This is to notify you that you were ineligible to compete for an Army ROTC scholarship. The reason for this ineligibility is (\_\_\_\_\_). A waiver was submitted if appropriate.

If you have any questions please contact, (\_\_\_\_\_)

Sincerely,

**IAM PMS**  
**Professor of Military Science**



*Scholarship Benefit Election Memorandum can also be found on the Cadet Command Website, under The Right Site, Forms.*

### **Scholarship Benefit Election Memorandum**

**MEMORANDUM FOR** Professor of Military Science

**SUBJECT:** Scholarship Benefit Package Election

1. For School Year \_\_\_\_\_, I choose to receive scholarship benefits as indicated with my initials below.

2. \_\_\_\_\_ Scholarship benefits are to be used for tuition and fees.

3. \_\_\_\_\_ Scholarship benefits are to be used for room and board. I understand that to receive benefits for:

a. \_\_\_\_\_ College/university room and board, I must reside in the college/university dormitory and use an approved meal plan through the college/university.

b. \_\_\_\_\_ College/university sponsored housing, I must provide the PMS a lease agreement/receipt for the school term and I will be reimbursed on the cost basis certified by the PMS.

c. \_\_\_\_\_ Leased housing (not sponsored by the college/university) and I will be reimbursed on the average cost of the geographically closest college/university sponsored housing.

If I elect to receive scholarship benefits for housing, I understand that I will be reimbursed for the average cost of an approved meal plan through the college/university or for the geographically closest college/university approved meal plan if my college/university does not have a sponsored meal plan.

I understand that I may not change this choice until the Fall term of the next school year. I will have 30 days from the start of school to make my choice.

**Cadet Signature Block:**

**Appendix B-5 – Sample Spreadsheets and Checklists**

**Sample Study Abroad/Foreign Study Cost Comparison Spreadsheet**

\* This cost comparison is also posted to the Right Site under Forms

<b>COST COMPARISON</b>	
Date:	
Name:	
SSN:	
<b>Host Sch Name/FICE:</b>	
<b>Acad Sch Name/FICE</b>	<b>Study Abroad School Name</b>
<b>Term:</b>	
Tuition:	Tuition:
*Fees:	*Fees:
Total:	<u>0</u> Air Fare:
	Passport:
	In-Country Trans:
	Program Costs:
	Total
	Please note program costs must not include any cost for meals and lodging.
	You must ensure there is a complete explanation of program cost in the description of the study abroad
	*All fees must be identified
PMS signature block	

**Sample MJC Format Spreadsheet** [TOC](#)

Name	SSN	Address	City,State,Zip	Phone	Gender	Race	Citizenship	Birth Date	GPA	ACT/SAT	Scholarship	GRFD Ctl #

**Sample List of New Scholarship winners due 45<sup>th</sup> day of class**

Name	SSN	Type Award	Resident Non-Resident Status	School FICE (School attending)	Current Status
John Doe	123456789	4-year	R	000000	Pending DoDMERB
Joe Smoe	456789012	4-year	NR	000000	Contracted
Curly Sue	567890123	3-year AD	R	000000	Pending APFT
Jack Frost	303030303	3-year	NR	000000	Pending DoDMERB
Cindy Cadet	565656565	2-year	NR	000000	Contracted
Donald Duck	423405234	4-year	R		No Show

**Application Checklist** [TOC](#)

Form	Maintain in Battalion File	Send to:	Done?
<a href="#">CC Fm 139-R</a>	X		
<a href="#">CC Fm 104-R</a> (Dec 04 version)	X		
Transcripts	X		
Med Exam Status	X		
DD 214 (Prior Military Only)	X		
Waiver Request/Approval	X		
Selection Score Board Sheet	X		
ARNG/USAR Unit SMP Letter of Acceptance (GRFD Only)	X		
Civilian/Military Resume (GRFD Only)	X		

**Formal Linkage Checklist**

Community College Format Linkage Checklist		
<b>Host School Name:</b>		
<b>Host FICE:</b>		
<b>Non-Host School Name:</b>		
<b>Non-Host FICE:</b>		
Determine if the agreement meets minimal eligibility consideration for forwarding to Command Judge Advocate for legal review.		
	<b>Yes</b>	<b>No</b>
1. Is there an agreement in place between the two-year institution and the baccalaureate degree granting institution?		
If no, is there legislation that creates a linkage?		
<b>(NOTE: If there is no agreement or legislation in place - not eligible for participation in the formal linkage program.) If there is an agreement and there is not a legislated decree, it must be reviewed annually.</b>		
2. Does the agreement guarantee that the baccalaureate granting institution will accept transfer credits earned at the two-year institution?		
3. Does the agreement guarantee admission to the student at the baccalaureate degree granting institution?		
4. Does the agreement specify that it will remain in effect until such time as either party withdraws?		
5. Does the agreement state that the withdrawing party must notify the other party, in writing, at least 30 days prior to the beginning of the next school year of termination?		
6. Is there a provision in the agreement that allows time for the student to respond to a termination?		
7. Does the agreement indicate that termination will only affect enrollment of students in future school years?		
8. Are any fees assessed for transferring credits to the baccalaureate granting institution?		
<b>(NOTE: ROTC cannot pay for any costs that may be incurred by the Cadet for transferring to the baccalaureate degree granting institution.)</b>		
9. Does the agreement express that the student will not be disadvantaged by the baccalaureate degree granting institution for the student's previous community college affiliation?		
<b>Comments/Remarks:</b>		

**Appendix B-6 – Cadet Actions Checklist/Validations**

**Scholarship Cadet Actions Checklist/Validation** TOC

The following is a checklist to be forwarded with all [CC Form 131-R](#), Cadet Action Requests. The checklist is provided as a reduction in paperwork initiative.

CHECKLIST/VALIDATION	Check Action	Yes	No	Comments
<a href="#">CC Form 131-R</a> must be signed by PMS.				
All requests must include this validation plus the <a href="#">CC Form 131-R</a> signed by the PMS or a PMS memorandum; if BDE or requires you to send through them, do not send to HQs USACC without required endorsements/signature.				
<b>EXTENSION OF BENEFITS/SUMMER BENEFITS</b>				
List each term needed/effective date on request form with PMS recommendation.				
Explain why an extension is needed on the request form.				<a href="#">597-3</a> completion date: _____ Current completion date: _____
Current and original <a href="#">104-R</a> is on file through Cadet's projected grad/commission date?				
Has the Cadet earned any D's, F's, or I's after contracting? -- if on transcript, send in.				
If no poor grades, list the current GPA, CGPA, and the term (i.e—spr, Fall & yr)				GPA_____ CGPA_____ Term_____
Current major is the same major listed on the <a href="#">DA 597-3</a> ? -- if not, explain on request.				
List projected cost for each term on request.				
Has student been full time each term since receiving scholarship benefits? -- if not, send transcript.				

Scholarship Cadet Actions Checklist/Validation (continued) 

CHECKLIST/VALIDATION	Check Action	Yes	No	Comments
<b>RETROACTIVE BENEFITS</b>				
List effective term on request with PMS recommendation.				
Provide detailed timeline (dates and events) including: offer date, contract date, exam date, when remedials were received and completed. DODMERB and remedial pertinent info and any admin delays. The purpose is to prove a clear case when the system failed to respond within a timely manner to qualify an applicant.				
Is Cadet otherwise qualified/meets retention standards (i.e.—APFT, DODMERB CGPA)?				
<b>TRANSFER GREEN TO GOLD/NURSING/GRFD</b>				
List projected cost for each item on <a href="#">131-R</a> .				
Has Cadet migrated from original contract date? If Yes, explain why on <a href="#">131-R</a> .				<a href="#">597-3</a> completion date: _____ Current completion date: _____
Is e-mail from gaining and losing PMS agreeing to transfer included in the request?				
<b>EXCEPTION TO POLICY</b>				
Explain why an exception is needed on the request form.				
List each term with PMS recommendation on request form.				
Does Cadet meet retention standards if request is to offer a scholarship?				
Please contact <b>Incentives</b> for supporting document inquiry if request not listed above.				

**Scholarship Cadet Actions Checklist/Validation (continued)**

CHECKLIST/VALIDATION	Check Action	Yes	No	Comments
<b>CHANGE OF MAJOR NRS</b>				
List the term requested/effective date with PMS recommendation.				
If change is to or from Nursing, has Cadet signed Counseling Statement? ( <a href="#">CC Pam 145-1</a> , Appendix B-22)				
For all Nurses, send in transcript and <a href="#">104-R</a> .				
Does Cadet meet retention standards?				
Has Cadet migrated from original contract date? If Yes, explain why on request form.				597-3 completion date: _____ Current completion date: _____
<p><b>Note 1:</b> Mandatory Summer Benefits are submitted as a listing: <a href="#">CC Pam 145-1</a>, Para 2-7e.</p> <p><b>Note 2:</b> If action is a reconsideration, it must include new documentation to be considered.</p> <p><b>Note 3:</b> If action is an exception to policy along with any of the above actions, you must follow the action-specific checklist.</p>				
<p><b>Please submit to:</b> <i>The Department of the Army HQ USACC, G2 Incentives Division, 1307 Third Avenue, Ft. Knox, KY 40121-2725; POC Ms. Dyora Kinsey (502) 624-7398 or e-mail at <a href="mailto:usarmy.knox.usacc.mbx.incentivesactions@mail">usarmy.knox.usacc.mbx.incentivesactions@mail</a>.</i></p>				
<b>PMS Signature:</b>			<b>Date:</b>	

**Extension of Benefits Request**

The following information is listed on the [131-R](#) request for extension of scholarship benefits to accompany the Cadet Action Checklist/Validation form:

<b>Extention of Benefits</b>	
<a href="#">CC Form 131-R</a> (PMS Endorsement)	
Tuition	
Books	
Fees	
Total Cost***	

\*\*\*Cost – Break the cost out into: Tuition, Books, Fees, then Total Cost

**Change of Major Request** [TOC](#)

The following information is listed on the 131-R Request for Change of Major to accompany the Cadet Action Checklist/Validation form:

<b>Change of Major</b>	
<a href="#">CC Form 131-R</a> (PMS Endorsement)	

**Sample Timeline for Retroactive Scholarship Benefits:**

<b>Date</b>	<b>Description</b>
10 Sep XX	Cadet Doe completes application.
14 Sep XX	Brigade approved Cadet Doe a scholarship offer.
15 Sep XX	Cadet Doe scheduled for physical.
18 Sep XX	Cadet Doe submits court documents for Civil Conviction Waiver.
20 Sep XX	Civil Conviction Waiver approved.
30 Oct XX	Cadet Doe began taking physical.
30 Nov XX	All appropriate physical exams completed.
10 Dec XX	Civil Conviction Waiver approved.
15 Jan XY	Checked DODMERB website to determine status of physical (Still Pending)
30 Jan XY	Remedial request received from DODMERB for 3-Day Blood Pressure Check.
15 Feb XY	Scheduled Cadet Doe to have remedial completed. Appointment date 17 Mar XY.
20 Mar XY	Cadet Doe completed remedial.
30 Apr XY	DODMERB website reflects Qualified Status.
5 May XY	Cadet Doe contracts.



**Cadet Actions Required Documents** [TOC](#)

Action	CCF 131-R	PMS Recom'd	BDE CDR Memo	Transcript	104-R	APFT	Contract	DODMERB Timeline	Cost analysis	LOA (PMS)	LOA (SON)	Acad Pgm/ School Catalog	DA Fm 4856
Retroactive Benefits	YES	YES	YES	YES	NO	YES	NO	YES	131-R	NO	NO	NO	NO
Extension of Benefits	YES	YES	YES	YES	YES	NO	NO	NO	131-R	NO	NO	NO	YES
exception to policy	YES	YES	YES	YES	YES	YES	YES	YES	131-R	NO	NO	NO	by exception
Transfer	YES	YES	YES	YES	NO	NO	NO	NO	131-R	YES	YES	YES	NO
Change of Major	YES	YES	YES	YES	NO	NO	YES	NO	131-R	NO	YES	YES	YES
Study Abroad	YES	YES	YES	YES	YES	NO	NO	NO	131-R	NO	NO	YES	NO
CULP-summer HUB	YES	YES	YES	YES	YES	NO	NO	NO	131-R	NO	NO	NO	NO
Admin Suspension Lift	YES	YES	YES	YES	NO	YES	NO	NO	131-R	NO	NO	NO	NO
Room & Board to Tuition & Fees	YES	YES	YES	YES	NO	NO	NO	NO	NO	NO	NO	NO	
Late SLRP	YES	YES	YES	NO	NO	NO	YES	NO	NO	NO	NO	NO	YES
LTC Bonus	NO	NO	NO	YES	NO	NO	YES	NO	NO	NO	NO	NO	YES

Appendix B-7 – Sample Counseling Statements **TOC**

Student Loan Repayment Program for End of Camp Commissionees

DEVELOPMENTAL COUNSELING FORM			
For use of this form, see FM 6-22; the proponent agency is TRADOC.			
<b>DATA REQUIRED BY THE PRIVACY ACT OF 1974</b>			
AUTHORITY:	6 USC 301, Departmental Regulations; 10 USC 3013, Secretary of the Army and E.O. 8397 (SSN)		
PRINCIPAL PURPOSE:	To assist leaders in conducting and recording counseling data pertaining to subordinates.		
ROUTINE USES:	For subordinate leader development IAW FM 6-22. Leaders should use this form as necessary.		
DISCLOSURE:	Disclosure is voluntary.		
PART I - ADMINISTRATIVE DATA			
Name (Last, First, MI)	Rank/Grade	Social Security No.	Date of Counseling
Organization		Name and Title of Counselor	
PART II - BACKGROUND INFORMATION			
<p><b>Purpose of Counseling:</b> (Leader states the reason for the counseling, e.g. Performance/Professional or Event-Oriented counseling, and includes the leader's facts and observations prior to the counseling.)</p> <p>To counsel Cadet that he is signing the Student Loan Repayment Program contract (USACC 597-6) prior to being accessed; therefore, the contract will only be valid if the Cadet is accessed Active Duty. If the Cadet is accessed Reserve Duty, the USACC 597-6 will be destroyed and no additional ADSCO will be incurred.</p>			
PART III - SUMMARY OF COUNSELING			
Complete this section during or immediately subsequent to counseling.			
<p><b>Key Points of Discussion:</b></p> <p>I have been counseled and understand that by signing the Student Loan Repayment Program Contract (USACC Form 597-6) prior to being accessed, that this contract is only valid if I am accessed onto Active Duty. If I am accessed into the Reserves, then the USACC Form 597-6 will be destroyed.</p>			
OTHER INSTRUCTIONS			
This form will be destroyed upon: reassignment (other than rehabilitative transfers), separation at ETS, or upon retirement. For separation requirements and notification of loss of benefits/consequences see local directives and AR 635-200.			

DA FORM 4856, MAR 2006

EDITION OF JUN 89 IS OBSOLETE

APD PF v2.00

**Student Loan Repayment Program In-Processing Counseling Statement**

**Cadet Command Form 145-1-2**

Page 1

Officer Student Loan Repayment Program In processing Counseling (For use of the form see USACC Pam 145-1)																																																			
<b>AUTHORITY:</b>	Collection of this information is authorized by Title 10, section 503.																																																		
<b>PRINCIPAL PURPOSE:</b>	Information collected will be used to inform applicants of the loan repayment process and student loans that are eligible for repayment																																																		
<b>DISCLOSURE:</b>	Voluntary; however, failure to provide the information may delay or terminate eligibility in the program																																																		
<b>INITIAL</b>	<b>STATEMENT</b>																																																		
<input style="width: 50px; height: 20px;" type="text"/>	1. I understand that in order to participate in the Loan Repayment Program (LRP), I may not enroll in the Montgomery GI Bill (MGIB) and must disenroll if applicable unless my eligibility for the MGIB was established under a period of prior service. My decision to disenroll from the MGIB will be irrevocable. I will not be able to establish eligibility for the MGIB at a later date if I disenroll or decline for any reason. Further I understand that participation in the LRP does not preclude my participation in the Post 911 GI Bill.																																																		
<input style="width: 50px; height: 20px;" type="text"/>	2. I understand that only certain loans qualify for the LRP. Loans which qualify for this program include those which are made, insured, or guaranteed under Title IV, Part B (Federal Family Education Loan Program), Part D (William D. Ford Federal Student Loan Program), Part E (Federal Perkins Loans, any loan incurred for educational purposes made by a lender that is - (1) an agency or instrumentality of a State; (2) a financial or credit institution (including an insurance company) that is subject to examination and supervision by an agency of the United States or any State; or (3) from a pension fund or a non-profit private entity (subject to case-by-case review/approval by Education Incentives Branch (EIB)). The loan must have been incurred prior to entering active duty.																																																		
<input style="width: 50px; height: 20px;" type="text"/>	3. I understand that under this program, the amount of qualify loan(s) which will be repaid, is 33 1/3% of the original unpaid principal balance of \$1500.00, whichever is greater. Payments will be made after each completed year of active duty (years of payment shall not exceed three years).																																																		
<input style="width: 50px; height: 20px;" type="text"/>	4a. I understand that the LRP will not repay student loans in excess of \$65,000 (total loans incurred cannot exceed 65K). 4b. The applicant is requested to fill in the following blocks identifying the number of loans the US Army will cover. 4c. I understand I may be asked to provide loan information, i.e., promissory notes or loan statements that include loan disbursement date, loan type, and loan disbursement amount.																																																		
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Federal Loan Type</th> <th style="width: 25%;">Lending Institution</th> <th style="width: 25%;">Account Number of Loan</th> <th style="width: 25%;">Amount of Loan</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td></tr> <tr> <td colspan="3" style="text-align: right;"><b>Total</b></td> <td style="text-align: center;"><b>\$0.00</b></td> </tr> </tbody> </table>				Federal Loan Type	Lending Institution	Account Number of Loan	Amount of Loan																																									<b>Total</b>			<b>\$0.00</b>
Federal Loan Type	Lending Institution	Account Number of Loan	Amount of Loan																																																
<b>Total</b>			<b>\$0.00</b>																																																
<input style="width: 50px; height: 20px;" type="text"/>	5. I understand that interest, even interest recapitalized into the principal will not be repaid. I also understand that I will not be reimbursed for payments I make or have already made to my lender.																																																		

**Student Loan Repayment Program In-Processing Counseling Statement cont.**

**Cadet Command Form 145-1-2**

Page 2

INITIAL	STATEMENT
<input type="text"/>	6. I understand that my loans must not be in default and must remain in good standing. I understand the US Army cannot assume my loan and it is my responsibility to coordinate with my loan holder(s) regarding payment and forbearance matters.
<input type="text"/>	7. I understand that payments made under LRP are considered taxable income in the year(s) that payments are made.
<input type="text"/>	8. I understand that if I separate from active duty, for any reason, prior to completing the LRP payment process, my LRP benefits will stop. I understand I must submit to the EIB a copy of my DD Form 214 (Certificate of Release or Discharge from Active Duty) (member copy 4) to determine if further payment would be authorized.
<input type="text"/>	9. I understand that in order for the LRP payment cycle to begin on my student loans, I must first receive the DD Form 2475 (DOD Educational Loan Repayment Program Annual Application) from EIB. I will then coordinate with and have my loan holders provide additional critical information on DD Form 2475 to EIB.
<input type="text"/>	10. I understand that I must promptly contact EIB and inform them of any address change I have and/or whenever any of my loans are sold to another lender.
<input type="text"/>	11. I understand that if EIB has not contacted me prior to the completion of my 10th month on active duty, it is my responsibility to contact them at the number or address below.  <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>Commander, AHRC ATTN: AHRC-PDE 200 Stovall St, Suite 6520 Alexandria, VA 22332-0470</p> </div> <div style="width: 45%;"> <p>Commercial: 1-800-872-8272 or (703) 325-0285 DSN: 221-0285 Fax: (703) 325-6599 or DSN 221-6599 Email: PDEEI@conus.army.mil</p> </div> </div>
<input type="text"/>	12. I understand that I will incur a <input type="text"/> year Active Duty Service Obligation (ADSO) to be served consecutively with my initial ADSO.
<input type="text"/>	13. I understand that I will not be eligible to earn Post 9/11 GI Bill Benefits until all ROTC ADSOs are served.
NAME: <input type="text"/> EMAIL: <input type="text"/> SSN (LAST 4) <input type="text"/>	
Signature: _____ Date: _____	
Signature of PMS: _____ Date: _____	

USACC Form 145-1-2, Rev Dec 09

PREVIOUS EDITIONS ARE OBSOLETE

## Language Scholarship Program Counseling Statement

DEVELOPMENTAL COUNSELING FORM			
For use of this form, see FM 6-22; the proponent agency is TRADOC.			
<b>DATA REQUIRED BY THE PRIVACY ACT OF 1974</b>			
<b>AUTHORITY:</b>	5 USC 301, Departmental Regulations; 10 USC 3013, Secretary of the Army and E.O. 9397 (SSN)		
<b>PRINCIPAL PURPOSE:</b>	To assist leaders in conducting and recording counseling data pertaining to subordinates.		
<b>ROUTINE USES:</b>	For subordinate leader development IAW FM 6-22. Leaders should use this form as necessary.		
<b>DISCLOSURE:</b>	Disclosure is voluntary.		
PART I - ADMINISTRATIVE DATA			
Name (Last, First, MI)	Rank/Grade	Social Security No.	Date of Counseling
Organization		Name and Title of Counselor	
PART II - BACKGROUND INFORMATION			
<p><b>Purpose of Counseling:</b> (Leader states the reason for the counseling, e.g. Performance/Professional or Event-Oriented counseling, and includes the leader's facts and observations prior to the counseling.)</p> <p>Acceptance of an Army ROTC Scholarship as a Language major (or change of major to a Army Focused Language List Major) and the United States Army Cadet Command Policy on subsequent changes of major.</p>			
PART III - SUMMARY OF COUNSELING			
Complete this section during or immediately subsequent to counseling.			
<p><b>Key Points of Discussion:</b></p> <p>I have been counseled and understand that as a Language Scholarship recipient under the current policy, if I request to change my major from the language I am currently taking, I will be subject to one of the following consequences:</p> <p>a. Current standing within Scholarship Retention Standard: Term or Cumulative Grade Point Average (GPA) of 2.0 or better on a 4.0 scale. I will be put on an administrative suspension of scholarship benefits for one term immediately following the change of major.</p> <p>I understand that I must be prepared to pay tuition cost during this period.</p> <p>While in the administrative suspension status, I am required to enroll in military science classes.</p> <p>I will continue to receive payment of subsistence allowance.</p> <p>Upon completion of the one term administrative suspension, I will be removed from such status and scholarship tuition benefits paid if I meet all retention eligibility requirements under contractual agreement.</p> <p>I will not be eligible for extended scholarship benefits.</p> <p>b. Current standing below Scholarship Retention Standard or Failure from the Language Program. My scholarship may be terminated and I may be retained as a non-scholarship Cadet if I fail to progress in the Language Program. If retained as a non-scholarship Cadet, I will be held to the obligation of the original scholarship contract and I must be prepared to pay tuition cost.</p> <p>c. As a MSL III or MSL IV Cadet, my scholarship may be terminated and I will be retained as a non-scholarship Cadet. I also understand that I will be held to the obligation of the original scholarship contract as a non-scholarship Cadet.</p> <p>d. Failure to meet Non-scholarship Retention Standards. Disenrollment proceedings will be initiated if I fail to meet non-scholarship retention standards.</p>			
OTHER INSTRUCTIONS			
This form will be destroyed upon: reassignment (other than rehabilitative transfers), separation at ETS, or upon retirement. For separation requirements and notification of loss of benefits/consequences see local directives and AR 635-200.			

DA FORM 4856, MAR 2006

EDITION OF JUN 99 IS OBSOLETE

APD PE v2.00

**Summer Benefits Counseling Statement**

DEVELOPMENTAL COUNSELING FORM			
For use of this form, see FM 6-22; the proponent agency is TRADOC.			
<b>DATA REQUIRED BY THE PRIVACY ACT OF 1974</b>			
<b>AUTHORITY:</b>	5 USC 301, Departmental Regulations; 10 USC 3013, Secretary of the Army and E.O. 9397 (SSN)		
<b>PRINCIPAL PURPOSE:</b>	To assist leaders in conducting and recording counseling data pertaining to subordinates.		
<b>ROUTINE USES:</b>	For subordinate leader development IAW FM 6-22. Leaders should use this form as necessary.		
<b>DISCLOSURE:</b>	Disclosure is voluntary.		
PART I - ADMINISTRATIVE DATA			
Name (Last, First, MI)	Rank/Grade	Social Security No.	Date of Counseling
Organization		Name and Title of Counselor	
PART II - BACKGROUND INFORMATION			
<p><b>Purpose of Counseling:</b> (Leader states the reason for the counseling, e.g. Performance/Professional or Event-Oriented counseling, and includes the leader's facts and observations prior to the counseling.)</p> <p>To counsel cadet that by receiving benefits for the Summer (CY) __ term in order to graduate early that it will count as one of the agreed to terms under the Normal Academic Progression System (NAPS) terms. If the cadet does not graduate and commission within the number of agreed to NAPS terms as outlined in CCIMS, then any additional terms it takes to graduate and commission become the responsibility of the cadet.</p>			
PART III - SUMMARY OF COUNSELING			
<b>Complete this section during or immediately subsequent to counseling.</b>			
<p><b>Key Points of Discussion:</b></p> <p>I have been counseled and understand that by accepting Summer Benefits for Summer (CY) __ in order to graduate early that it will count as one of the agreed to terms under my Normal Academic Progression System (NAPS) terms. If I do not graduate and commission within the number of agreed to NAPS terms as outlined in CCIMS, then any additional terms it takes to graduate and commission become my responsibility.</p> <p>ACADEMIC SCHOOL: COST OF SUMMER BENEFITS: ACADEMIC TERM:</p>			
OTHER INSTRUCTIONS			
This form will be destroyed upon: reassignment (other than rehabilitative transfers), separation at ETS, or upon retirement. For separation requirements and notification of loss of benefits/consequences see local directives and AR 635-200.			

**Nurse Change of Major Counseling Statement**

DEVELOPMENTAL COUNSELING FORM			
For use of this form, see FM 6-22; the proponent agency is TRADOC.			
<b>DATA REQUIRED BY THE PRIVACY ACT OF 1974</b>			
<b>AUTHORITY:</b>	5 USC 301, Departmental Regulations; 10 USC 3013, Secretary of the Army and E. O. 9397 (SSN)		
<b>PRINCIPAL PURPOSE:</b>	To assist leaders in conducting and recording counseling data pertaining to subordinates.		
<b>ROUTINE USES:</b>	For subordinate leader development IAW FM 6-22. Leaders should use this form as necessary.		
<b>DISCLOSURE:</b>	Disclosure is voluntary.		
PART I - ADMINISTRATIVE DATA			
Name <i>(Last, First, MI)</i>	Rank/Grade	Social Security No.	Date of Counseling
Organization		Name and Title of Counselor	
PART II - BACKGROUND INFORMATION			
<p><b>Purpose of Counseling:</b> <i>(Leader states the reason for the counseling, e.g. Performance/Professional or Event-Oriented counseling, and includes the leader's facts and observations prior to the counseling.)</i></p> <p>Acceptance of an Army ROTC Scholarship as a Nursing major (or change of Major to Nursing) and the United States Army Cadet Command Policy on subsequent changes of major</p>			
PART III - SUMMARY OF COUNSELING			
<b>Complete this section during or immediately subsequent to counseling.</b>			
<b>Key Points of Discussion:</b>			
<p>I have been counseled and understand that as a Nurse Scholarship recipient under the current policy, if I request to change my major from Nursing at a later date, I will be subject to one of the following consequences:</p> <p>a. Current standing within Scholarship Retention Standard: Term or Cumulative Grade Point Average (GPA) of 2.0 or better on a 4.0 scale. I will be put on an administrative suspension of scholarship benefits for one term immediately following the change of major.</p> <p>I understand that I must be prepared to pay tuition cost during this period.</p> <p>While in the administrative suspension status, I am required to enroll in military science classes</p> <p>I will continue to receive payment of subsistence allowance.</p> <p>Upon completion of the one term administrative suspension, I will be removed from such status and scholarship tuition benefits paid if I meet all retention eligibility requirements under contractual agreement.</p> <p>I will not be eligible for extended scholarship benefits.</p> <p>b. Current standing below Scholarship Retention Standard or Failure from the Nursing Program. My scholarship may be terminated and I may be retained as a non-scholarship Cadet if I fail to progress in the Nurse Program. If retained as a non-scholarship Cadet, I will be held to the obligation of the original scholarship contract and I must be prepared to pay tuition cost.</p> <p>c. As a MSL III or MSL IV Cadet, my scholarship may be terminated and I will be retained as a non-scholarship Cadet. I also understand that I will be held to the obligation of the original scholarship contract as a non-scholarship Cadet.</p> <p>d. Failure to meet Non-scholarship Retention Standards. Disenrollment proceedings will be initiated if I fail to meet non-scholarship retention standards.</p>			
OTHER INSTRUCTIONS			
This form will be destroyed upon: reassignment <i>(other than rehabilitative transfers)</i> , separation at ETS, or upon retirement. For separation requirements and notification of loss of benefits/consequences see local directives and AR 635-200.			

**Appendix B-8 – Forms and Worksheets (167-R, RPFA, 104-R)**

**Cadet Command Form 167-R**

<b>U. S. ARMY ROTC SCHOLARSHIP ACCEPTANCE/DECLINATION STATEMENT AND PMS VALIDATION</b>	
<small>For use of this form, see CC Reg 145-1, the proponent agency is ATCC-OP-I-S</small>	
<b>DATA REQUIRED BY THE PRIVACY ACT OF 1974</b>	
<b>Authority</b>	10 USC 2101 and 2107.
<b>Principal Purpose(s)</b>	To notify ROTC Cadet Command that winner accepts or declines a scholarship offer. Notifies which institution winner will attend and reason if scholarship offer is declined.
<b>Routine Uses</b>	To maintain count of acceptances/declinations to enable ROTC Cadet Command to make awards to alternates. Information on the institution is obtained to identify enrollment and allocation of funds to pay costs. Information is also used to mail medical forms to be included in the cadet personnel file. Information on why recipient declines is maintained for statistical studies of enrollment trends. Information is used by ROTC Cadet Command and to provide specific data to ROTC Regions and PMS.
<b>Disclosure</b>	Mandatory or voluntary disclosure and effect on individual not providing information - all data is mandatory. Individuals who do not notify ROTC Cadet Command of acceptance will lose their scholarship.
1. NAME OF INSTITUTION	2. SCHOOL CODE (FICE CODE)
3. NAME OF WINNER (Last Name, First Name, MI)	4. SOCIAL SECURITY NUMBER (Last 4 digits)
5. SCHOLARSHIP TYPE ( <i>check one</i> ) <input type="checkbox"/> 2-Year Campus Based <input type="checkbox"/> 2-Year Graduate Program <input type="checkbox"/> 2-Year GRFD-ARNG <input type="checkbox"/> 2-Year Dedicated ARNG <input type="checkbox"/> 2-Year GRFD-USAR <input type="checkbox"/> 2-Year Leader's Training Course (LTC) <input type="checkbox"/> 2-Year Military Junior College (MJC) <input type="checkbox"/> 2-Year Green to Gold <input type="checkbox"/> 2-Year Graduate Green to Gold <input type="checkbox"/> 2-1/2 - Year GRFD-ARNG <input type="checkbox"/> 3-Year (or 2-1/2-Year) Campus Based <input type="checkbox"/> 3-Year GRFD-ARNG <input type="checkbox"/> 3-Year Green to Gold <input type="checkbox"/> 3-Year Advance Designee (AD) <input type="checkbox"/> 4-Year (or 3-1/2-Year) Campus Based <input type="checkbox"/> 4-Year Green to Gold <input type="checkbox"/> 4-Year High School 6. DECISION: <input type="checkbox"/> ACCEPT <input type="checkbox"/> DECLINE 7. REASON FOR DECLINATION: <input type="checkbox"/> 1 - Commitment <input type="checkbox"/> 2 - Academic Major Restriction <input type="checkbox"/> 3 - Non-Military Scholarship <input type="checkbox"/> 4 - Other Military Scholarship <input type="checkbox"/> 5 - ROTC Too Time Consuming <input type="checkbox"/> 6 - No Longer Interested <input type="checkbox"/> 7 - Other ( <i>Please explain</i> ) _____	<b>PMS VALIDATION OF 3- AND 2-YEAR ADVANCE DESIGNEES (TRANSCRIPT MUST BE INCLUDED FOR VALIDATION)</b>  1. GPA, Academic Cumulative _____      2. GPA, ROTC Cumulative _____  No more than 4.0 will be entered. If other than a 4-point scale, convert using the table in CC Reg 145-1.  3. MAJOR SUBJECT: _____  ACADEMIC MAJOR CODE : _____  4. STATUS OF MEDICAL QUALIFICATION: <input type="checkbox"/> Qualified <input type="checkbox"/> Has Changed (Physical submitted to DoDMERB)  5. PMS RECOMMENDATION: <input type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended  6. PROJECTED GRADUATION DATE (YYYYMM): _____  7. SCHOLARSHIP AWARD DATE (YYYYMMDD): _____  8. PMS REMARKS: _____ _____ _____ _____  SIGNATURE OF PMS _____      DATE (YYMMDD) _____
I, the undersigned, hereby acknowledge receipt of notification of my selection for the award of an Army ROTC Scholarship. In accepting this scholarship I understand that I will obtain a degree in the academic major indicated on my application/contract or I may lose my scholarship if I change to another academic discipline without prior written consent of the Professor of Military Science.	
8. SIGNATURE	9. DATE



Cadet Command Form 104-R Planned Academic Worksheet

<b>PLANNED ACADEMIC PROGRAM WORKSHEET</b> For use of this form, see CC Pam 145-4, the proponent agency is ATCC-PA-C <b>DATA REQUIRED BY PRIVACY ACT STATEMENT OF 1974</b>																																																																																																																																																	
1. <b>AUTHORITY:</b> Title 10, US Code 2101 and 2104 2. <b>PRINCIPAL PURPOSE(S):</b> To provide information and data necessary for administering the Army Senior ROTC program, processing, and managing of selected students for commissioning in the Army IAW established public law and Army Regulations. 3. <b>ROUTINE USE(S)</b> : To provide a projected academic plan to determine if the applicant meets the public law requirements of two remaining academic years. 4. <b>VOLUNTARY DISCLOSURE AND EFFECT ON INDIVIDUAL NOT PROVIDING INFORMATION</b> : Voluntary information is necessary to determine eligibility of the individual for acceptance, continuance, or discontinuance in the Army ROTC program.																																																																																																																																																	
<b>1. NAME OF STUDENT (LAST, FIRST, MI)</b>	<b>2. ACADEMIC MAJOR</b>		<b>3. AS OF DATE (MM/DD/YYYY)</b> (Date of form preparation)																																																																																																																																														
<b>4. INSTITUTION OF ATTENDANCE AND IDENTIFICATION</b> a. Name: _____ b. Identification (Check one): Host <input type="checkbox"/> Extension Center <input type="checkbox"/> Cross-Enrolled <input type="checkbox"/> c. If attendance is at an extension center or cross-enrolled school, list the name of the Host Institution: _____	<b>5. CREDIT HOURS</b> Select Semester or Quarter (S/Q) <span style="border: 1px solid black; padding: 2px;">S</span> a. Total required for degree: _____ (1) ROTC Hours that do not count: _____ (2) Total Hours Rqd for NAPS: <span style="border: 1px solid black; padding: 2px;">0</span> <b>Normal Academic Progression Standard</b> <span style="border: 1px solid black; padding: 2px;">0.00</span> b. Transfer Credits accepted: _____ c. Credits toward degree Comp to date: _____ d. Remaining for Degree: <span style="border: 1px solid black; padding: 2px;">0</span> e. Number of authorized S/Qs: <span style="border: 1px solid black; padding: 2px;">0</span>		<b>6. GRADE POINT AVERAGE (GPA)</b> Term: _____ Term: _____ Curr GPA: _____ CUM: _____ Curr GPA: _____ CUM: _____ Term: _____ Term: _____ Curr GPA: _____ CUM: _____ Curr GPA: _____ CUM: _____ Term: _____ Term: _____ Curr GPA: _____ CUM: _____ Curr GPA: _____ CUM: _____ Term: _____ Term: _____ Curr GPA: _____ CUM: _____ Curr GPA: _____ CUM: _____ Term: _____ Term: _____ Curr GPA: _____ CUM: _____ Curr GPA: _____ CUM: _____ Term: _____ Term: _____ Curr GPA: _____ CUM: _____ Curr GPA: _____ CUM: _____																																																																																																																																														
<b>7. TERM, YEAR, COURSE NUMBER, COURSE TITLE, COURSE CREDIT HOURS, CREDITS THAT COUNT TOWARDS ACADEMIC DEGREE, AND ACHIEVED GRADES.</b>																																																																																																																																																	
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Cadet Command Form 145-1-1 ROTC Physical Fitness Assessment Scorecard

THE ROTC SCHOLARSHIP PHYSICAL FITNESS ASSESSMENT SCORECARD

Administrative Data					
Scholarship applicants are required to complete The ROTC Physical Fitness Assessment Scorecard as part of the High School application process. The assessment consists of three events: Curl-ups, Push Ups, and 1 Mile Run. Upon completion, forward to US Army Cadet Command G2 Incentive Division. FAX: 502-624-1120 or via email to <a href="mailto:usarmy.knox.usacc.mbx.train2lead@mail.mil">usarmy.knox.usacc.mbx.train2lead@mail.mil</a>					
ROTC Applicant Information					
Name:		Last 4 SSN:	Gender:	Age:	Ht (in): Wt (lbs):
High School:					
Signature:			Comments:		
Test Administrator Information					
Name:		Title:		Test Date:	
Signature:			Comments:		
The ROTC Physical Fitness Assessment Scorecard Events					
Push Up event (1 Min)		Curl Up event (1 Min)		Run event (1 Mile)	
Instructions: The student lies face down on the mat in push-up position with hands under shoulders, fingers straight, and legs straight, parallel, and slightly apart, with the toes supporting the feet. The student straightens the arms, keeping the back and knees straight, then lowers the body until there is a 90-degree angle at the elbows, with the upper arms parallel to the floor. A partner holds her / his hand at the point of the 90-degree angle so that the student being tested goes down only until her / his shoulder touches the partner's hand, then back up. To start, a timer calls out the signal "Ready? Go!" and begins timing student for one minute. The student stops on the word "stop." Record number of correct Push Ups.		Instructions: Have student lie on cushioned, clean surface with knees flexed and feet about 12 inches from buttocks. Partner holds feet. Arms are crossed with hands placed on opposite shoulders and elbows held close to chest. Keeping this arm position, student raises the trunk curling up to touch elbows to thighs and then lowers the back to the floor so that the scapulas (shoulder blades) touch the floor, for one curl-up. To start, a timer calls out the signal "Ready? Go!" and begins timing student for one minute. The student stops on the word "stop." Record number of correct Curl Ups.		Instructions: On a safe, one-mile distance, students begin running on the count "Ready? Go!" Walking may be interspersed with running. However, the students should be encouraged to cover the distance in as short a time as possible. Times are recorded in minutes and seconds.	
Number of Repetitions:		Number of Repetitions:		Time: Min    Sec	

Cadet Command Form 145-1-1, Jan 13

**Appendix B9 – SMP Sample Memorandums and Forms** [TOC](#)

**Discharge Order Format for the purpose of discharging a Cadet from the ROTC Control Group (USAR) for reassignment in the Army National Guard (ARNG) to participate in the Simultaneous Membership Program (SMP).**

**ROTC LETTERHEAD**

(Enter Order Number)

(Enter Order Date)

(Enter Standard Name Line)

You are discharged from the Component shown.

Authority:       Army Regulation 601-210.  
                  National Guard Regulation 600-100.

Effective Date: (Enter the effective date.)

Component: USAR Control Group

Additional Instructions: Enter any authorized additional instructions.  
Must include the following statement: This order does not effect your enlistment in the (enter state)  
Army National Guard

Format: 500

(Enter Authentication)

**Signature Block**  
**Professor of Military Science**

(Enter Distribution)

**Transfer Order Format for the purpose of transferring a Cadet from the ROTC Control Group (USAR) to the Army Reserve (USAR) to participate in the SMP.**

**ROTC LETTERHEAD**

(Enter Order Number)

(Enter Order Date)

(Enter Standard Name Line)

You are reassigned in the Reserve Components as shown below.

**Released from:** (Enter the released from organization or unit)

**Reason:** (Enter the reason for the reassignment)

**Assigned to:** (Enter the unit of assignment (including UIC) and station of assignment.)

**Effective Date:** (Enter the effective date.)

**Additional Instructions:** (Enter any authorized additional instructions)

**FOR ARMY USE**

Auth: (Enter the authority information.)

Assigned To Management Designation: 09R20

Basic Branch: Not Applicable

Control Branch: Not Applicable

Control Specialty: Not Applicable

Projected Specialty: Not Applicable

Format: 450

(Enter Authentication)

Enter Signature Block  
**Professor of Military Science**

(Enter Distribution)

**Professor of Military Science Certification ROTC/Simultaneous Membership  
Program Enlistment Option (Sample Memorandum)**

**LETTERHEAD  
(ROTC Institution)**

(Office Symbol)

(Date)

**MEMORANDUM FOR**

**SUBJECT:** PMS Certification

1. IAW NGR (AR) 600-100, Chapter 13, officials of the Army National Guard must have certification from a ROTC, Professor of Military Science (PMS), that an applicant for the ROTC Simultaneous Membership Program will be enrolled in the ROTC Senior Course, before the ARNG enlistment can be completed.
2. As a result of an interview with \_\_\_\_ (Name) \_\_\_\_ on \_\_\_\_ (Date) \_\_\_\_, I hereby certify that \_\_ he or she \_\_ will be accepted for enrollment in the ROTC Senior Course. The applicant appears to have those qualifications necessary for becoming an effective Army officer.
3. POC \_\_\_\_ (Name) \_\_\_\_ at \_\_\_\_ (Telephone: commercial and/or DSN) (email when appropriate).

**(Signature Block of PMS)**

**Notice of Removal from Participation in ROTC/SMP with Continuing Membership in the Troop Program Unit of Assignment**

**LETTERHEAD**

(Unit)

(Office Symbol)

(Date)

**MEMORANDUM FOR**

**SUBJECT:** Notice of Removal from Participation in the Simultaneous Membership Program with Continuing Membership in the Unit of Assignment.

1. Effective this date, \_\_\_\_\_ Officer Trainee \_\_\_\_\_ (Full Name) \_\_\_\_\_, SSN: \_\_\_\_\_ is hereby removed from the SMP as a result of:

- \_\_\_\_\_ a. Not having enrolled in the ROTC Senior Course within one year of entry into the SMP;
- \_\_\_\_\_ b. Not having been accepted for enrollment in the ROTC Senior Course;
- \_\_\_\_\_ c. Having been disenrolled from the ROTC Senior Course;
- \_\_\_\_\_ d. Not complying with satisfactory participation standards;
- \_\_\_\_\_ e. Refusing to accept a commission when tendered; or
- \_\_\_\_\_ f. Not having been tendered a commission.

2. \_\_\_\_\_ (Full Name) \_\_\_\_\_ has a remaining military service obligation, either statutory or contractual. (He or She) is thereby retained as a member of the (ARNG or USAR), currently assigned to this unit, until the date of expiration of term of service (ETS), which is \_\_\_\_\_ (ETS Date) \_\_\_\_\_.

3. The following additional information is provided:

a. The Officer Trainee is reverted to enlisted pay grade \_\_\_\_ (Private, etc.)\_\_ (Grade held prior to Officer Trainee Status).

b. Reporting code is changed from 09R10/09R20 to \_\_\_\_\_ (PMOS/DMOS) \_\_\_\_\_.

c. Entry on Initial Active Duty for Training (IADT) to complete basic training or advanced individual training, or both, (is) (is not) required. A training reservation (has) (has not) been obtained through the REQUEST system. The member will enter on IADT \_\_\_\_\_ (Date) \_\_\_\_\_ at \_\_\_\_\_ (Location) \_\_\_\_\_ to undergo training in MOS \_\_\_\_\_.

4. POC \_\_\_\_\_ (Name) \_\_\_\_\_ at \_\_\_\_\_ (Telephone: commercial and/or DSN) (email when appropriate).

**FOR THE COMMANDER:**

**(Commanders Signature Block)**

**Statement of Understanding of Conditional Enrollment - SMP**

**LETTERHEAD**

(PMS Institution)

(Office Symbol)

(Date)

**MEMORANDUM FOR**

**SUBJECT:** Statement of Understanding of Conditional Enrollment Simultaneous Membership Program (SMP)

I, \_\_\_\_\_ (Full Name) \_\_\_\_\_, SSN: \_\_\_\_\_, have been briefed and understand that while conditionally enrolled in the ROTC SMP, I am subject to the following:

- a. I can only be conditionally enrolled in the Army ROTC Senior Course for a maximum of one academic year.
- b. I will receive service credit for the time spent as a conditional Cadet provided I meet all eligibility requirements and become fully contracted within one academic year.
- c. I will be eligible for any reenlistment or extension bonuses due as an actively participating enlisted member of the (ARNG or USAR) while in a conditional status.
- d. If not already in a pay status equivalent to E-5 or above, I will be eligible for an administrative advancement to Cadet pay grade E-5 (MOS 09R20) in the (USAR or ARNG) effective on the day that I am fully contracted into the ROTC Senior Course.
- e. I will not be eligible for the stipend while in a conditional status.
- f. I will receive credit for my reserve time for either length of service (Title 10 USC, 2106(c)) and for pay purposes (Title 37 USC, 205(d)) once I am commissioned.

\_\_\_\_\_  
**Signature of Applicant**

\_\_\_\_\_  
**Signature of PMS or Enrollment**

**Appendix B10 – Publicity/Certificate Script** [TOC](#)

**Suggested script for presenting ROTC Scholarship Certificates. See [Paragraph 2-8](#)**

Being with you today is a distinct pleasure. I am here to present a certificate to (NAME OF WINNER), who was conditionally selected to receive an Army ROTC scholarship.

Receiving this certificate is the culmination of a process that began several years ago. (NAME OF WINNER) can be extremely proud of this achievement as competition was keen.

Insert a short paragraph about the student's accomplishments, i.e., GPA, SAT score, athletic or leadership achievements.

ROTC scholarship will provide full college tuition and mandatory educational fees or room and board up \$10,000 per year, provide an allowance for textbooks, school supplies, and required equipment. In addition to these generous benefits, this scholarship also includes an educational grant of up to (insert current amount [Appendix I](#)) each school year.

Adding it all up, you can see that this scholarship will go a long way toward meeting financial expenses associated with going to college. But the really great thing about this scholarship is that when (NAME OF STUDENT) graduates, (HE/SHE) will have more to show for (HIS/HER) college days than just a diploma--(HE/SHE) can have the confidence, self-discipline, and leadership skills that come with having earned a commission as an Army officer. ROTC is a demanding and challenging complement to traditional college courses. The standards for admission into this program are quite high—as they must be since the individuals who complete this training are to be ultimately entrusted with the lives of American soldiers.

(NAME OF WINNER) has met these high standards and we are all proud of (HIM/HER).



Appendix C [TOC](#)

**Reimbursable/Non-Reimbursable Fees or Payment Under ROTC Scholarships**

**C-1. Reimbursable/appropriate fees for payment (when required for degree completion or to attend the college or university)**

Academic enrichment fee	Equipment fee
Academic program fee	Equipment rental fee
Accident insurance fee	Facility fee
Activity fee	Faculty improvement fee
Application fee	Financial aid trust fee
Art gallery fee	Freshman of the year studies fee
Artist fee	General use fee
Arts and science fee	Graduation fee
Athletic fee	Health and recreation fee
Auxiliary fee	Health center fee
Auxiliary maintenance fund fee	Health enhancement fee
Building maintenance fee	Health fee
Bond Requirement fee	Health insurance fee
CAAP testing fee campus activity fee	Health service fee
Campus privilege fee	ID card fee
Campus recreation fee	Infirmary fee
Campus services card fee	Instructionally related activities fee (IRA)
Cap & gown fee	International student service fee
Chapel fee	Internet/On-Line Class fee
Class activity fee	Laboratory fees
CLEP fee (payable only if taken after contract date)	Learning technical fee
Clinical nursing fee	Lecture fee
Communication lab fee	Liability fee
Comprehensive fee	Library fee
Computer lab fee	Mail box fee
Computer lease fee (not auth if applied to purchase)	Maintenance fee
Computer usage fee	Malpractice fee
Construction fee	Matriculation fee
Convocation fee	Medical center fee
Course fee	Medical science fee
Course incidental fee	Medical service counseling fee
Early experience fee	Microscope fee
Ecology lab fee	Mobile Computer Access fee (not authorized is applied to purchase)
Education fee	Music fee

Appendix C **TOC**

**C-1. Reimbursable/appropriate fees for payment (when required for degree completion or to attend the college or university) (continued) **TOC****

Educational enhancement fee	Music room practice fee
English lab fee	New student orientation fee
Enhancement fee	Nonresident fee
Enrollment fee	Nurse Malpractice insurance fee <sup>1,2</sup>
Equipment fee	Special operating fee
Required Nurse uniforms/clinical supplies/equipment to be paid no earlier than the start of clinicals (up to three school of nursing uniforms, lab coat (one), and shoes (up to two pairs). Required accessories and equipment may include, but are not limited to: blood pressure cuff, penlight, tape measure, bandage scissors, forceps, pocket/belt carrying pouch, bag for community health visits. The stethoscope is normally authorized in the Junior year. If according to the school catalog, one is needed prior to the Junior year, the Cadet can purchase a less expensive stethoscope and we will reimburse up to \$40.00. If the stethoscope is more expensive, the Cadet must pay the remaining amount over \$40.00). NOTE: One time payment. The Cadet should receive a list of uniforms and equipment from the nursing department for items needed for clinicals. ALL items should be purchased in the first qtr/semester in which clinicals begin. These costs will be the one time payment authorized for uniforms and clinical supply purchases. The amount of reimbursement to the Cadet will be validated in CCIMS. Attach receipts to obligation report and submit to Pay Operations ROTC Cadet Command. <sup>1</sup>	State university fee
NCLEX-RN Review Course (must be paid prior to commissioning) <sup>1,2</sup>	Student activity fee
NCLEX-RN PREP Test <sup>1,2</sup>	
Nurse State Licensing Exams (must be paid prior to commissioning) <sup>1,2</sup>	Student assessment fee
Nursing immunization fee <sup>1,2</sup>	Student center fee
Observer fee	Student commons fee
Orientation fee	Student government fee
Phone registration fee	Student publications fee
Photo ID fee	Student record
Recording fee	Student recreation complex fee
Recreation fee	Student recreation fee
Registration fee	Student union fee

Science lab fee	Technology fee
Sickness insurance fee	Telecommunications fee (cannot include dorm hookup, cable TV, telephone)
Special assessment fee	Telecommunications fee (cannot include dorm hookup, cable TV, telephone)
Special course fee (required for degree i.e., music, PE, biology, physics, science, engineering, business, chemistry, art, , choir fee, opera fee, natural science, criminology, etc. ) (does not include flying hours of any course)	Theater fee
	Transcript fee
	Union maintenance fund
	Wellness center fee

<sup>1</sup> All scholarship nurse Cadets are eligible for these fees regardless of whether they have elected tuition and fees or the room and board scholarship option.

<sup>2</sup> GRFD-NG and dedicated National Guard scholarship nurse Cadets are not eligible for reimbursement of NCLEX Review course, prep test or exam fees.

Appendix C [TOC](#)

<b>C-2. Non-Reimbursable Fees/Items Not Paid by ROTC Scholarship <a href="#">TOC</a></b>	
Add/drop fee	Payment plan change fee
Alumni Fee	Personal Digital Assistant (PDAs) – this is an MRI for nurse Cadets – non-reimbursable for all Cadets
Audit fees (i.e. Auditing a Class)	Placement test fee
Aviation fees (including flying hours of any type)	Post office box rental (unless mandatory for all students)
Cable TV fee	Private music lessons
Complete withdrawal fee	Replacement of student ID card
Copies	Residence fee (if Tuition and Fee elected)
Correspondence fee	ROTC or Military Science fees not included in tuition
Course change fee	State licensing application fees
Credit card processing fee	Supplies
Departmental billing fee	Syllabus
Deposits (not related to Room & Board)	Telephone service fee (unless mandatory for all students)
Dorm fee (if Tuition and Fee elected)	Third party billing fee
Dorm network or hookup fee (if Tuition and Fee elected)	Transit fee (unless mandatory for all students)
Equipment purchases - Computer/automated equipment purchase cost if identified as separate fee	Transportation fee
Field trips	Uniforms
Food service (if Tuition and Fee elected)	University facilitation system
Housing (if Tuition and Fee elected)	Voice mail (if not required for all for registration)
Incomplete registration fee	Yearbooks (unless mandatory for all students)
Invoice preparation fee	
Late fee	
Laundry/dry cleaning	
Lost book fee	
NCLEX-RN Licensure Testing Fee (taken after graduation)	
Packets	
Parking/permit/decal fees (any fees associated with vehicles)	

Appendix D **TOC** ELIGIBILITY CRITERIA CHART

PROGRAM	CGPA	Ht./Wt. Body Fat %	Physical Aptitude	Interview	SAT/ACT Note 1	ROTC GPA Note 2	VALIDATION NOTE
2-YR	2.5 College CGPA	Prior Service IAW AR 600-9 Non-Prior Service IAW AR 40-501	180 (min 60 each event)	Yes	N/A	3.0	Pass LTC if required
2-YR MJC	2.5 High School CGPA	Prior Service IAW AR 600-9 Non-Prior Service IAW AR 40-501	180 (min 60 each event)	Yes	SAT min 920 ACT min 19	3.0	Pass LTC if required
2-YR GRFD (ARNG and USAR)	2.5 CGPA	Prior Service IAW AR 600-9 Non-Prior Service IAW AR 40-501	180 (min 60 each event)	N/A	SAT min 920 ACT min 19 (MJC only)	3.0	Pass LTC if required
2, 2.5, 3 YR DEDICATED ARNG	2.5 CGPA	Prior Service IAW AR 600-9 Non-Prior Service IAW AR 40-501	180 (min 60 each event)	N/A	N/A	3.0	Pass LTC if required
2-YR MJC Dedicated	2.5 High School	Prior Service IAW AR 600-9 Non-Prior Service IAW AR 40-501	180 (min 60 each event)	Yes	SAT min 920 ACT min 19	N/A	Pass LTC if required
2-YR Green to Gold	2.5	IAW AR 600-9	180 (min 60 each event)	No	N/A	N/A	N/A
3-YR Campus Based	2.5	Prior Service IAW AR 600-9 Non-Prior Service IAW AR 40-501	180 (min 60 each event)	Yes	N/A	3.0	N/A
3-YR Green to Gold	2.5	IAW AR 600-9	180 (min 60 each event)	No	N/A	N/A	N/A
3-YR ADVANCE DESIGNEE	2.5 High School	Prior Service IAW AR 600-9 Non-Prior Service IAW AR 40-501	Physical Fitness Assessment	Yes	SAT min 920 ACT min 19	N/A	N/A
4-YR National	2.5 High School	Prior Service IAW AR 600-9 Non-Prior Service IAW AR 40-501	Physical Fitness Assessment	Yes	SAT min 920 ACT min 19	N/A	N/A
4-YR Green to Gold	2.5 High School	IAW AR 600-9	180 (min 60 ea event)	No	SAT min 920/ACT min 19	N/A	N/A

**Note 1 to Appendix D** College Board scores (SAT/ACT) will be used to establish eligibility for applicants for the 4-year, 4-year Green to Gold and 2-year MJC scholarships. Individuals not meeting minimum requirements are not eligible for the scholarship unless waiver is granted.

**Note 2 to Appendix D** ROTC GPA is used for enrolled Cadets only. This is an eligibility requirement, which does not confer any selection points. The board members should consider the ROTC GPA and provide appropriate weight in their voting.

Appendix E [TOC](#) Academic Major Codes

**Academic Discipline Mix One – Generalist**

Code	Academic Title	Code	Academic Title
AAA	Art Commercial	BBH	Management Institutional
AAE	Arabic-Egyptian	BBM	Church Management
AAK	Arabic-Jordanian	BBN	Hotel-Restaurant Management
AAL	Arabic-Libyan	BBS	Safety
AAN	Arabic-Saudi	BCA	Foreign Trade
AAP	Arabic-Syrian	CUF	Cognitive Science
AAQ	Arabic-Lebanese	DAA	Agriculture General
AAX	Art General	DAK	Husbandry Animal
AAZ	Arabic	DAL	Husbandry Poultry
ABN	Bengali	DKF	Military Science (Other than US Acad)
ABX	Language/Literature Classical	EAB	Cultural Foundations
ACD	Chinese Cantonese	EAC	Ethnology
ACA	Education, Religious	EAD	Interdisciplinary Studies
ACB	Pastoral Counseling	EAX	Anthropology
ACC	Religion/Theology	EBX	Area Studies
ACM	Chinese Mandarin	ECA	Police Science and Administration
ADG	Arabic-Iraqi	ECB	Corrections
ADU	Dutch	ECF	Forensic Science
ADX	English	ECJ	Criminal Justice
AEX	Music	ECX	Criminology
AFA	Public Speaking	EED	Vocational and Educational Guidance
AFB	Dramatics	EEE	Vocations Subjects (Crafts, Trade)
AFC	Homiletics and Communication Skills	EEF	General Education Technology
AFR	French	EEG	Special Education
AGA	Broadcasting (Announcer)	EEX	Education General (Teaching)
AGB	Production Motion Picture	EFA	Recreations
AGC	Production	EFB	Recreation and Park Administration

**Appendix E [TOC](#) Academic Major Codes**

**Academic Discipline Mix One – Generalist (continued)**

<b>Code</b>	<b>Academic Title</b>	<b>Code</b>	<b>Academic Title</b>
<b>AHJ</b>	Hindi	<b>EFC</b>	Education Physical
<b>AHX</b>	Language/Literature Foreign	<b>EGX</b>	History General
<b>AJA</b>	Japanese	<b>EHX</b>	Economics Home
<b>AJN</b>	Indonesian	<b>EKB</b>	International Relations
<b>AJT</b>	Italian	<b>EKC</b>	Foreign Affairs
<b>AKP</b>	Korean	<b>ELX</b>	Arts Industrial
<b>AKX</b>	Journalism-Writing/Editing	<b>EMX</b>	Library Science/Archives
<b>ALA</b>	Spanish (Latin American)	<b>ENB</b>	Public Safety
<b>ALX</b>	Philosophy	<b>ENC</b>	Government Civil
<b>AML</b>	Malaysian	<b>END</b>	Government Military
<b>ANR</b>	Norwegian	<b>ENE</b>	Social Work
<b>ANX</b>	Arts Liberal	<b>ENF</b>	Administration Social Work
<b>APQ</b>	Portuguese (Brazilian)	<b>ENX</b>	Public Relations
<b>APY</b>	Portuguese (European)	<b>ENY</b>	Public Affairs
<b>AQE</b>	Arabic-Eastern	<b>EPA</b>	Psychology Abnormal
<b>AQW</b>	Arabic-Western	<b>EPB</b>	Psychology Experimental
<b>ARU</b>	Russian	<b>EPD</b>	Psychology Social
<b>ASC</b>	Serbo-Croatian	<b>EPE</b>	Psychology Applied
<b>ASR</b>	Spanish (Castillian)	<b>EPH</b>	Psychology Child
<b>ASY</b>	Swedish	<b>EPK</b>	Psychology Educational
<b>ATA</b>	Tagalog	<b>EPL</b>	Psychology Counseling
<b>ATH</b>	Thai	<b>EPM</b>	Psychology Industrial
<b>ATU</b>	Turkish	<b>EPX</b>	Psychology General
<b>AUR</b>	Urdu	<b>ERA</b>	Geopolitics
<b>AXX</b>	Arts Classic/General	<b>ERX</b>	Political Science
<b>BAF</b>	Commercial-Marketing/Merchandising	<b>ESX</b>	Sociology
<b>BAK</b>	Labor Relations	<b>ETX</b>	Mortuary Science
<b>BAO</b>	Organization Behavior-Organization Effectiveness	<b>EXX</b>	Social Science General

**Appendix E [TOC](#) Academic Major Codes**

**Academic Discipline Mix One – Generalist (continued)**

<b>BAP</b>	Organization Behavior-Personnel Management	<b>YYY</b>	Undeclared
<b>BAR</b>	College Administration		
<b>BAS</b>	Food Distribution		
<b>BAV</b>	Human Resources		
<b>BBA</b>	Administration Public		
<b>BBB</b>	Personnel Management/Administration		



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Academic Discipline Mix Two – Technical [TOC](#)

Code	Academic Title	Code	Academic Title
<b>BAA</b>	Accounting/Auditing	<b>CHE</b>	Communications
<b>BAC</b>	Advertising	<b>DAB</b>	Agronomy Soil Science
<b>BAD</b>	Banking and Financing	<b>DAD</b>	Dairy Science
<b>BAE</b>	Finance General	<b>DAE</b>	Fish Resources
<b>BAM</b>	Comptrollership	<b>DAF</b>	Food Technology
<b>BAN</b>	Computer Science Management	<b>DAM</b>	Plant Pathology
<b>BAX</b>	Business Administration	<b>DAN</b>	Sugar Technology
<b>BAY</b>	Aviation Business Administration	<b>DAP</b>	Wild Life Resources
<b>BBD</b>	Commercial Aviation Transportation	<b>DAS</b>	Aviation Safety
<b>BBE</b>	Research Program Management	<b>DAT</b>	Technical Management
<b>BBF</b>	Management Logistics	<b>DAX</b>	Agriculture-Forestry
<b>BBG</b>	Transportation and Traffic Management	<b>DED</b>	Topography-Photogrammetry
<b>BBK</b>	Management Industrial	<b>DBB</b>	Navigation Celestial
<b>BBL</b>	Management Aerospace	<b>DEA</b>	Navigational Terrestrial
<b>BBP</b>	Procurement and Contract Management	<b>EAA</b>	Archeology
<b>BBR</b>	Systems Management	<b>EDX</b>	Economics General
<b>BBT</b>	Telecommunications Management	<b>EEB</b>	Instructional Technology
<b>BBX</b>	Management General	<b>EEC</b>	Education Industrial
<b>BCB</b>	Strategic Intelligence Management	<b>EKD</b>	Communications Sciences
<b>BCC</b>	Administration, Master of Science Degree	<b>EPF</b>	Psychometrics/Psychophysics
<b>BCD</b>	Commerce	<b>EPC</b>	Psychology Clinical
<b>BCE</b>	Aviation Maintenance	<b>EPG</b>	Psychology (Artificial Intel)
<b>BCF</b>	Information System Management	<b>FAA</b>	Clinical Optometry Management
<b>BCX</b>	Business Economics	<b>FAB</b>	Laboratory Science
<b>BHA</b>	Health Services Administration	<b>FAC</b>	Nuclear Pharmacy
<b>BWX</b>	Design Technology	<b>FAX</b>	Podiatry (Chiropody)
<b>BXX</b>	Business General	<b>FBA</b>	Dietetics
<b>CCL</b>	City Planning	<b>FBB</b>	Dietitian Administrative
<b>CCM</b>	Regional Planning	<b>FBC</b>	Dietitian Therapeutic
<b>CFW</b>	Geography (Physical)	<b>FBD</b>	Dietitian Clinical

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Academic Discipline Mix Two – Technical (continued) [TOC](#)

Code	Academic Title
FBX	Nutrition
FCA	Occupational Therapy
FCB	Occupational Therapy - Kinesiology
FCX	Occupational Therapy – Arts/Crafts
FDA	Anatomy
FDB	Physical Therapy
FDC	Physical Therapy Electro Physics
CODE	Academic Title
FDD	Physical Therapy Neurology
FDX	Physical Therapy Corrective Exercise
FEA	Pathology Speech
FEX	Audiology
FJA	Environmental Health
FKA	Sanitary Science
FLA	Public Health
PEX	Law Prelaw
PXX	Law General

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Academic Discipline Mix Three – Physical Science/Analytical [TOC](#)

Code	Academic Title	Code	Academic Title
<b>BAL</b>	Operations Research Analyst (Business)	<b>DDN</b>	Chemistry Industrial
<b>CFB</b>	Physics Space	<b>DDO</b>	Radiochemistry
<b>CFD</b>	Space Systems Operations	<b>DDP</b>	Metallurgy
<b>CUE</b>	Computer Science	<b>DFX</b>	Geography General/Economic/Political
<b>CUP</b>	Computer Based Instruction	<b>DDX</b>	Chemistry General
<b>DAG</b>	Histology	<b>DEX</b>	Geodetic Science
<b>DAI</b>	Embryology	<b>DGA</b>	Geology Surficial
<b>DAR</b>	Biometry	<b>DGB</b>	Geology Stratigraphy
<b>DBA</b>	Astrodynamics	<b>DGC</b>	Seismology
<b>DBC</b>	Astrophysics	<b>DGD</b>	Geology Terrestrial
<b>DBX</b>	Astronomy	<b>DGE</b>	Geology Economic
<b>DCA</b>	Botany General	<b>DGF</b>	Geology General
<b>DCB</b>	Entomology	<b>DGG</b>	Paleontology
<b>DCC</b>	Bacteriology	<b>DGH</b>	Mineralogy Petrology
<b>DCD</b>	Parasitology	<b>DGL</b>	Meteorology Climatology
<b>DCE</b>	Taxonomy	<b>DGN</b>	Nautical Sciences
<b>DCF</b>	Zoology	<b>DGP</b>	Oceanography Hydrology
<b>DCG</b>	Med Microbiology	<b>DGX</b>	Geophysics
<b>DCK</b>	Radiation Biology	<b>DHA</b>	Statistics
<b>DCL</b>	Radiological Hygiene	<b>DHB</b>	Mathematics Cryptanalysis
<b>DCX</b>	Biology	<b>DHC</b>	Mathematics Ballistics
<b>DDA</b>	Biochemistry General	<b>DHX</b>	Mathematics General
<b>DDB</b>	Chemistry Analytical General	<b>DLA</b>	Physics Biophysics and Radiology
<b>DDC</b>	Chemistry Inorganic General	<b>DLB</b>	Physics Electricity/Magnetism/Electronic
<b>DDD</b>	Chemistry Organic General	<b>DLC</b>	Health Physics
<b>DDE</b>	Chemistry Physical General	<b>DLD</b>	Physics Nuclear
<b>DDF</b>	Chemistry Nuclear	<b>DLE</b>	Physics Optics Light (Optics)
<b>DDG</b>	Chemistry Ceramics/Glass	<b>DLF</b>	Physics Thermal
<b>DDH</b>	Glass Technology	<b>DLG</b>	Jet Propulsion
<b>DDK</b>	Chemistry Electrochemistry	<b>DLH</b>	Technology Nuclear Reactor

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Academic Discipline Mix Three – Physical Science/Analytical (continued) [TOC](#)

Code	Academic Title	Code	Academic Title
<b>DDL</b>	Chemistry Textile	<b>DLK</b>	Applied Science
<b>DDM</b>	Chemistry Paper	<b>DLL</b>	Medical Technology
<b>DLM</b>	Radiological Physics	<b>HAX</b>	Pathology Tissue
<b>DLN</b>	Acoustics	<b>HCX</b>	Laboratory Animal Sciences
<b>DLP</b>	Aerodynamics	<b>IIX</b>	Dental Prosthesis
<b>DLX</b>	Physics General	<b>IJX</b>	Dental Materials
<b>DLY</b>	Laser/Microwave Physics	<b>KXX</b>	Pharmacy
<b>DLZ</b>	Physics Astrodynamics	<b>LAX</b>	Physiologic Optics
<b>DMS</b>	Material Science	<b>FKX</b>	Physiology
<b>DPS</b>	Polymer Science	<b>FMA</b>	Nuclear Medicine Technology
<b>DXX</b>	Physical Sciences General	<b>GAX</b>	Anesthesiology
<b>FGC</b>	Virology	<b>GBX</b>	Dermatology
<b>FHA</b>	Serology	<b>GCA</b>	Allergy
<b>FHX</b>	Immunology	<b>GCD</b>	Tuberculosis
<b>FIA</b>	Toxicology	<b>GCJ</b>	Rheumatic Diseases
<b>FIB</b>	Pharmacology	<b>GCK</b>	Gastrology
<b>FIC</b>	Chiropractics	<b>PA</b>	Basic Training
<b>GCL</b>	Arthritis	<b>GPB</b>	Pre-Dental and Pre-Vet
<b>GMF</b>	Atomic Medicine	<b>GPX</b>	Pre-Med
<b>GOB</b>	Physician's Assistant Training		

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Academic Discipline Mix Four - Engineering [TOC](#)

Code	Academic Title	Code	Academic Title
CAA	Architectural Engineering	CHX	Engineering Electrical
CAB	Naval Architecture Engineering	CHJ	Joint Command, Control & Communication
CAC	Architecture Landscape	CKB	Engineering Ordnance
CAX	Architecture General	CKC	Engineering Railway
CBX	Agriculture Engineering	CKD	Engineering Refrigeration
CCD	Urban Planning	CKE	Engineering Air Conditioning
CCF	Engineering Structural	CKF	Engineering Hydraulic
CCG	Civil Engineering (Structural Dynamics)	CKH	Engineering Mechanics
CCH	Engineering (Transportation)	CKK	Engineering Heating
CCK	Radiological Safety and Defense	CKL	Engineering Automotive
CCN	Engineering Space Facilities	CKM	Engineering Diesel
CCO	Environmental Engineering	CKN	Engineering Explosive
CCP	Environmental Health Engineering	CKO	Missiles and Munitions
CCQ	Environmental Science	CKP	Guided Missiles
CCR	Civil Engineering (Sanitary)	CKQ	Sanitary Engineering
CCX	Civil Engineering	CKX	Mechanical Engineering
CDA	Biomedical Engineering	CLA	Engineering Nuclear Effects
CDX	Engineering Ceramic	CLB	Engineering Reactor
CEX	Engineering Chemical	CLD	Civil Engineering (Construction)
CEY	Composite Materials	CLE	Maintainability Engineering
CFA	Aerospace Engineering (Space Travel)	CLF	Nuclear Engineering
CFC	Space Systems Engineering	CME	Material Engineering
CFX	Engineering Aeronautical	CMX	Engineering Marine
CFY	Cartography	CNX	Engineering Metallurgical
CFZ	Astronautical Engineering	CPE	Polymer Engineering
CGA	Production Design Engineering	CPF	Power Engineering
CGK	Geological Engineering	CPG	Plastics Engineering
CGX	Engineering Administration	CPX	Engineering Mining
CHA	Engineering Electronics	CQX	Engineering Pipeline

Appendix E [TOC](#)

Academic Discipline Mix Four - Engineering (continued) [TOC](#)

Code	Academic Title	Code	Academic Title
<b>CHB</b>	Engineering Radio	<b>CRA</b>	Fuel Technology
<b>CHF</b>	Electronic Warfare Systems Technology	<b>CRM</b>	Energy Resource Management
<b>CRX</b>	Engineering Petroleum	<b>CUG</b>	Software Engineering
<b>CSX</b>	Engineering Physics	<b>CUX</b>	Systems Engineering
<b>CSY</b>	Vertical Lift Technology	<b>CWX</b>	Engineering Textile
<b>CTX</b>	Engineering Safety	<b>CXX</b>	Engineering General
<b>CUA</b>	Computer Science (Engineering)	<b>CYA</b>	Human Factors Engineering
<b>CUB</b>	Operations Research (Strategic & Tactical Science)	<b>CYX</b>	Engineering Industrial
<b>CUC</b>	Operations Research Analyst (Engineering)	<b>CYY</b>	Robotics Engineering
<b>CUD</b>	Computer Engineering (Artificial Intelligence)		

Academic Discipline Mix Five -- Nursing

Code	Academic Title
<b>JXX</b>	Nursing

Appendix G [TOC](#)

**Selection Board Points and Worksheets**

**Selection Point Tables:** The following tables provide the points to award for various raw scores. The following is an example on how to use the tables (This is a 3-year applicant.).

**Applicant A:**

1. Cumulative Grade Point Average 2.83.
2. Extra-curricular, Athletics, and Leadership
  - a. Member of two sports teams and played each for two years [1 point for each year and 1 point for each team total 4 points]
  - b. Was President of High School Senior Class [2 points]
  - c. Is Freshman reporter on college newspaper [1 point]
  - d. Leads a youth group in church [2 points]
  - e. Captain of High School Debate team [2 points]
  - f. Member National Honor Society (1 year) [1 point]
  - g. Member of AKA (social fraternity/sorority) [1 point]
  - h. Member Ranger Challenge team [1 point]
  - i. Member ROTC Flag detail [1 point]
3. Received a 5 on the APMS interview.
4. 19 points from Selection Board members which averages to 3.8.

Table G-1 below depicts how the points would be awarded:

Selection Criteria	Raw Score	Selection Points
Grade Point Average	2.83	18
Activities	15	8
Interview	5	12
Selection Board	3.6	35
Total		83

**Table G-1**

**4-YEAR SCHOLARSHIP SELECTION POINT TABLES**

**High School Program (Tables G2-G4.):**

These tables display the points not awarded by CCIMS in the High School Program. CCIMS generates selection points for SAT/ACT (College Board Scores), Scholar, Leadership and Activities (SAL).

**INTERVIEW (TABLE G-2)**

Interview	Points
1	2
2	4
3	6
4	8
5	10

**SELECTION BOARD POINTS (TABLE G-3)**

Range of Scores	Points	Range of Scores	Points
1.0 – 1.2	1	3.3	19
1.3 - 1.4	2	3.4	20
1.5 - 1.6	3	3.5	21
1.7 - 1.8	4	3.6	22
1.9	5	3.7	23
2.0	6	3.8	24
2.1	7	3.9	25
2.2	8	4.0	26
2.3	9	4.1	27
2.4	10	4.2	28
2.5	11	4.3	29
2.6	12	4.5	30
2.7	13	4.6	31
2.8	14	4.7	32
2.9	15	4.8	33
3.0	16	4.9	34
3.1	17	5.0	35
3.2	18		



High School Scholarship Program:

COLLEGE BOARD SCORES (TABLE G-4)

SAT	Points	ACT	SAT	Points	ACT
850	9	17	1230	18	
860	9		1240	18	
870	10	18	1250	18	
880	10		1260	18	28
890	10		1270	19	
900	10		1280	19	
910	10		1290	19	
920	11	19	1300	19	29
930	11		1310	19	
940	11		1320	20	
950	11	20	1330	20	
960	12		1340	20	30
970	12		1350	20	
980	12		1360	21	
990	12	21	1370	21	
1000	13		1380	21	31
1010	13		1390	21	
1020	13		1400	22	
1030	13	22	1410	22	
1040	13		1420	22	32
1050	14		1430	22	
1060	14		1440	22	
1070	14	23	1450	23	
1080	14		1460	23	
1090	15		1470	23	33
1100	15		1480	23	
1110	15	24	1490	24	
1120	15		1500	24	
1130	15		1510	24	
1140	16	25	1520	24	34
1150	16		1530	24	
1160	16		1540	25	
1170	16		1550	25	35
1180	17	26	1560	25	
1190	17		1570	25	
1200	17		1580	25	
1210	17		1590	25	
1220	17	27	1600	25	36

**4-YEAR SCHOLARSHIP SELECTION POINT TABLES**

**College Scholarship Program (Tables G-5 through G-10)**

Minimum SAT score of 920 or ACT score of 19 applies to all scholarship applicants with no college credit or less than 1 full term of college credit. Scores for 810 to 910 are listed for waiver purposes only. College Board Scores lower than 810 SAT or 17 ACT are unwaiverable and will not be accepted.

**COLLEGE BOARD SCORES (TABLE G-5)**

SAT	Points	ACT
810	8	
820	8	
830	8	17
840	8	
850	8	
860	9	
870	9	18
880	9	
890	9	
900	9	
910	9	
920	10	19
930	10	
940	10	
950	10	20
960	10	
970	11	
980	11	
990	11	21
1000	11	
1010	11	
1020	12	
1030	12	22
1040	12	
1050	12	
1060	12	
1070	12	23
1080	13	
1090	13	
1100	13	
1110	13	24
1120	13	
1130	13	
1140	14	25
1150	14	
1160	14	
1170	14	
1180	14	26
1190	14	
1200	15	

SAT	Points	ACT
1210	15	
1220	15	27
1230	15	
1240	15	
1250	15	
1260	16	28
1270	16	
1280	16	
1290	16	
1300	16	29
1310	16	
1320	17	
1330	17	
1340	17	30
1350	17	
1360	17	
1370	17	
1380	18	31
1390	18	
1400	18	
1410	18	
1420	18	32
1430	18	
1440	19	
1450	19	
1460	19	
1470	19	33
1480	19	
1490	19	
1500	20	
1510	20	
1520	20	34
1530	20	
1540	20	
1550	20	35
1560	20	
1570	20	
1580	20	
1590	20	
1600	20	36

**4-YEAR College Scholarship Program Continued:**

**CUMULATIVE GRADE POINT AVERAGE (Table G-6)**

GPA	Points	GPA	Points
2.00 - 2.19	12	3.10 - 3.24	19
2.20 - 2.34	13	3.25 - 3.39	20
2.35 - 2.49	14	3.40 - 3.54	21
2.50 - 2.64	15	3.55 - 3.69	22
2.65 - 2.79	16	3.70 - 3.84	23
2.80 - 2.94	17	3.85 - 3.99	24
2.95 - 3.09	18	4.00	25

**INTERVIEW (Table G-7)**

Interview	Points
1	2
2	4
3	6
4	8
5	10

**SELECTION BOARD POINTS AVERAGE (Table G-8)**

Range of Scores	Points	Range of Scores	Points
1.0 – 1.1	1	3.2 – 3.3	17.5
1.2 – 1.3	2.5	3.4 – 3.5	19
1.4 – 1.5	4	3.6 – 3.7	20.5
1.6 – 1.7	5.5	3.8 – 3.9	22
1.8 – 1.9	7	4.0 – 4.1	23.5
2.0 – 2.1	8.5	4.2 – 4.3	25
2.2 – 2.3	10	4.4 – 4.5	26.5
2.4 – 2.5	11.5	4.6 – 4.7	28
2.6 – 2.7	13	4.8 – 4.9	29.5
2.8 – 2.9	14.5	5.0	30
3.0 – 3.1	16		

**SCHOLAR, ATHLETE AND LEADERSHIP (Table G-9)**

Raw Points	Points	Raw Points	Points
0 – 5	5	26 - 29	11
6 – 9	6	30 - 33	12
10 – 13	7	34 - 37	13
14 – 17	8	38 - 41	14
18 – 21	9	42 - 45	15
22 – 25	10		

**4-YEAR College Scholarship Program Continued:**

**Raw Points  
Activities (High School 11&12 Grades/College)**

**Table G-10**

Type of Activity	Points per activity per year	Type of Activity	Points per activity per year
<b>Sports</b>		<b>Work</b>	
Member	1	<10 Hours	2
Captain	2	11-19 Hours	4
All City, District, State	1	20-29 Hours	6
		30-39 Hours	8
		40 Hours	10
<b>Church Org.</b>		<b>Social Fraternities/Sororities</b>	
Member	1	Member	1
Leadership Position	2	Leadership Position	2
<b>School Clubs</b>		<b>School Activities</b>	
Member	1	Member	1
Leadership Position	2	Leadership Position	2
<b>Student Government</b>		<b>Service Organization</b>	
President	2	Member	1
Vice-President	2	Leadership Position	2
Secretary	2		
Treasurer	2		
Council member	1		

**2-, 2.5-, 3-, 3.5,-YEAR SCHOLARSHIP SELECTION POINT TABLES**

**College Scholarship Program (Tables G-11 through G-15)**

The following tables provide the points to award for various raw scores:

**GRADE POINT AVERAGE (TABLE G-11)**

GPA	Points	GPA	Points
2.00 – 2.09	10	3.10 – 3.19	21
2.10 – 2.19	11	3.20 – 3.29	22
2.20 – 2.29	12	3.30 - 3.39	23
2.30 – 2.39	13	3.40 - 3.49	24
2.40 - 2.49	14	3.50 - 3.59	25
2.50 - 2.59	15	3.60 - 3.69	26
2.60 - 2.69	16	3.70 - 3.79	27
2.70 - 2.79	17	3.80 – 3.89	28
2.80 – 2.89	18	3.90 – 3.99	29
2.90 – 2.99	19	4.00	30
3.00 - 3.09	20		

**INTERVIEW (TABLE G-12)**

Interview	Points
1	3
2	6
3	9
4	12
5	15

**SELECTION BOARD POINTS (TABLE G-13)**

Range of Scores	Points	Range of Scores	Points
1.0 – 1.1	1	3.2 – 3.3	23
1.2 – 1.3	3	3.4 – 3.5	25
1.4 – 1.5	5	3.6 – 3.7	27
1.6 – 1.7	7	3.8-3.9	29
1.8 – 1.9	9	4.0 – 4.1	31
2.0 – 2.1	11	4.2 – 4.3	33
2.2 – 2.3	13	4.4 – 4.5	35
2.4 – 2.5	15	4.6 – 4.7	37
2.6 – 2.7	17	4.8 – 4.9	39
2.8 – 2.9	19	5	40
3.0 – 3.1	21		

**SCHOLAR, ATHLETE AND LEADERSHIP (TABLE G-14)**

Raw Points	Points	Raw Points	Points
0 - 5	5	26 - 29	11
6 - 9	6	30 - 33	12
10 - 13	7	34 - 37	13
14 - 17	8	38 - 41	14
18 - 21	9	42 - 45	15
22 - 25	10		

**Raw Points Activities (High School 12<sup>th</sup> Grade/College)  
Table G-15**

Type of Activity	Points per activity per year	Type of Activity	Points per activity per year
<b>Sports</b>		<b>Work</b>	
Member	1	<10 Hours	2
Captain	2	11-19 Hours	4
All City, District, State	1	20-29 Hours	6
		30-39 Hours	8
		40 Hours	10
<b>Church Org.</b>		<b>Social Fraternities/Sororities</b>	
Member	1	Member	1
Leadership Position	2	Leadership Position	2
<b>School Clubs</b>		<b>School Activities</b>	
Member	1	Member	1
Leadership Position	2	Leadership Position	2
<b>Student Government</b>		<b>Service Organization</b>	
President	2	Member	1
Vice-President	2	Leadership Position	2
Secretary	2		
Treasurer	2		
Council member	1		

**Appendix H**

**School Allocations/Funds**

All school allocations/funds will be published in the Allocation Summary Reports for the appropriate school year under the Scholarship Processing Module.

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**Scholarship Benefit Package**

<b>FY 13 (1 Oct 2012)</b>	
Tuition/Fees*	Up to Full tuition and mandatory fees
Room/Board *	Capped at \$10,000
Books	\$1200 annually
Stipend	MS I: \$300 a month (up to 10 months)
	MS II: \$350 a month (up to 10 months)
	MS III: \$450 a month (up to 10 months)
	MS IV: \$500 a month (up to 10 months)
<b>Summer Benefits</b>	
Tuition	Up to 12 Credit hours
Room/Board	Not available for Summer
Books	\$400

\* Must elect Tuition/Fees or Room/Board annually

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Commanders Green to Gold Hip Pocket Scholarship Program Participants

Commanders Green to Gold Hip Pocket Scholarship Program Participants

Div/Corp/Command	Location	Auth Scholarships
101st Air Assault	Fort Campbell	5
10th Mountain	Fort Drum	5
1st Armor	Germany	5
1st Cavalry	Fort Hood	5
1st Infantry	Fort Riley	5
21st Theater	Europe	3
25th Infantry	Hawaii	5
2d Infantry	Korea	5
3rd Infantry	Fort Stewart	5
4th Infantry	Fort Hood	5
First Army Div West & Ft Carson(formerly 7th Infantry Division)	Fort Carson	2
82nd Airborne	Fort Bragg	5
US Army Fires Center of Excellence and Fort Sill (AD/FA)	Ft Sill	2
Army Intelligence Center	Ft Huachuca	2
Aviation Center	Ft Rucker	2
US Army Maneuver Support Center of Excellence (CM/MP/EN)	Ft Leonard Wood	2
Fort Polk	Fort Polk	2
Ft Richardson, Alaska	Fort Richardson	2
I Corp	Fort Lewis	3
III Corp	Fort Hood	3
US Army Maneuver Center of Excellence and Fort Benning	Ft Benning	2
National Training Center	Fort Irwin	2
NATO	Germany	1
Sustainment Center of Excellence and Fort Lee (OD/QM/TC)	Fort Lee	2
Signal Center	Ft Gordon	2
United States Army Special Operations Command	Fort Bragg	2
United States Army Soldier Support Institute	Ft Jackson	2
Southern Europe	Europe	2
V Corp	Germany	3
XVIII Corps	Fort Bragg	3
44th Medical Command	Ft Bragg	1
Military Surface Deployment & Distro Command	Alexandria	1
19th Theater Support Command	Germany	2
NORAD and USNORTHCOM	Peterson AFB	2
United States Army Accessions Command	Fort Knox	2
Basic Combat Training Center of Excellence and Ft Jackson	Fort Jackson	2
US Army 20th Support Command	APG	2
Joint Forces HQ, National Capital Region	DC	2
Joint Multinational Training Command	Germany	1
3d Sustainment Command Expeditionary	Fort Knox	2
US Army Network Enterprise Technology Command (SC)	Fort Huachuca	2



Appendix K [TOC](#)

CCIMS Coding

Award	Sclr Award	Sclr Award Cat	Status
4-Year (current freshman)	4	4R (OE at HBCU's)	E-Contracted R- Pending Contract
4-Year (current freshman) Green to Gold	4	4A	E-Contracted R- Pending Contract
4-Year (current freshman) MJC 2 + 2	4	J2	E-Contracted R- Pending Contract
4-Year USMA Non-Select	4	4U	E-Contracted R- Pending Contract
3-Year Advanced Designee (current freshman)	3	3D	S
3-Year USMA Advanced Designee (current freshman)	3	3U	S
3 ½ -Year (current freshman)	4	3H	E-Contracted R- Pending Contract
3-Year (current sophomores) previously enrolled in ROTC	3 (use for 2 ½ yr also)	3C	E-Contracted R- Pending Contract
3-Year (current sophomores) not previously enrolled in ROTC	3 (use for 2 ½ yr also)	N3	E-Contracted R- Pending Contract
3-Year (current sophomores) Green to Gold	3	3A	E-Contracted R- Pending Contract
2 ½ -Year (current sophomores) previously enrolled in ROTC	3 (use for 2 ½ yr also)	2H	E-Contracted R- Pending Contract
2 ½ -Year (current sophomores) not previously enrolled in ROTC	3 (use for 2 ½ yr also)	2H	E-Contracted R- Pending Contract
2-Year Campus Based (current juniors) previously enrolled in ROTC	2	2C	E-Contracted R- Pending Contract

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CCIMS Coding (continued)

Award	Sclr Award	Sclr Award Cat	Status
2-Year Campus Based (current juniors) not previously enrolled in ROTC	2	N2	E-Contracted R- Pending Contract
2-Year Leaders Training Camp Winners (current juniors)	2	BC	E-Contracted R- Pending Contract
2-Year Advanced Designee (current sophomores)	2	2D	S
2-Year MJC Winners (current freshman)	2	MJ	E-Contracted R- Pending Contract
2-Year Green to Gold Winners (current juniors)	2	2A	E-Contracted R- Pending Contract

## Appendix L [TOC](#)

### SAL Criteria

1. Purpose. To provide the command with a simple method to assess and capture the quality indicators of a student contracting into the SROTC program. Quality assessment is based on the Scholar - Athlete - Leader (SAL) model.
2. SAL assessment system overview:
  - a. Upon contracting, the PMS will validate an evaluation of the contracting Cadet IAW the criteria for Scholar, Athlete, or Leader designations. Evaluation should be done at the same time that the 139-R form is filled out.
  - b. Baseline SROTC qualifications IAW [AR 145-1](#) and [CC Pam 145-4](#) are still applicable for the Cadet at the time of contracting. A Cadet may be 100% qualified to contract and commission without meeting any of the SAL criteria. Any waivers of basic eligibility criteria are considered adverse quality indicators.
  - c. There are two separate sets of metrics for each of the SAL criteria. One set is for Cadets contracting out of High School. The other set is for Cadets already in college.
  - d. Assessment for each SAL criteria is binary in nature (Yes or No). The Cadet only needs to meet one of the qualifying criteria in that category to qualify. A 100% qualified Cadet may meet none, one, two or all three of the SAL criteria.
  - e. Assessment is a one-time event. PMS will report results in CCIMS.
  - f. Applicants identified as SALs under this section may be offered a scholarship from available school allocations/funds or through the brigade adjustment pool. USACC does not provide additional funding.

### High School Criteria (4-Year Scholarship Applicants)

#### **Scholar (only requires one of the bullets)**

- Valedictorian/Salutatorian
- Membership in National Honor Society
- Honors or Advanced Placement Program graduate
- GPA over 3.0 and SAT/ACT over 1100/24
- Top 10% of class and either
  - GPA over 3.0 or
  - SAT/ACT score above 1100/24

#### **Athlete (only requires one of the bullets)**

- Varsity Letter from HS team
- Member of regional/city/competitive league
- Either active involvement in organized competitive team sports or active involvement in individual athletic competitions (triathlon, mountain biking, running, martial arts, etc)

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**SAL Criteria (continued)**

**Leader (only requires one of the bullets)**

- Elected member of student government, class, activity
- Captain of athletic or academic team – Eagle Scout/Gold Star
- Served in position of responsibility in school/club or private organization and leader in volunteer service organizations/activities

**Campus Criteria**

**Scholar (only requires one of the bullets)**

- Campus Academic Honors Designee
- Cumulative GPA over 3.0 and SAT/ACT over 1100/24 (Freshmen and G2G)
- Top third of class and either
  - Cumulative GPA over 3.0 and SAT/ACT score above 1100/24 (Freshman & G2G)
  - In an academic program with the Academic Discipline Mix (ADM) coding of 3,4, or 5 IAW [CC Reg 145-12](#) and a cumulative GPA over 2.5

**Athlete (only requires one of the bullets)** [TOC](#)

- Current member of college competitive or intramural team
- Current member of regional/city/competitive league
- Either active competitive involvement in organized team sports/unit sports team (G2G) or active involvement in individual athletic competitions (triathlon, mountain biking, running, martial arts, etc)

**Leader (only requires one of the bullets)**

- Elected member of student government, class, activity
- Captain of college athletic or academic team
- Eagle Scout / Gold Star
- Prior Service NCO (reserve or active duty)
- Owns/runs own business or in supervisory position
- Serves in position of responsibility in school/club or private organization and leader in volunteer service organizations/activities

Appendix M [TOC](#)

## Structured Interview Plans Chapter VII Interview Plans

Included within this chapter are two structured interview plans. Interview Plan #1 is for applicants with no college or prior service experience, while Interview Plan #2 contains questions pertinent for applicants with some college background and/or military experience.

### Structured Interview Army Precommissioning Program Selection No College Background Format (No Prior Service)

**Applicant's Name:** \_\_\_\_\_  
**Interviewer(s):** \_\_\_\_\_  
**Date of Interview:** \_\_\_\_\_

**Directions:** Review those applicant records which are available to you (high school transcript, application forms, etc.) and bring them to the interview. Use the records to determine key areas for questioning during the interview. Do not write on the records. Instead, use this interview form.


Use pages 2 through 3 to clarify previous high school, work, or extra-curricular activities which could be pursued during the interview. Use pages 4 through 9 of this plan to explore the key dimensions listed. Do not ask questions if the answer has already been given. Feel free to vary the questions somewhat to fit your personal communication style or the background of the applicant.

Use follow-up questions to pin down behavior—what the applicant did, information about the situation, and the result of any action. Document the situation, action, and results in the space provided. (There should be enough space for necessary notes.)

#### To Open the Interview:

**SAY:** Hello, my name is \_\_\_\_\_. I'm the \_\_\_\_\_ for \_\_\_\_\_. If a panel (title) (organization) interview, introduce other panel members. State their function.

My role today is to discuss with you some of your background experiences and then give you a chance to ask any questions you might have about \_\_\_\_\_ (ROTC, USMA, or the U.S. Army). I know that an interview is a somewhat stressful situation, but please relax as much as possible. If I (we) get to know you well—what you have done and hope to do—then I (we) will have a much better idea as to whether the US Army is best suited for your talents and interests. I think you will agree it is in my (our) best interests as well as yours for us to become better acquainted before selection into the program. I have some planned questions I would like to ask about your experiences that will take approximately 30-45 minutes. Then, I will give you a chance to ask questions. So I do not overlook any important items, I will be taking notes of our discussion. Let's start with your high school experiences. Which high school are you attending?

**Structured Interview**  
**Army Precommissioning Program Selection**  
**No College Background Format (No Prior Service) (continued)** 

**EDUCATIONAL BACKGROUND:** High School \_\_\_\_\_

***Career Motivation***

1. What were (are) your career goals upon leaving high school?
2. What would you consider are your two or three most significant accomplishments in high school? Please describe why they were significant to you.

	Situation	Action	Result
a.			
b.			
c.			

3. Tell me about the subject in which you worked the hardest and succeeded in doing well. To what do you attribute this success?

	Situation	Action	Result
--	-----------	--------	--------

4. In what kinds of non-classroom activities have you participated in school?
5. Have you worked at a part-time or Summer job while in school? If so, in what capacity and for how long?

The following questions can be asked relative to academic, extracurricular or work experiences of the student. Say "I will now ask some questions about your experiences. You can refer to academic, extracurricular or work experiences in responding to the questions."

***Initiative***

1. Tell me about your toughest subject and what you have done to handle it?


	Situation	Action	Result
--	-----------	--------	--------

2. In what extracurricular activity have you participated in which you worked the hardest and are most proud of? Please explain.

	Situation	Action	Result
--	-----------	--------	--------

3. Give me an example of a school or work event in which the originating idea was yours. (Other than the one cited in response to question #2.)

	Situation	Action	Result
--	-----------	--------	--------

**Structured Interview**  
**Army Precommissioning Program Selection**  
**No College Background Format (No Prior Service) (continued)** 

**Preparing for College**  
***Planning And Organizing***

4. Have you prepared yourself for college?

Situation	Action	Result
-----------	--------	--------

1. How do you plan your week to accomplish all the activities in which you are involved?  
Give a specific example of one week.

Situation	Action	Result
-----------	--------	--------

Planning for a Week

2. Describe your method of study for major tests? End-of-year tests?

Situation	Action	Result
-----------	--------	--------

Major Tests

3. Give an example of when you had too much to do. How did you arrange your efforts as in a priority? order?

Situation	Action	Result
-----------	--------	--------

4. We all occasionally are late for a class or miss a due date. Give me an example of when this happened to you.

Situation	Action	Result
-----------	--------	--------

***Influence***

1. Describe a situation in which you strongly disagreed with a teacher, coach or supervisor. How did you handle the situation?


Situation	Action	Result
-----------	--------	--------

2. In your extracurricular activities, what was the most prominent leadership role in which you have been? What were your major accomplishments here?

Situation	Action	Result
-----------	--------	--------

3. Cite an example where you had to negotiate or mediate a dispute between two persons or groups. How did you handle it?

Situation	Action	Result
-----------	--------	--------

**Structured Interview**  
**Army Precommissioning Program Selection**  
**No College Background Format (No Prior Service) (continued)** 

4. Have you ever had to help another student in school or in extracurricular events? Please describe what you did.

Situation	Action	Result
-----------	--------	--------

***Judgment***

1. Describe the alternative colleges that you have considered attending and the reasons for their consideration.

Situation	Action	Result
-----------	--------	--------

2. Each of us must occasionally make a tough decision. Describe your most recent tough decision and how you went about reaching a solution.

Situation	Action	Result
-----------	--------	--------

3. If you could take back one decision you have made in the last two years, what would it be? Why?

Situation	Action	Result
-----------	--------	--------

***Career Motivation***

Why does the US Army interest you?

What are your career plans at this time?

What has been your most satisfying experience in work or school to date? Please explain.

Situation	Action	Result
-----------	--------	--------

4. What has been your least satisfying experience in work or school to date? Please explain.


Situation	Action	Result
-----------	--------	--------

**NOW SAY:** Thank you for sharing so much information with me about your background. Now I would like to check my notes to ensure I didn't miss any planned questions. While I do that, please give some thought to the question: "What kind of teacher, instructor, coach, boss, etc. do you enjoy learning or working with best and why?"

After checking your notes, ask the following:

1. What are your thoughts on my question?
2. Do you have any unanswered questions or follow-up questions?



**Structured Interview**  
**Army Precommissioning Program Selection**  
**No College Background Format (No Prior Service) (continued)** 

**THEN SAY:** Now I would like to explain the \_\_\_\_\_ (ROTC, USMA, or BIOCC) program and answer any questions you may have.

Explain \_\_\_\_\_ (ROTC, USMA or BIOCC) to the student. Cover the following areas:

1. A description of the school
2. Faculty members
3. Curriculum available
4. ROTC or USMA extracurricular activities or programs
5. Military training
6. Commissioning process—student commitment

**Ask the student if he has any questions on the program for which he is applying.**

Close the interview by thanking the student for his interest and explain when he will be hearing the results of the selection process.

**Structured Interview Army Precommissioning Program Selection College  
Background Format (Military Service Section Included) **

**Applicant's Name:** \_\_\_\_\_

**Interviewer(s):** \_\_\_\_\_

**Date of Interview:** \_\_\_\_\_

**Directions:** Review those applicant records which are available to you and bring them to the interview. Use the records to determine key areas for questioning during the interview. Do not write on the records. Instead, use this interview form.

This Interview Plan can be used for ROTC or BIOCC precommissioning selection. Applicants should have some college background. If they also have military service experience, use the section on military service included in this plan. If not, simply do not ask the military service questions. If the applicant does not have any college or military service experience, use Interview Plan #1.

Use pages 85 through 87 to clarify previous college, extracurricular activities, or work (military or otherwise) experiences which could be pursued during the interview. Use pages 5 through 10 of this plan to explore the key dimensions listed. Feel free to vary the questions somewhat to fit your personal communication style or the applicant's background.

Use follow-up questions to pin down behavior. Follow-up questions will help you find out exactly what the applicant did, information about the situation, and the result of any action. Document the situation, action, and results in the space provided. (There should be enough space for necessary notes.)

**To Open the Interview:**

**SAY:** Hello, my name is \_\_\_\_\_. I'm the \_\_\_\_\_  
for

(title) (organization) \_\_\_\_\_. If a panel interview, introduce other  
panel members. State their function.

My role today is to discuss with you some of your background experiences and then give you a chance to ask any questions you might have about \_\_\_\_\_ (ROTC, BIOCC, or the U.S. Army). I know that an interview is a somewhat stressful situation, but please relax as much as possible. If I (we) get to know you well—what you have done and hope to do—then I (we) will have a much better idea as to whether the US Army is best suited for your talents and interests. I think you will agree it is my (our) best interest as well as yours for us to become better acquainted before selection into the program. I have some planned questions I would like to ask about your experiences that will take approximately 30 to 45 minutes. Then, I will give you a chance to ask questions. So I do not overlook any important items, I will be taking notes of our discussion. Let's start with your school experiences. What is your major in school?

**Structured Interview Army Precommissioning Program Selection College  
Background Format (Military Service Section Included)(continued) [TOC](#)**

**EDUCATIONAL BACKGROUND**

College: School \_\_\_\_\_ Major \_\_\_\_\_

GPA (Cumulative) \_\_\_\_\_

Of the course you have taken so far:

Which courses have you liked best?

Which courses have you liked least?

***Judgment***

Why did you choose \_\_\_\_\_ as school to attend? What other schools did you consider? Would you go somewhere else if you could do it again?

Why have you selected \_\_\_\_\_ academic major?

***Career Motivation***

1. What would you consider your two or three most significant accomplishments in school? Please describe each and why they were significant to you?

Situation	Action	Result
-----------	--------	--------

For ROTC Students Only:

2. What are (were, if already joined) the reasons you are (were) interested in ROTC?

**MILITARY EXPERIENCE**

This series of questions should be asked of those applicants with military experience.

***Career Motivation***

Why did you join the service?

Please describe your last two positions in the military:

Position #1: Rank \_\_\_\_\_  
Job Title \_\_\_\_\_  
Length of Time in Position \_\_\_\_\_

Major Responsibilities \_\_\_\_\_

Position #2: Rank \_\_\_\_\_  
Job Title \_\_\_\_\_  
Length of Time in Position \_\_\_\_\_

Major Responsibilities \_\_\_\_\_

3. In which job or tasks did you gain the greatest amount of satisfaction? Which position or tasks did you find most frustrating? Why?

**Structured Interview Army Precommissioning Program Selection College  
Background Format (Military Service Section Included)(continued)** [TOC](#)

(If the candidate has left the service ask) Why did you leave the service?

**WORK EXPERIENCE**

Part-time or full-time positions held during school year or Summer months. (**Note:** Only jobs of at least a full Summer or six months duration part-time should be pursued.)

**Other Than Military Service**

Job #1

Position \_\_\_\_\_

Organization \_\_\_\_\_

Dates of Employment \_\_\_\_\_

Job #2

Position \_\_\_\_\_

Organization \_\_\_\_\_

Dates of Employment \_\_\_\_\_

**Initiative**

How did you locate your first position?  
How did you find your second position?

**Judgment**

1. What did you consider in accepting the job?

**Career Motivation**

What did you like most about this job? Least?  
What did you like most about this job? Least?

Now I would like to ask some additional questions about your experiences. You can refer to your college, military, work or ROTC experiences (if applicable) in responding to the questions.

**INITIATIVE**

1. Has there been a need to finance your education yourself? If so, how are you accomplishing this?

Situation	Action	Result
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2. Give me some examples of situations (extracurricular, military, ROTC) in which you received I-9 little guidance on what to do. How did you handle them?

Situation	Action	Result
-----------	--------	--------

**Structured Interview Army Precommissioning Program Selection College  
Background Format (Military Service Section Included)(continued)** [TOC](#)

3. In what extracurricular activities (or military experiences) in school have you participated in which you worked the hardest and are most proud of? Please explain.

Situation	Action	Result
-----------	--------	--------

**PLANNING AND ORGANIZING**

1. How do you plan your week to accomplish all the activities in which you are involved? Give a specific example of one week.

Situation	Action	Result
-----------	--------	--------

Planning for a Week

2. Explain how you planned for your final exams last semester/quarter.

Situation	Action	Result
-----------	--------	--------

Studying for Finals

3. Describe a few situations in which you had too much to do at the same time (military, ROTC, school). How did you handle them? What was the outcome?

Situation	Action	Result
-----------	--------	--------

4. Everyone has something that "Falls through the cracks." Describe some situations in which this has happened to you.

Situation	Action	Result
-----------	--------	--------

**INFLUENCE**

1. What was the best idea you ever sold to a supervisor, teacher, peer or subordinate? What did he like about it?

Situation	Action	Result
-----------	--------	--------

2. In your (military, ROTC, or civilian work experience), describe a situation in which you were in a position of leadership and led your subordinate(s) to the successful accomplishment of a goal. Give other examples.

Situation	Action	Result
-----------	--------	--------

3. In your activities outside of the duty or school environment, describe a situation in which you were in a position of leadership and significantly influenced your peers' or group's activities and effectiveness.

Situation	Action	Result
-----------	--------	--------

**Structured Interview Army Precommissioning Program Selection College  
Background Format (Military Service Section Included)(continued)** [TOC](#)

**JUDGMENT**

1. What has been the toughest decision you have made in the last year? Tell me how you went about it. What alternatives did you consider?

Situation	Action	Result
-----------	--------	--------

2. Give me two examples of other good decisions you have made in your work, education or military service.

Situation	Action	Result
-----------	--------	--------

3. All of us had an opportunity to look back and reexamine some decisions we have made. What are some examples of recent decisions you have had the insight to reconsider?

Situation	Action	Result
-----------	--------	--------

**CAREER MOTIVATION**

1. What were your career goals upon entering college? What are they now?
2. Describe what you have found most satisfying about your experiences in ROTC (or the Army) to date. Least satisfying?

**NOW SAY:** Thank you for sharing so much information about your background. Now I would like to check my notes. While I do that, please give some thought to the question:

1. What are your long-range career goals (5-10 years)?
2. What are your thoughts on my question?
3. What have you done to help to achieve those goals?

Do you have any unanswered questions or follow-up questions?

**THEN SAY:** Now I would like to explain to you the ROTC Advanced Course or Officer Candidate Program and answer any questions you may have.

**EXPLAIN THE ADVANCED COURSE PROGRAM AND BIOCC TO THE  
CADET/CANDIDATE.**

Topics which should be covered to explain the Advanced Course or Officer candidate School:

1. Describe the school (if new student) or a description of facilities.
2. Describe who the faculty members are and their backgrounds in general.
3. Curriculum available.
4. Military training provided.
4. Commissioning process—student commitment.

Ask the Cadet if he has any questions on the program for which he is applying.

Close the interview by thanking the Cadet for his interest in the Army and explain when he will be hearing the results on the selection process.

Appendix N [TOC](#)

Summer Language Hub Program approved courses:

San Diego State University

- Arabic
- Persian

North Georgia College & State University

- Arabic
- Mandarin Chinese

Indiana University

- Persian
- Pashto
- Arabic

Arizona State University

- Persian

Georgia Institute of Technology

- Chinese

Texas A&M

- Chinese
- Arabic

University of Mississippi

- Chinese
- Arabic

University of Texas at Austin

- Persian

University of Utah

- Arabic
- Persian
- Chinese
- Korean
- Hindi-Urdu
- Pashto

Virginia Military Institute

- Arabic

### Language Scholarship Program Approved Majors

Arabic (all Dialects)

Chinese – Mandarin

Hausa

Indonesian

Pashto (all Dialects)

Persian (all Dialects)

Portuguese

Swahili

Russian

Urdu



**Glossary** [TOC](#)

**Section I** [TOC](#)  
**Abbreviations**

<b>ACRONYM</b>	<b>DESCRIPTION</b>
<b>ACCT</b>	Accelerated Cadet Commissioning Training
<b>AD</b>	Advanced Designee
<b>ADO</b>	Active Duty Option
<b>AFCEA</b>	Armed Forces Communications and Electronics Association
<b>APFT</b>	Army Physical Fitness Test
<b>ARNG</b>	Army National Guard
<b>CCIMS</b>	Cadet Command Information Management System
<b>CGPA</b>	Cumulative Grade Point Average
<b>CMP</b>	The Corporation for the Promotion of Rifle Practice and Firearms Safety, Inc.
<b>CONUS</b>	Continental United States
<b>DedARNG</b>	Dedicated Army National Guard
<b>DODMERB</b>	Department of Defense Medical Examination Review Board
<b>GPA</b>	Grade Point Average
<b>GRFD</b>	Guaranteed Reserve Force Duty
<b>HBCU</b>	Historically Black College/University
<b>HQ'S USACC</b>	Headquarters, U.S. Army Cadet Command
<b>HRC</b>	Human Resource Center
<b>IAW</b>	In accordance with
<b>LOA</b>	Leave of Absence
<b>LDAC</b>	Leader Development and Assessment Course
<b>LTC</b>	Leader's Training Course
<b>MILPO</b>	Military Personnel Office
<b>MJC</b>	Military Junior College
<b>MS</b>	Military Science
<b>MSL</b>	Military Science Level
<b>NAPS</b>	Normal Academic Progression System
<b>OML</b>	Order of Merit List
<b>PMS</b>	Professor of Military Science
<b>ROTC</b>	Reserve Officers' Training Corps
<b>RRC</b>	Regional Readiness Command (USAR)
<b>SAT</b>	Scholastic Aptitude Test
<b>SMP</b>	Simultaneous Membership Program
<b>SY</b>	School Year
<b>TAG</b>	The Adjutant General (ARNG)
<b>USAA</b>	United Services Automobile Association
<b>USACC</b>	U.S. Army Cadet Command
<b>USAR</b>	United States Army Reserve

Section II [TOC](#)  
Terms

- a. **Academically and militarily (ROTC) aligned.** Status of an ROTC Cadet who has completed a similar number of college academic and ROTC classes and has a like number of years remaining for degree and ROTC completion; i.e., military science (MS) I Cadet would be an academic freshman, MS II Cadet an academic sophomore, MS III Cadet an academic junior, and MS IV Cadet an academic senior. Cadets in a documented five-year degree program and receiving extended benefits are classified as MS V. Contracted Cadets who have completed all ROTC requirements but have not completed baccalaureate degree requirements are classified as completion Cadets.
- b. **Advanced designated scholarships.** The three-year scholarships awarded to highly qualified four-year applicants provided they meet established criteria.
- c. **Alternate.** An applicant declared eligible by Headquarters Cadet Command but did not receive a scholarship from available allocations/funds or the adjustment pool.
- d. **Conditional Winner.** An applicant who has been selected to receive a scholarship. However, due to an unresolved medical and/or administrative problem, the award is not final. Award must be final and notification received prior to contracting as a scholarship Cadet.
- e. **Cooperative Program.** A work/study program that causes a student to take more than 4 normal academic years to complete.
- f. **Dedicated Scholarships.** Scholarships dedicated by law or regulation to a specific group of schools or individuals.
- g. **Enrolled Cadet.** Any individual currently enrolled in an ROTC military science course who has signed [CC Form 139](#) (Army ROTC Loyalty Oath and Conscientious Objector Statement).
- h. **Mission Set.** The commissioning date of the Cadet based on the calendar year determines a Cadet's mission set. Mission set year runs from **1 Oct - 30 Sep. 15 May 05** commissioning date places a Cadet in mission set 05. **15 Dec 05** commissioning date places a Cadet in mission set 06.
- i. **Nonenrolled Student.** Any individual not currently enrolled in an ROTC military science course. If student has completed some MS courses but is not currently taking MS, he is considered nonenrolled.
- j. **Qualified Winner.** A fully qualified scholarship recipient. No further action is required by Headquarters, Cadet Command or Brigade, as the individual is fully qualified for the scholarship. The PMS must ensure the winner is still fully qualified at the time of enrollment and contracting as a scholarship Cadet.

OFFICIAL:

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Colonel, GS  
Chief of Staff

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JEFFOREY A. SMITH  
Major General, US Army  
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