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USACC Pamphlet 145-1

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Reserve Officers' Training Corps

ARMY ROTC INCENTIVES PROCEDURES

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FOR THE COMMANDER:

OFFICIAL:

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**History.** This publication is an administrative revision. The portions affected by this administrative revision are listed in the summary of change.

**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.

**Proponent and Exception Authority.** The proponent for this pamphlet is the USACC Director, RMID.

**Army Management Control Process.** This pamphlet does not contain management control provisions.

**Supplementation.** 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 <http://ikrome.usaac.army.mil>.

**Suggested improvements.** Send comments and suggested improvements on **DA Form 2028** (Recommended Changes to Publications and Blank Forms) through channels to the HQ USACC, ATTN: ATCC-ROI, Fort Knox, KY 40121-5123

**Distribution.** Distribution of this pamphlet is intended for HQ USACC and its subordinate units. Distribution is in electronic format only.

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## Summary of Change

USACC Pam 145-1  
Army ROTC Incentives Procedures

- **Change Chapter 2-1a (5):** Process CGPA waivers below 2.41 for on campus applicants upon receipt. Process all CGPA waivers for Green to Gold & 4-year National scholarship applicants.
- **Change Chapter 2-1g (3):** Academic alignment should be maintained and scholarships awarded IAW Expected Start Term and Expected End Term calculation.
- **Change Chapter 2-1g (4):** The Expected End Term will be four years out from the Expected Start Term for high school offers upon enrollment at school and completion of the **CC Form 104R**.
- **Change Chapter 2-1i (1): Tuition and Fees.** The Scholarship Benefit Package provides for payment of up to full tuition and mandatory fees or \$10,000 annual flat rate for room and board.
- **Change Chapter 2-1i (2)(a):** Election initially occurs at the start of the new SY for returning Cadets, initial contracting or transfer. This election occurs in CCIMM each term.
- **Change Chapter 2-1i (2)(b)** Scholarship recipients who elect room and board will be paid a \$10,000 flat rate -- \$5,000 per semester term or \$3,333 per quarter term.
- **Deleted Chapter 2-1i (2)(c-d)**
- **Change Chapter 2-2a (1):** All high school applications will be completed on-line at [hs.usarmyrotc.com](http://hs.usarmyrotc.com).
- **Change Chapter 2-2a (2):** Application window opens 12 June after the student's junior year in high school.

- **Change Chapter 2-3d (6)(b):** Brigade Commanders have approval authority of CGPA waivers down to 2.0. Waiver must be substantiated with other academic achievements.
- **Change Chapter 2-3d (6)(b):** Any waivers below 2.0 must go to the Cadet Command for approval.
- **Change Chapter 2-3e: USACC Form 104-R.** The overriding concept of the **CC Form 104-R** is to produce a system which provides the correct length of scholarship to ensure academic and military alignment under normal academic year progression. The **CC Form 104-R** allows for accurate projection of costs and commissions and provides an upfront agreement with the Cadet by determining the Expected Start Term and the Expected End Term of the scholarship.
- **Change Chapter 2-3e (2): Authorized Terms.** The number of authorized terms is determined under normal academic school year progression and must match the scholarship award type.
- **Change Chapter 2-3e (2)(b):** Summer term(s) is not part of an academic school year. Therefore, students who desire to take summer terms to graduate earlier, refer to [Chapter 8-3](#) for Summer extension of benefits guidance.
- **Change 2-3e (3): Adjusting Terms.** The USACC 104-R provides an upfront agreement on the number of terms that will be authorized under the scholarship. If the start and end terms require adjusting after the fact, an exception to policy request must be submitted to HQ USACC, RMID, Incentives Division. Refer to [Chapter 8-4](#).
- **Added Chapter 2-3e (3)(a): Campus Based Scholarship.**
  - When the school uploads a Campus Based Scholarship application in CCIMM, the school will select the Expected Start Term and the Expected End Term. The Start Term will automatically determine the School Year and the Start Date.
  - Once an offer is posted, with the exception of the Accept/Decline dropdown menu, the campus based application becomes read only for the school. If this tab requires adjusting after the offer is posted, only HQ can make those changes.
  - When a Cadet's enrollment status is changed to an R or S status, the scholarship information is copied to the Scholarship tab. Only HQ users can make changes to this tab.

- **Added Chapter 2-3e (3)(b): High School Scholarship Winners.**
  - When a school inputs a high school scholarship winner into Cadet Data in CCIMM, the Expected Start Term and the Expected End Term will automatically populate on the Scholarship tab to align with a four year program.
  - If a high school winner is majoring in a program that goes beyond four years, the Battalion will input the correct graduation and commissioning dates into CCIM and will need to send a request to HQ USACC Scholarship Program Manager to adjust the Expected End Term.
- **Deleted Chapter 2-3e (4)(a-d)**
- **Added Chapter 2-4f (1)(c):** Any fee listed as an optional fee in the school catalog is capped at \$100 per course. Any amount that exceeds that cap is the responsibility of the Cadet. Optional means that the Cadet need not incur the fee for degree completion.
  - A fee associated with a required course is payable.
  - A fee associated with an elective course that is not required for degree completion is capped at \$100 per course. **Example:** A Cadet is required to take a physical education class. He elects to take scuba diving to satisfy this requirement. As part of this course, the Cadet is required to pay a scuba diving rental fee of \$150. The cost of the course is covered by the Cadet's scholarship, but the fee is capped at \$100. The Cadet would have to pay the remaining \$50 out of pocket.
- **Changed Chapter 2-4f (2)(e):** All new scholarship awardees will have payment processed upon contracting. 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.
- **Added Chapter 2-4f (10):** Scholarship funds may be used to pay for repeat classes. However, if the number of repeat classes causes a delay in the graduation or commissioning date, the Cadet is subject to disenrollment for failure to make satisfactory progress towards his degree IAW paragraph 2.c of the DA Form 597-3 Senior Reserve Officer Training Corps (ROTC) Scholarship Cadet Contract. Additionally, Cadets who repeat classes are ineligible for extension of scholarship benefits.
- **Added Chapter 2-9f: Enrollment Status.** If the transfer is approved, the losing school moves the Cadet into a **TR-status** to an **E\$-status**. **Z-status** Cadets cannot be transferred using the **TR-status**.

- **Change Chapter 2-11a (1):** The required minimum CGPA and current GPA for scholarship consideration are 2.5 for all programs. Students who have already established a college GPA from at least one full term of college completed must have a minimum 2.5 CGPA and minimum 2.5 current GPA for scholarship consideration.
- **Change Chapter 2-11c:** Applicants must have the minimum 2.5 academic cumulative GPA and minimum 2.5 current GPA required for the scholarship at the time of application. The applicant must also maintain the required GPA before contracting.
- **Change Chapter 3-2c (1):** Documents: Applications will be sent electronically to [usarmy.knox.usacc.mbx.cssp@mail.mil](mailto:usarmy.knox.usacc.mbx.cssp@mail.mil) NLT 1 July. Applications will be sent as a single file containing the documents listed below (except where noted).
- **Deleted Chapter 8, Student Loan Repayment Program (SLRP).**
- **Change Chapter 9, Army ROTC Scholarship Program Cadet Actions:** Renumbered to Chapter 8. All hyperlinks throughout referencing this chapter have been updated.
- **Changed Chapter 8-2a:** Financial payments for scholarship Cadets are based on the Expected Start Term and the Expected End Term of the scholarship. Benefits begin with the Expected Start Term and end with the Expected End Term provided at the start of a scholarship not to exceed 10 semester terms or 15 quarter terms. Terms 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 [8-9](#)).
- **Reworked Chapter 8-3 Request for Summer Benefits:** Removed references to NAPS.
- **Added Chapter 8-3c (3):** Since summer term(s) is not part of an academic school year, ALL requests for Summer Benefits require a Cadet Action.
- **Added Chapter 8-7a (1)(a-b):** The PMS may approve a study abroad that takes place during the normal academic year if the Cadet is NOT requesting travel reimbursement.
- **Added Chapter 8-7a (2)(a-b):** RMID is the approval authority if the study abroad occurs during the summer or if the study abroad occurs during the normal academic year and the Cadet is requesting travel reimbursement.
- **Added Chapter 8-7b (1-5):** All Study Abroad requests require a course overview, transcript, USACC Form 145-1-7, description of the course catalog, counseling statement.

- **Added Chapter 8-8b (3)(a): Example 1:** A Cadet is placed on admin suspension for the Fall 2015 term for an academic GPA below 2.0. The Cadet's GPA did not improve. The Cadet is again placed on admin suspension for the Spring 2016 term for the same reason. This constitutes two consecutive (back-to-back) admin suspensions for the same reason. The PMS must disenroll.
- **Added Chapter 8-8b (3)(b): Example 2:** A Cadet is placed on admin suspension for the Fall 2015 term for an academic GPA below 2.0. The Cadet's GPA improves, and the admin suspension is lifted. However, the Cadet is placed on admin suspension for the Spring 2016 term for misconduct. Although, the Cadet has two consecutive (back-to-back) admin suspensions, the suspension reasons are different. The PMS is not obligated to disenroll the Cadet for the consecutive admin suspensions.
- **Change Chapter 8-9c (1):** Brigade Commanders have approval authority of on-campus cumulative GPA and current GPA waivers down to 2.0.
- **Change Chapter 8-9c (2):** GPA Waivers below 2.0 must go to the Cadet Command for approval.
- **Added Chapter 9, Cultural and Language Incentive Program - Bonus (CLIP-B)**
- **Change Chapter 10-4a (1):** Tuition Assistance. State (if applicable for ARNG) Tuition Assistance may be used in conjunction with GRFD Scholarships.
- **Change Chapter 10-4a (1)(a):** If Scholarship money is used towards Room and Board, then it is permissible for State (if applicable for 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 are determined by an average or aggregate of the area.
- **Change Chapter 10-4a (1)(b):** If Scholarship money is used for Tuition, State Tuition Assistance may not be used for Room and Board.
- **Added Chapter 10-4a (1)(c):** Federal Tuition Assistance may not be used in conjunction with ROTC scholarships.
- **Deleted Chapter 10-4i (1-3):** References to nurse scholarship conversion to GRFD.
- **Reworked Chapter 10-5 GRFD Scholarship Conversions.**
- **Change Chapter 11-12b (4):** Federal Tuition Assistance may not be used in conjunction with ROTC scholarships.

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## Chapter 1 -- Introduction

### 1-1. Purpose

This pamphlet prescribes general procedures for administering the Army ROTC incentives programs.

### 1-2. References

**USACC Reg 145-1**, Reserve Officers' Training Corps Army ROTC Incentives Policy.

**AR 145-1**, Senior Reserve Officers' Training Corps Program: Organization, Administration, and Training, dated 22 July 1996.

### 1-3. Explanation of Terms

Acronyms and special terms used in this regulation are in explained in the Glossary.

### 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

### 2-1. Scholarship Management

As of FY 08, HQ USACC centrally manages the scholarship budgets 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 are adhered to which are laid out in **USACC Reg 145-1**.

#### a. HQ USACC will:

- (1) Develop a funding plan to achieve mission targets.
  - (2) Set limits for the Army ROTC College Scholarship Program for each school IAW Brigade priorities via CCIMM.
  - (3) Monitor current CCIMM 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.
  - (5) Process CGPA waivers below 2.41 for on campus applicants upon receipt. Process all CGPA waivers for Green to Gold & 4-year National scholarship applicants.
- b. Brigade Commanders** will provide HQ USACC spread of missions by school NLT **30 June** for FY/SY + 2.

**c. Scholarship Plan.** HQCC annually publishes missions and programs active on the application for the upcoming school year and appropriate mission sets. The Scholarship Plan is staffed with and created based on input from the Brigades, HQ DA Program Objective Memorandum (POM) budget funding levels, and HQ DA G1 missioning levels. It reflects both the estimated number of Cadets who may receive scholarship benefits and the budget level for a particular school ([Appendix H](#)). During staffing of the scholarship plan, HQCC must first account for and pay for 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)** 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.

**(c)** MJC 2+2 Scholarships.

**(d)** North Dakota Helicopter Flight Training Program (HFTP).

**(e)** 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.

**(f)** Cadet Initial Entry Training (CIET). 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)** Special Scholarships (STEM, Urban, Language (must be one of the Language codes in [Appendix O](#)))

**(b)** Green to Gold Scholarships (award categories: 4A, 3A, 2A, HP)

**(c)** Nurse Majors

**(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 CCIMM Student/Cadet Information 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 needed to support these students are moved into those mission sets.

**(5)** Scholarship plans are posted in CCIMM.

**(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 CCIMM reflect the sum of all subordinate Battalions in each mission set, plus supplemental funds to use for CIET, Accelerated Cadet Commissioning Training (ACCT) or other campus based scholarships.

**(c)** The PMS must ensure that the right mix (number) of scholarships is offered to meet their enrollment requirements and commission missions in each mission set.

**(6)** The dollar estimates used in the scholarship plan reflect information from the CCIMM 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 CCIMM 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 specific 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 CCIMM 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/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.

**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 CCIMM. Additionally, every scholarship Cadet, except those categories listed in [Para 2-1e\(3\)](#) above, entered as Enrolled (**E\$-status**), Pending Contract (**R-status** or **S-status**) or on Leave of Absence (**L-status**) in CCIMM 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 receives 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 CCIMM, and is only considered valid when CCIMM reflects the offer and a control number. Commanders must ensure that acceptance, declination and withdrawal of offers are accurately depicted in CCIMM as it impacts on availability of scholarship funds. Once an offer is reflected in CCIMM 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 CCIMM, either as Scholarship Offer Pending Contract (**R-status**) or Contracted (**E\$-status**). If no offer exists in CCIMM, the student will not be able to be placed in a scholarship status in CCIMM. 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 a 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 2-1-1 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 SY15-16**

BALL STATE UNIVERSITY (001786)

Roll-up

	Budget Level		Contracted/Paid		Pending Contract		Offered & Accepted		Offered Pending Acceptance		Scholarship Committed		Available Scholarship *		
	#	Allocated	# Active	# Paid	Funds	#	Funds	#	Funds	#	Funds	#	Funds	#	Funds
2023	0	\$0	0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0
2022	0	\$0	0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0
2021	0	\$0	0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0
2020	0	\$0	0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0	0	\$0
2019	0	\$0	4	4	\$88,984	0	\$0	1	\$2,885	0	\$0	5	\$91,869	-5	-\$91,869
2019 AD	0	\$0	0	0	\$0	4	\$73,184	0	\$0	0	\$0	4	\$73,184	-4	-\$73,184
2018	0	\$0	9	9	\$124,528	0	\$0	0	\$0	0	\$0	9	\$124,528	-9	-\$124,528
2017	0	\$0	26	26	\$338,944	0	\$0	0	\$0	0	\$0	26	\$338,944	-26	-\$338,944
2016	0	\$0	13	13	\$163,655	0	\$0	0	\$0	0	\$0	13	\$163,655	-13	-\$163,655
<b>BN Total</b>	<b>0</b>	<b>\$0</b>	<b>52</b>	<b>52</b>	<b>\$716,111</b>	<b>0</b>	<b>\$0</b>	<b>1</b>	<b>\$2,885</b>	<b>0</b>	<b>\$0</b>	<b>53</b>	<b>\$718,796</b>	<b>-53</b>	<b>-\$718,796</b>

\* Available Scholarships = Budget Level Total - Scholarships Committed

	Estimate Pending Loss	
	#	Funds
2023	0	\$0
2022	0	\$0
2021	0	\$0
2020	0	\$0
2019	0	\$0
2019 AD	0	\$0
2018	0	\$0
2017	4	\$25,670
2016	2	\$8,017
<b>BN Total</b>	<b>6</b>	<b>\$33,687</b>

**Figure 2-1-1**

**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 CCIMM. After the initial update, HQ USACC will be able to adjust the amount of scholarships and funds allocated to each school through CCIMM (see CCIMM Manual on iKrome). 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 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.

**(b)** 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.

**(c)** 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.

**(d)** 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.

**(e)** 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.

**(f)** 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.

(g) 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 Expected Start Term and Expected End Term calculation.

(4) The Expected End Term will be four years out from the Expected Start Term for high school offers upon enrollment at school and completion of the **CC Form 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 HQCC 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 NOV** 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).

#### **i. Scholarship Benefit Package.**

(1) **Tuition and Fees.** The Scholarship Benefit Package provides for payment of up to full tuition and mandatory fees or \$10,000 annual flat rate for room and board.

(a) [Appendix C](#) provides a list of fees that are covered under the Scholarship Benefit Package and those fees/charges which are non-reimbursable, not all inclusive.

(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 each term.

(a) Election initially occurs at the start of the new SY for returning Cadets, initial contracting or transfer. This election occurs each term.

(b) Scholarship recipients who elect room and board will be paid a \$10,000 flat rate -- \$5,000 per semester term or \$3,333 per quarter term.

(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.**

#### **a. Applications.**

(1) All high school applications will be completed on-line at [hs.usarmyrotc.com](http://hs.usarmyrotc.com).

(2) Application window opens **12 June** after 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**

### **(1) Marketing Division.**

**(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 [Appendix B-7](#) for sample award script.

### **(2) Incentives Division.**

**(a)** Publish the 4-year National High School Scholarship application.

**(b)** Develop distribution scheme for 4-year National High School applications.

**(c)** Provide policy input to Marketing's awareness campaign.

**(d)** Verify overall scholarship eligibility as outlined in **CC Reg 145 1, Ch 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 2-2-1 Error! Reference source not found. Below depicts the point breakout between the reas 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 2-2-1 – Whole Person Score**

**(k)** 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 CCIMM Scholarship Processing Module.

**(l)** Provide each Brigade a list of winners/conditional winners at the beginning of the SY via CCIMM Scholarship Processing Module.

**(m)** 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.

**(n)** 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.

**(o)** 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 CCIMM.

**(p)** Prior to the selection board convening HQCC will post those applicants being considered by the board on CCIMM Alerts PMS feedback on academic eligibility at the schools will be taken into account when assigning school choices.

**(q)** HQCC will mail offer letters to the applicants with up to 5 school choices from which to choose.

**(r)** The High School Processors will post accept/decline in CCIMM as they receive the offer responses from the applicants.

**c. The Battalion.**

**(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 CCIMM 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 CCIMM during the interview process.

**(4)** Access their PMS Review in CCIMM 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 individuals who accept the scholarship and assist them in completing all admin 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 Form 104R for each new scholarship Cadet and place it in each Cadet's MPRJ.

**(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 [2-1e](#) 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** 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. CCIMM 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 NCO or contractor filling an Assistant PMS 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 their own interview questions. The electronic CCF 159R, ROTC Scholarship Interview in CCIMM is required 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-5](#).

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

**(1)** Students who receive 3AD scholarships will contract and begin to receive benefits in their sophomore year providing they meet the eligibility requirements in **USACC Reg 145-1, Paragraph 2-4**.

**(2)** 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. 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.

**(3)** PMS' may offer 3AD scholarships during the Fall term. Once first term grades are available, PMS's will upload 3-year applications to begin the following year.

**(4)** 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 3AD upgrades.

**(5)** High School Scholarship applicants who receive 3AD scholarship awards will contract and begin receiving benefits during the sophomore year 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.

**(6)** The PMS will forward **CC Fm167-R** with a copy of the current transcript to Brigade by **1 July** of the Summer before the sophomore year on each individual.

**(7)** 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.

**(8)** PMS' may have 3ADs who have decided not to continue in ROTC prior to the beginning of their sophomore year sign **CC Fm167-R** declining the scholarship. Send **CC Fm167-R** to Brigade to forward to USACC.

### **i. High School Nursing Scholarships.**

(1) The intent is to increase command emphasis on nurse recruitment, improve availability of nurse scholarship funds on a centralized basis, and provide access to scholarship resources where qualified nurse applicants exist.

(2) Nurse scholarships are included in school and Brigade budgets.

(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 CCIMM 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 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.

### **2-3. College Scholarship Program Procedures.**

#### **a. Battalions will:**

(1) Enter 2-, 2.5-, 3-, 3.5- and 4-year scholarship applicants' (to include 2ADs) applications into CCIMM. 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](#).

(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 CCIMM. If there is no control number listed in CCIMM on the scholarship application tab, 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, **CC Form 104-R**, and **CC Form 145-1-5** to 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 CCIMM Student/Cadet Information Module no later than **15 April** of the Spring before term is to begin. OMLs (recording of offers) should be done in CCIMM NLT **1 May** of the Spring before the term is to begin.

(3) Applicants found after these dates should be entered immediately in CCIMM and submitted for competition in the adjustment pool.

(4) Ike Skelton (ECP) Campus Based Scholarship Program Applications.

(a) **CIET Basic Course Credit Cadets.** Battalions should upload campus-based scholarship applications into CCIMM Student/Cadet Information Module prior to entering the student in the CCIMM Training Module. Once an applicant is entered into the Training Module, a scholarship application for that applicant cannot be uploaded into CCIMM. The exception is an MJC applicant who has an application entered in CCIMM Scholarship Processing as a High School Applicant.

(b) **Non CIET basic course credit Cadets.** Battalions should upload campus-based applications into CCIMM no later than **15 August** of the Summer before term is to begin.

(5) The PMS should input applicants into CCIMM 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 **CCR 145-1, Ch 2-4**. Instructions for conducting selection boards are at [Chapter 2-10](#).

**c. Alternate Selection Period.**

**(1)** Any time an eligible applicant is discovered, the PMS should upload a campus-based application into CCIMM. 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 CCIMM.

**d. On-Campus Application Packet, including GRFD, CIET, 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-3](#). The application packet must include the following items:

**(1) Cadet Enrollment Record.** A completed Cadet enrollment record **CC Fm 139-R**.

**(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 Form 104-R** is required for all applicants. MJC applicant's forms 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 ROTC will support with benefits, to lay out an academic plan by which to monitor the students' progress and academic alignment. The PMS and School advisor signatures are required on the form.

**(4) Scholarship Request Form. CC Form 145-1-5** request form is required with all campus-based scholarship application request packets.

**(5) DoDMERB.** Documentation of the applicant's medical examination, (i.e., scheduled, taken, submitted to DoDMERB, etc).

**(6) 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 CCIMM 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 CGPAs.

- Brigade Commanders have approval authority of CGPA waivers down to 2.0. Waiver must be substantiated with other academic achievements.
- Any waivers below 2.0 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, RMID. Only CG, USACC can disapprove a waiver.

**(7) 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 CCIMM Scholarship Processing Module on the Scholarship Application Tab or the Actions Tab.

**e. USACC Form 104-R.** The overriding concept of the **CC Form 104-R** is to produce a system which provides the correct length of scholarship to ensure academic and military alignment under normal academic year progression. The **CC Form 104-R** allows for accurate projection of costs and commissions and provides an upfront agreement with the Cadet by determining the Expected Start Term and the Expected End Term of the scholarship.

**(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 CCIMM. 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) Authorized Terms.** The number of authorized 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** 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. Therefore, students who desire to take summer terms to graduate earlier, refer to [Chapter 8-3](#) 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.

Semesters	Quarters	Schlr Type	CCIMM Sclr Type	CCIMM 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 -- Scholarship Decision Matrix**

**(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.

**(3) Adjusting Terms.** The USACC 104-R provides an upfront agreement on the number of terms that will be authorized under the scholarship. If the start and end terms require adjusting after the fact, an exception to policy request must be submitted to HQ USACC, RMID, Incentives Division. Refer to [Chapter 8-4](#).

### (a) Campus Based Scholarship.

- When the school uploads a Campus Based Scholarship application in CCIMM, the school will select the Expected Start Term and the Expected End Term. The Start Term will automatically determine the School Year and the Start Date.
- Once an offer is posted, with the exception of the Accept/Decline dropdown menu, the campus based application becomes read only for the school. If this tab requires adjusting after the offer is posted, only HQ can make those changes.

Personal ROTC Military Enrollment Status Next of Kin Scholarship Military Spouse Campus Scholarship

Cadet: 0158502 Account Two, Test Two Enrollment Status: Campus Based Scholarship Applicant -  
Battalion: UNIVERSITY OF SCRANTON Royal Warriors Mission Set: 2019

Find | View All First

**Scholarship Data**

School Year: 2016-2017 Description:

\*Scholarship Type: Master Program Tuition: 0.00

\*Scholarship Category: 2 YR CB Enrolled

\*Expected Start Term: FALL 2016 Expected Start Date: 08/25/2016

Expected End Term: SPRING 2018 Expected End Date: 05/20/2018

\*Civil Conviction Code: None

Specialty Designator:

Figure 2-3-1

- When a Cadet's enrollment status is changed to an R or S status, the scholarship information is copied to the Scholarship tab. Only HQ users can make changes to this tab.

### (b) High School Scholarship Winners.

- When a school inputs a high school scholarship winner into Cadet Data in CCIMM, the Expected Start Term and the Expected End Term will automatically populate on the Scholarship tab to align with a four year program.
- If a high school winner is majoring in a program that goes beyond four years, the Battalion will input the correct graduation and commissioning dates into CCIMM and will need to send a request to HQ USACC Scholarship Program Manager to adjust the Expected End Term.

Personal	ROTC	Military	Enrollment Status	Next of Kin	Scholarship	Military Spouse
Cadet: 0158500 [REDACTED]		Enrollment Status: Scholarship Award Pending - R				
Battalion: UNIVERSITY OF SCRANTON Royal Warriors		Mission Set: 2019				
<b>Scholarship Data</b>						
Scholarship Award Date: 01/01/2015						
Scholarship Type: 4 Year		Previous Scholarship Type:				
*Scholarship Category: 4 YR National Winner						
*Expected Start Term: FALL 2015		Expected Start Date:		08/25/2015		
*Expected End Term: SPRING 2019		Expected End Date:		05/20/2019		
Specialty Designator:						
Residency Status: Resident						
Ext Benefits: <input type="checkbox"/>						

**Figure 2-3-2**

(c) 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 part of the SY but will count as one of the benefit terms if approved for payment (Refer to Ch. [8-3](#)).

**f. Selection.**

(1) The areas of consideration and points listed in

(2) **Table 2-3-2** below are used in evaluating applicants for 4-year on-campus scholarships (including GRFD).

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

**Table 2-3-2 – Selection Points 4-Yr Scholarship**

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

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

**Table 2-3-3 – Selection Points Less than 4-Yr Scholarship**

**g. Cadet Initial Entry Training (CIET) Scholarships:**

**(1)** All students attending CIET with a scholarship offer should be conditionally contracted prior to leaving for CIET. Successful completion of CIET 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 the CCIMM Student/Cadet Information module through the application link prior to entering the student in the CCIMM Training module. This is extremely important as you cannot enter a scholarship application once entered into the Training Module.

**(c)** After adding the scholarship application, each applicant must have a record in the CCIMM Training module for CIET to reserve a seat.

**(2)** Schools can use their available allocations/funds in the appropriate mission set for CIET attendees desiring a scholarship or Brigades can use their funds.

**(3)** Applicants must have 2 years remaining to obtain degree (or 2.5 years) after CIET attendance. Students with 2.5 years remaining in spring prior to CIET 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 CIET, they are subject to recoupment of the spring term payment. For Cadets attending Basic Camp first priority should be lateral entry Cadets. Students with 3 years remaining should not attend CIET and should compress the Basic Course during their first year. If they do attend CIET, they will require a basic course credit waiver and must be funded by Brigade.

**(4)** All scholarship Cadets attending CIET to achieve basic course credit will be coded in CCIMM 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 CCIMM. See [CC Reg 145-3](#). Requests for ACCT require Brigade Commander approval.

**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 CIET, 2.5 CGPA, scholarship age, etc. Retention scholarships are only provided when the scholarship funding supports them.

**j. On Campus Nursing Scholarships.**

**(1)** The intent is to increase command emphasis on nurse recruitment, improve availability of nurse scholarship funds on a centralized basis, and provide access to scholarship resources where qualified nurse applicants exist.

**(2)** Nurse scholarships are included in school and Brigade budgets.

**(3)** Nurse applications will continue to be processed and entered in CCIMM IAW current guidelines (CCIMM User Manual and Paragraph [2-1](#) 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.

**(b)** Conditional Scholarships will be given out between **16 Aug–15 Dec** for the Spring/Winter term.

**(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)** Students who receive 2AD scholarships will contract and receive a 2-year scholarship beginning in their junior year providing they meet the eligibility requirements listed below.

**(2)** 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. 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.

**(3)** 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.

#### **(4) Two-year AD validation.**

**(a)** College Freshmen who receive 2AD scholarship awards will contract and begin receiving benefits during the junior year if they:

- Enroll during their sophomore year in ROTC MSL II (or a compressed Basic Course) at the ROTC University offering the scholarship and complete 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** with a copy of the current transcript to Brigade by **1 July** of the Summer before the junior year for all individuals who are not recommended.

**(c)** 2AD's 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 2AD's who have decided not to continue in ROTC prior to the beginning of their junior year sign **CC Fm167-R** declining the scholarship. Send the form to Brigade to forward to USACC.

#### **I. On-Campus Special Scholarships (STEM, Language, Urban etc).**

**(1)** Special Scholarship funds are consolidated, fenced and managed at Cadet Command level.

**(2)** Special 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 a STEM or one of the approved Language programs listed in [Appendix O](#).

**(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

**(b)** Conditional Scholarships will be given out between **16 Aug–15 Dec** for the Spring/Winter term.

(5) Cadet Command will approve special offers until funds are exhausted for that FY or there are no qualified Language or STEM applicants remaining. Any remaining special funds will be reallocated to other scholarship programs.

(6) HQ USACC will record "Alt Offer" and a Specialty Designator code ("LANG" or "STEM") in CCIMM 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/Board.** The Cadet must provide their choice in an election memorandum (refer to [Appendix B-2](#) for sample). The Battalion will file the memorandum and update CCIMM prior to validating payment of benefits.

(1) [Appendix C](#) lists reimbursable and non-reimbursable fees, not all inclusive.

(2) Related academic expenses and stipend will be paid IAW **CC Reg 145-1**.

**b. CCIMM Student/Cadet Information Module.** CCIMM 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.

**c. 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 CCIMM Student/Cadet Information Module as status "R". Retroactive scholarship benefits may be requested if the delay in contracting was through no fault of the Cadet.

**d. 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 Form 104R**.

**e. 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.

**f. Reimbursement.** When scholarship awards are made after the beginning of the SY, the PMS will ensure the CCIMM is updated, ensure the school is reimbursed for tuition due (or room/board), ensure stipend is started and to reimburse the Cadet for travel and academic expenses authorized under the scholarship contract.

**(1) Payment of Fees.** Three rules generally apply for payment of fees:

**(a)** If the fee applies to all students, all the time, every year, it is payable. Mandatory educational fees are those fees charged to all students attending the school.

**(b)** If the fee is connected to a specific course required for degree completion in the Cadet's major or the fee is required for attendance at that college/university, it is payable. The class must be specifically required for degree completion and not a free elective.

**(c)** Any fee listed as an optional fee in the school catalog is capped at \$100 per course. Any amount that exceeds that cap is the responsibility of the Cadet. Optional means that the Cadet need not incur the fee for degree completion.

- A fee associated with a required course is payable.
- A fee associated with an elective course that is not required for degree completion is capped at \$100 per course. **Example:** A Cadet is required to take a physical education class. He elects to take scuba diving to satisfy this requirement. As part of this course, the Cadet is required to pay a scuba diving rental fee of \$150. The cost of the *course* is covered by the Cadet's scholarship, but this *fee* is capped at \$100. The Cadet would have to pay the remaining \$50 out of pocket.

**(2) Payment of Books, Supplies, and Equipment.** 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 CCIMM **20 days** prior to the first day of Fall classes.

(e) All new scholarship awardees will have payment processed upon contracting. 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) Academic Year.** 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) Summer School Sessions.** HQCC approved Summer school sessions will be paid based on approval and number of credit hours authorized. Benefits will be capped and published annually by HQCC with a flat rate book payment. See [Chapter 8-3f](#).

**(5) Payment of Scholarship.** 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 CCIMM Scholarship Validations. There will be no exceptions to this process.

**(6) ROTC Scholarship and Non ROTC Scholarships/Grants.** Payment to Cadets who were awarded a ROTC scholarship and non-ROTC scholarships or grants will be processed as follows.

(a) 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 HQCC 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 room and board, 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 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 CCIMM 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 [2-4g](#) below.

**(10) Repeat Classes.** Scholarship funds may be used to pay for repeat classes. However, if the number of repeat classes causes a delay in the graduation or commissioning date, the Cadet is subject to disenrollment for failure to make satisfactory progress towards his degree IAW paragraph 2.c of the DA Form 597-3 Senior Reserve Officer Training Corps (ROTC) Scholarship Cadet Contract. Additionally, Cadets who repeat classes are ineligible for extension of scholarship benefits.

**(11) 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.

**(12) Send questions regarding payment procedures of various scholarship benefits to [usarmy.knox.usacc.mbx.cadetpay-cdtcm@mail.mil](mailto:usarmy.knox.usacc.mbx.cadetpay-cdtcm@mail.mil).**

**g. 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 [Para 2-4f](#).

**(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. See [Chapter 8-3](#) ).

**(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 8-3](#).

**(8)** Travel, except as authorized by [Para 2-4f](#).

**(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.

#### **h. 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) First** -- a written agreement between a two-year fully accredited associate degree granting institution and a 4-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) Second** -- 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-3](#).
- 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 RMID, Operations Analysis Division and RMID, 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 to participate in this program.

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

### **a. General.**

(1) 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.

(2) The 4-year Historically Black College/University (HBCU) Program; 4-, 3-, and 2-year Green to Gold; 2-year Guaranteed Reserve Forces Duty (GRFD); 2-year Dedicated GRFD, 2-year Basic Camp and MJC programs will not be subject to these percentages.

- (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 letter 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 program offering one of the approved languages listed in [Appendix O](#).

(5) Refer to [Chapter 8-6](#) 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 exams.

**(2)** The PMS is required to follow DoDMERB guidance as published in DoDMERB Guide for Medical Processing (located on iKrome at [ikrome.usaac.army.mil](http://ikrome.usaac.army.mil)).

**(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 CIET. All students validating a scholarship at CIET 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 CCIMM 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 CCIMM 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 CCIMM Scholarship Processing.

**(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.

#### **(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 DQ physicals to their website. The PMS must initiate the request for waiver and send it to HQCC.

(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 non scholarship Cadets in the Advanced Course, (**AR 145-1**, Ch 3-5).

b. Verify eligibility IAW criteria set forth in **CC Reg 145-1** and use of the **CC Form 139R**.

(1) The PMS or a cadre member must review the initial **CC Form 139R** (Cadet Enrollment Record) to ensure information has not changed since initiated.

(2) The PMS must complete the remainder of the **CC Form 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 SROTC Scholarship Cadet Contract) to the enrollee's satisfaction (**AR 145-1**, Para 3-41), the PMS will:

(1) Enlist the enrollee in the USAR (**AR 145-1**, Para 3-15), if not already enlisted.

(2) 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.

(3) Promptly record all scholarship awardees in the CCIMM 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 **CC Form 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 applicant and Green to Gold applicant 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 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 4-year or 3AD certificates not presented to them prior to the conclusion of the high school academic year.

(2) CCIMM 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 B-7](#). 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 CCIMM Student/Cadet Information module. The losing school initiates the transfer request.

### **b. Funding.**

(1) 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.

(2) 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. **Documentation.** For a transfer request to be considered by HQCC, the transfer must include the following documentation:

(1) Cadet Command Form 131-R (CCF 131-R) from losing PMS.

(2) Memo from Cadet explaining reason for request if not available to sign 131R.

(3) Current transcripts and Current 104-R.

(4) Memo or Concurrence from Losing Bde.

(5) Difference in costs of losing and gaining schools (include FICE codes).

(6) Memo or Concurrence from gaining PMS.

(7) New 104R from gaining PMS.

(8) Letter of acceptance from gaining University or College.

(9) Memo or Concurrence from gaining BDE.

**d. HQ USACC Funded Scholarships.** All transfer requests of HQ USACC funded (STEM, Nurse, Language, G2G, GRFD, etc.) Scholarship Cadets must be submitted through BDE to the appropriate scholarship program manager at HQ USACC.

**e. Deadline.** Transfer requests must be submitted to HQCC for consideration NLT **1 June** for the Fall term and **1 December** for the Spring term.

**f. Enrollment Status.** If the transfer is approved, the losing school moves the Cadet into a **TR-status** to an **E\$-status**. **Z-status** Cadets cannot be transferred using the **TR-status**.

**g. Ineligible.** 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 CCIMM 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 – Selection Board Membership**

**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 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 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 – Application**

## **(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 0-5 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 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.

<b>Board Member</b>	<b>Suggested Topics</b>
PMS	Opening remarks to put applicant at ease/Any relevant topic
Institutional Rep. 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	Extracurricular activities/hobbies

**Table 2-10-3 – Applicant Review Board Process**

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

**(f)** As the board ends, the PMS may allow the applicant to make a statement or ask questions.

**(3) Disqualify a candidate.** 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) Board Files.** 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 the CCIMM Student/Cadet Information Campus Scholarship tab prior to any offer being made.

## **2-11. Calculation of GPA.**

### **a. Cumulative GPA.**

**(1)** The required minimum CGPA and current GPA for scholarship consideration is 2.5 for all programs. Students who have already established a college GPA from at least one full term of college completed must have a minimum 2.5 CGPA and minimum 2.5 current GPA for scholarship consideration.

**(2)** The high school unweighted GPA is used for four-year and two-year MJC applicants. All others use the college GPA. The required High School unweighted CGPA for all High School applicants is 2.5.

**(3)** 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.**

**(a)** 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.

**(b)** 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 GPA.** Applicants must have the minimum 2.5 academic cumulative GPA and minimum 2.5 current GPA required for the scholarship at the time of application. The applicant must also maintain the required GPA before contracting.

**d. GPA Waivers.**

**(1)** Waivers will be considered for insufficient GPAs. If a waiver is granted, a student must maintain at least the GPA 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 criteria 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.

### 3-1. Concept.

a. The Civilian Sponsored Scholarship Programs (CSSP) link the private sector with Army ROTC Cadets who have performed at the highest levels. CSSP is a dual effort between HQ USACC and volunteer civilian organizations to recognize and reward stellar Cadet performance.

b. HQCC provides administrative and analytical support (e.g., receives applications, assists with an order of merit list, and coordinates with the civilian organizations to identify, rank, and match quality candidates with the respective civilian organization).

c. The civilian organization coordinates with the awardees, the Professors of Military Science (PMS), and universities for the presenting and awarding of scholarships.

### 3-2. CSSP Scholarships.

#### a. CSSP Scholarship Types.

**(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 8 Brigades will receive a \$2,500 cash award.

**(c)** One Cadet from the ECP will receive a \$1,500 cash award.

**(d)** 20 at-large winners will receive a \$1,500 cash award.

**(2) 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, award presentation, 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)** Five \$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 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.

**(5) 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.

**(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.

**(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.

**b. Army ROTC Scholarship Eligibility.** Applicants must meet the eligibility requirements listed in **CC Reg 145-1**. PMSs are responsible for the nomination and submission of Cadet Applications.

**c. Application.** 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 [Para 3-2a](#) above.

**(1) Documents:** Applications will be sent electronically to [usarmy.knox.usacc.mbx.cssp@mail.mil](mailto:usarmy.knox.usacc.mbx.cssp@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) On-Campus Officer Evaluation Report (OER).

**(2) 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 CLC completion date.

**(3) OML criteria and selection.**

**(a)** HQCC, RMID 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: GPA, ADM, APFT score, and OER rating.

**(c)** An OML will be created based upon total points received and winners elected. National winners will be selected first, then by Brigade awards, and finally at-large.

**(d)** HQCC will provide scholarship sponsors the name and contact information of scholarship winners **NLT 30 September**. Upon notification of sponsors, HQCC will inform the respective PMS of scholarship winners.

### **3-3. Armed Forces Communications and Electronics Association (AFCEA).**

**a. Description.** The AFCEA Education Foundation ROTC Scholarship Program seeks applications from students working towards undergraduate degrees in the C4I-related fields of electrical, computer, chemical, systems or aerospace engineering: electronics; computer science; physics; mathematics; science or mathematics education; technology management or other technical fields; foreign languages; global security and intelligence studies; security and intelligence; or international studies at accredited degree-granting four-year colleges or universities. Majors directly related to

the support of U.S. national security enterprises with relevance to the mission of AFCEA will also be eligible.

**b. AFCEA Scholarships.**

**(1) Four scholarships** in the amount of \$2,000 each are presented to Army ROTC students from the junior class for the year they matriculate as seniors.

**(2) Four scholarships** in the amount of \$2,000 each are presented to Army ROTC students from the sophomore class for the year they matriculate as juniors.

**(3) One Medal of Honor Scholarship** in the amount of \$5,000 is presented to the top Army ROTC Cadet matriculating as juniors or seniors. The scholarship application must include an additional letter of endorsement from the PMS. A minimum GPA of 3.0 is required.

**(4) One Distinguished Achievement Scholarship** in the amount of \$4,000 will be awarded to the second highest Army ROTC Cadet. The scholarship application must include an additional letter of endorsement from the PMS. A minimum GPA of 3.0 is required.

**(5) One General James M. Rockwell, Jr. Memorial Scholarship** in the amount of \$3,000 will be awarded to the Army ROTC Cadet who best demonstrates academics, leadership, and the potential to serve. A minimum 3.0 GPA is required.

**c. 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 online to AFCEA. The deadline for applications is 15 Feb.

**(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.

**d. 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.

**e. 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 eval).

**(c)** The PMS ranking/evaluation.

**(d)** Overall ranking of HQ USACC OML.

**(e)** Selected for Commissioning.

**b. Notification.** HQ USACC will notify the appropriate PMS and the Daedalian Foundation of selected recipients.

**(1) Payment.** Scholarship checks will be sent to the individual recipient's school or university and presented whenever possible by Daedalians.

**(2) Publicity.** The Daedalian Organization will coordinate directly with the PMS for publicity and presentation.

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

#### **a. Scholarships.**

**(1)** The Foundation provides \$30,000 merit-based scholarships to selected candidates who wish to attend graduate or professional school, i.e. law, master's and doctorate programs in public administration, public policy analysis, public health, international relations, government etc., (see [www.truman.gov](http://www.truman.gov) for complete list). Financial need is not a consideration.

**(2)** The Foundation awards up to 75 scholarships nationally each year to nominated candidates. Scholarships are available to qualified resident nominees in each of the 50 states, Washington D.C., Puerto Rico, Guam, Northern Mariana Islands, American Samoa, and the Commonwealth of the Northern Mariana Islands.

**b. Application.** Applications must be submitted on original forms provided by the Foundation, on photocopies, or on copies from the Foundation's website.

**(1) Deadline.** Each University will establish their own deadline in order to meet the foundation's **Feb 6** deadline for nominations. Check with your Truman Faculty Representative.

**(2) Application requirements:**

**(a) Application form.** Forms can be downloaded at [www.truman.gov](http://www.truman.gov).

**(b) Transcript.** Current official college transcript (include transcripts for all colleges attended that do not appear on the current transcript).

**(c) 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.

**(d) Recommendations.** Submit three letters of recommendations. Format is located on the Foundation web site.

**(e) Re-nominations.** Not be re-nominated as a Truman Scholarship candidate from the previous year's competition. A student can only be nominated once.

**c. Selection.**

**(1)** Upon being selected and having accepted the Truman Scholarship, the PMS will provide the Cadet's name to HQ USACC, RMID, 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.**

**a.** USAA will mail a letter and a brass mantle clock to each Battalion. The PMS determines which Cadet receives this award.

**b.** 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 (G2G).

### 4-1. Purpose.

This chapter outlines procedures and responsibilities for administering the Green to Gold Active Duty Option (ADO) Program and the G2G Scholarship Program.

### 4-2. Responsibilities.

#### a. HQ USACC.

- (1) Worldwide publicity.
- (2) Furnish 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) Process and select the best-qualified active duty applicants as winners.
- (4) Coordinate selections with HRC to ensure approval for participation in the ADO program
- (5) Publish the MOI for the Commander's Hip Pocket Scholarship Program.

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

#### c. PMS/Battalion Commanders.

- (1) Local publicity.
- (2) Prepare Academic Evaluation Reports for ADO applicants
- (3) Assisting Soldiers in completing selected documents required for the ADO application or the G2G Scholarship application.
- (4) 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](#).
- (5) Treating ADO Cadets the same as normal progression Cadets. This includes:
  - (a) No assignment of duties that would normally be assigned to cadre.
  - (b) Do not use ADO Cadets as duty Soldiers for any events.

#### d. Counterpart Battalions.

- (1) Work with Army installations locating Soldiers interested in ROTC. This includes making presentations informing Soldiers of the ADO and Scholarship Programs.

(2) Assisting Soldiers with finding an acceptable college with Army ROTC.

(3) Assisting Soldiers in completing the ADO or the G2G Scholarship applications.

**e. For ADO Cadets, Student Detachment, Fort Jackson.**

(1) In and out processing.

(2) Personnel accountability.

(3) UCMJ/disciplinary proceedings.

(4) All pay-related inquiries.

(5) Personnel services orders, **DA Forms 4187s** and records updates.

**f. Unit Commanders.**

(1) Identify and counsel potential eligible personnel regarding the existence of the ADO Program and the Scholarship Program.

(2) Assist in the application procedure for both programs.

**g. Commanders participating in the Hip Pocket Scholarship program.**

(1) Identify potential eligible personnel.

(2) Conduct a scholarship board. Procedures outlined in this regulation may be used.

(3) Forward applications to HQCC 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.

#### **4-3. Deadlines.**

**a. ADO Applications.** The normal G2G ADO application window opens **15 NOV** and closes **1 FEB** every year.

**b. Scholarship Applications.** The application deadline for G2G Scholarships is **1 Feb**. The submission deadline for G2G Hip Pocket Scholarships is **1 April**.

**c. Selection Board.** HQCC will conduct the G2G selection board during the 1st week of April.

**d. Winners.** HQ USACC will announce winners on or about **30 May** annually.

#### **4-4. 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** 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 Form 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, HQCC 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 G2G Program Manager's e-mail address and phone number for HRC's verification. The Soldier will also provide verification to the G2G 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.

**(11) 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.

**(12) Copy of waiver request.** All waiver requests (dependency, civil convictions, and training service obligations), if applicable, should be included in the packet.

**(13) Financial Statement, CC Form 228-R.**

**(14) Memorandum of Understanding.** ROTC G2G ADO Program MOU will be signed and included in the application packet. See [Appendix B](#) for an example.

**(15) Scholar-Athlete-Leader (SAL) Checklist.**

**(16) 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).

**(17) 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).

#### **4-5. 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 CCIMM 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.

#### **4-6. Removal from the ADO Program.**

**a. Failure to Maintain Eligibility.** Soldiers selected to participate in the program must maintain eligibility.

**(1)** 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.

**(2)** A Soldier may be removed from the program for:

**(a)** Failure to maintain a CGPA of 2.5 or higher.

**(b)** Failure to complete degree in the time allotted (24 consecutive months).

**(c)** Failure to meet height/weight standards IAW **AR 600-9**.

**(d)** Failure to pass a record APFT (will be administered every six months).

**(e)** Misconduct as defined by **AR 145-1**, Para 3-43(12).

**(f)** Lack of aptitude as defined by **AR 145-1**, Para 3-43(13).

**(g)** Undesirable character as defined by **AR 145-1**, Para 3-43(14).

**(h)** Indifferent attitude as defined by **AR 145-1**, Para 3-43(15).

**(i)** 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 PMS will provide a copy of all documentary evidence which supports the release from the ADO program.

**(4) Cadet Response.** The Cadet will be 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.

#### **4-7. 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.

#### **4-8. Green to Gold Scholarship Program.**

##### **a. Eligibility.**

(1) **Eligibility requirements** listed in **AR 145-1**, Para 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.** Have 3 years of required college work remaining to degree completion and be accepted for enrollment by an Army ROTC institution.

(d) **4-year scholarship.** Have a qualifying SAT score (920 or higher) or a qualifying ACT score (composite 19 or higher). Have 4 years remaining towards a degree and be accepted for enrollment by an Army ROTC institution and.

(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 CGPA 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) Bonuses.** 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 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 **CC Reg 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 clearance has 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 174-R ([www.goarmy.com/rotc](http://www.goarmy.com/rotc)).**

(2) **ERB.** Enlisted Records Brief.

(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 Form 104-R,** (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 test 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 AER (if applicable).

(12) **Awards.** SPC/CPL and below must submit copies of the last three awards and/or latest **DA 1059**, Service School AER received (if applicable).

#### **4-9. 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 non-selectees. An OML will be created from WPS and the number of scholarship awards will be based on funding availability.

c. HQ USACC will inform scholarship winners, conditional 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. 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 G2G packet and subsequently come down on PCS orders may submit a **DA Fm 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 CCIMM Scholarship Processing module.

**g.** Recruitment of G2G winners from one ROTC Battalion by another ROTC Battalion is highly discouraged.

#### **4-10. Green to Gold Scholarship Processing.**

**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, the G2G Cadet will participate in an approved academic and ROTC program as a ROTC scholarship Cadet (not 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.** G2G scholarship winners do not count against the schools allocation, therefore, a G2G scholarship winner may not transfer unless HQ USACC grants an exception.

**e. Competitiveness.** 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.

#### **4-11. 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 G2G Scholarship Program. Current participants are listed in [Appendix J](#).

**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 [4-8](#) above.

## Chapter 5 -- National Council Licensure Examination for Registered Nurses.

### 5-1. Concept.

The NCLEX-RN review course is a program designed to ensure that nursing school graduates are prepared to pass the comprehensive licensure exam. The course helps nurse students review specific scientific and nursing knowledge that they learned during their years of nursing classes. All nursing school graduates are required to take and pass the NCLEX in order to practice as entry level nurses in the U.S. Officers must pass the exam and hold a license before being accessed into the Army Nurse Corps.

### 5-2. References.

USACC Reg 145-1, Reserve Officers' Training Corps Army ROTC Incentives Policy

### 5-3. 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 eligible nursing 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.

**(1) Non Scholarship Payments.** 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.** Scholarship payments are processed as part of the scholarship fees.

**b. NCLEX-RN Test Fee Payment.** The NCLEX-RN test fee is available to all eligible nursing 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 eligible nurse scholarship Cadets.

**(b)** Submit a list of all eligible nurse scholarship Cadets applying to take the NCLEX-RN test with the scholarship obligation report generated through CCIMM 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. Process Payments.** HQ USACC, G8 Pay Operations will process payments based on the signed Obligated Tuition & Fees/Room & Board Listing Report.

## Chapter 6 -- Cooperative Scholarship Program for Future Pharmacy Officers.

### 6-1. Purpose.

a. This program provides a potential financial incentive to pharmacy students during their entire 6-year program of study which will provide the Army with a pharmacy officer trained at the PharmD level.

b. This program combines scholarships from the ROTC and the Health Profession Scholarship Program (HPSP) to provide financial assistance throughout a student's entire pharmacy education so he/she may obtain a commission with concurrent call to active duty in the rank of Captain.

### 6-2. References.

USACC Reg 145-1, Reserve Officers' Training Corps Army ROTC Incentives Policy

### 6-3. 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. Contracting will be completed IAW [AR 145-1](#) and [CC Pam 145-4](#).

## Chapter 7 -- Educational Assistance Program for MJC ECP Officers

### 7-1. Deadlines.

- a. The application window opens **15 November** and closes **15 May** all MJC seniors.
- b. The losing MJC will enter appropriate data into CCIMM by **1 June** (or within 5 working days of commissioning for mid-term commissions) to allow the gaining institution to pick up the ECP Lt. Ref CCIMM 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 CCIMM under their FICE code by **1 October** (or within 5 working days of student's arrival on campus for mid-term commissions) and properly annotate the student as being paid tuition IAW CCIMM 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. EAP 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://ikrome.usaac.army.mil>).

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 the applicant has been accepted.

### **7-3. Selection Process.**

All ECP lieutenants are eligible for participation.

### **7-4. Pay Operations.**

a. The gaining Battalion will obtain invoice from the business office or complete the USACC Form 145-1-R for each Lieutenant enrolled in the ECP who are entitled to EAP benefits.

b. The gaining Battalion will be responsible for ensuring data on the USACC Form 145-1-R is correct or verifying the invoice to ensure scholarship reimbursements are in accordance with [Appendix C](#) of this publication. The reimbursement is limited to tuition and fees or room and board. Book payments are not authorized.

c. The gaining Battalion will prepare a memorandum requesting reimbursement for tuition and fees or room and board for current term. The memorandum will include: Host FICE, Academic FICE, Full Name, Last 4 of SSN, School Year, Term, and Amount to be reimbursed, Payment Method (School or individual), and a POC.

d. The gaining PMS or designee must certify memorandum and submit with invoices or USACC Form 145-1-R to:

HQ, USACC, G8 Pay Operations (ATCC-RMP)  
Bldg 1003, Rm 110  
1307 3<sup>rd</sup> Ave  
Fort Knox, KY 40121

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

(1) Upon Completion of the Educational Assistance Program, HQ, USACC, G8 Pay Operations 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 HQ, USACC, G8 Pay Operation 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 GRFD 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 GRFD 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 -- Army ROTC Scholarship Program Cadet Actions

### 8-1. Responsibilities.

a. All Cadet Action requests requiring processing by HQCC, Incentives Division must first originate at the Battalion level with routing through Brigade for endorsement then emailed to the appropriate RMID Scholarship Program Manager with supporting documentation. Actions bypassing the Brigade will be returned without action.

b. Incentives Division, Cadet Actions cover all scholarships types, including GRFD and G2G Scholarships. Any Cadet Action involving G2G ADO Cadets should refer to [Chapter 4](#) of this publication.

### 8-2. Financial Procedures requiring Cadet Actions.

a. Financial payments for scholarship Cadets are based on the Expected Start Term and the Expected End Term. Benefits begin with the Expected Start Term and end with the Expected End Term provided at the start of a scholarship not to exceed 10 semester terms or 15 quarter terms. Terms 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 [8-9](#)).

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 CCIMM 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 Scholarship Tracking Obligated Listing Report generated in CCIMM to HQ USACC, G8 Pay Operations.

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 8-3f](#) below and [Chapter 2-4g](#).

### 8-3. Request for Summer Benefits.

#### a. Deadlines.

(1) Summer school extension of benefits must be submitted to HQ USACC, RMID 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 appropriate RMID Scholarship Program Manager.

(3) All Summer benefits require a Cadet Action.

**b. Required Documents.**

- (1) **CC Form 131**
- (2) **USACC Form 145-1-3, Summer Counseling Statement**
- (3) Checklist/Validation Form located in [Appendix B](#)
- (4) Transcript
- (5) Brigade Recommendation
- (6) **CC Form 104-R**

**c. Summer Term.**

(1) The summer session is not considered part of the SY but will count as one of the benefit terms, if approved for payment. The Battalion can validate a **CC Form 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.

(3) Since summer term(s) is not part of an academic school year, all requests for Summer Benefits require a Cadet Action.

(4) 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.

(5) 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.

(6) Payment of stipend will be paid at the rate established under normal academic school year term as authorized.

(7) Payment of benefits will be paid based on the current school year scholarship payment election (i.e. tuition and fees or room and board).

**d. Mandatory Summer Benefits.**

(1) Requests for mandatory summer benefits will be submitted to HQ USACC, Incentives Division, 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

(3) If the request fits the provisions in [para 8-3c\(4\)](#) 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 USACC, RMID, Scholarship Program Management Branch. 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 USACC, Incentives Division, Scholarship Program Management Branch using **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) Cadets may elect to attend summer school in order to graduate early or remain academically aligned. In this instance, the Expected End Term will be adjusted.

(5) The Cadet and the PMS must sign the **USACC Form 145-1-3, Summer Counseling Statement** found on iKrome.

(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 agreed to at the time of scholarship award and contracting.

(b) 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 benefits to graduate early will not be authorized an extension of benefits.

(c) If the Cadet does not graduate and commission by the Expected End Term as outlined in CCIMM, then any additional terms it takes to graduate and commission become the responsibility of the Cadet to fund.

(6) Cadets electing to graduate early must be able to complete all ROTC Advance Course requirements. Extension of benefits beyond the Expected End Term will not be authorized.

#### 8-4. Extension of Scholarship Benefits.

##### a. Deadlines.

(1) Fall Term academic school year extension of benefits must be submitted to HQ, USACC, Incentives Division between **1 FEB** 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, 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 RMID Scholarship Program Manager.

##### b. Required Documentation.

(1) **CC Form 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 Form 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 &amp; fees or Room &amp; 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 RMID Scholarship Program Manager. 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 terms or 15 quarter terms 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, RMID, Scholarship Program Manager.

(b) Battalions must ensure that even though the number of terms (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 RMID Scholarship Program Manager.

**d. Authorized Extended Benefits.** Currently, two semesters or three quarters of extended benefits are 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.

#### **8-5. 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 **CC Reg 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 as the offer being made. **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.

**c. Payment of Fall Term.** If the Fall term ends prior to **1 Dec** and the Cadet contracts between the end of Fall term and **1 Dec**, provide the name of the Cadet, fall term end date, and the Cadet's contract date to RMID Scholarship Program Manager. A "retroactive" payment will be recorded in the Personnel Action module of CCIMM in order for Cadet Pay to make the payment. The school will receive instructions once the action is recorded in CCIMM.

**d. Offer Date.** All requests must be supported by an application in CCIMM 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 for the previous fall term. The scholarship application shows an offer date that falls within the spring term, not the fall term. This student would be ineligible for benefits for the fall term because the offer was not given prior to the end of the Fall term.

**e. Eligibility Requirements.** Applicants who have not completed their eligibility requirements within 1-year will be ineligible for retro benefits. The PMS must decide to continue to hold that scholarship allocation for future benefit payments for those students needing more than a year to complete their eligibility requirements.

f. Requests will be addressed through Brigade to U.S. Army Cadet Command (ATCC-ROI) via email to the appropriate RMID Scholarship Program Manager. Requests received directly from the school will be returned without action.

## **8-6. 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 HQ USACC funded offer.

b. **HQ USACC Funded Scholarship Change of Major.** HQ USACC must approve any change of major for Headquarters Funded (i.e. Nurse, Language, STEM, etc.) Scholarship Cadet. Cadets who receive a HQ Funded scholarship that targets a specific academic discipline must be counseled in writing using the **CC Form 145-1-4 Specialty Scholarship Counseling Form** about the policies associated with the scholarship.

### **(1) Nurse Scholarship Change of Major.**

(a) Students requesting to change their major to nursing must be counseled in writing using the **CC Form 145-1-4 Specialty Scholarship Counseling Form** about the policies associated with a nursing scholarship. The **counseling form** should be completed, signed and placed in the Cadet's/applicant's file. The form can be found on iKrome and a form sample can be found in [Appendix B](#).

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

### **(2) Language or STEM Scholarship Change of Major.**

(a) Students requesting to change their major to one of the approved languages listed in [Appendix O](#) or an approved STEM must be counseled in writing using the **CC Form 145-1-4 Specialty Scholarship Counseling Form** about the policies associated with a Language or STEM Scholarship. The **counseling form** should be completed, signed and placed in the Cadet's/applicant's file. The form can be found on iKrome and a sample can be found in [Appendix B](#).

(b) Language and STEM scholarship Cadets who request and are approved for a change of major may be placed on admin suspension for one term and retained as a line scholarship Cadet, provided funding is available.

c. **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.

(1) This does not include Nurse, Language, and STEM scholarship Cadets.

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

**d. 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**.

**e. Exception to Policy Change of Major:** Change of Major exception to policy for Nurse, Language, and STEM and those falling under **8-4d** above must be submitted to HQ USACC, Incentives Division Scholarship Management Branch within **30 days** of the Cadet notifying the Battalion of desire to change major. The packet will consist of:

(1) **CC Form 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 initiate 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 Semesters/15 Quarters) to an academic discipline mix 1, 2, or 3 will have their Terms 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.

## **8-7. Study Abroad.**

### **a. Approval Authority.**

(1) The PMS may approve a study abroad if:

(a) The study abroad will count as one of the Cadet's approved scholarship terms (Fall, Winter/Spring) during the normal academic year AND

(b) The Cadet is NOT requesting travel reimbursement.

(2) HQ USACC RMID is the approval authority if:

(a) The study abroad occurs during the normal academic year and the Cadet is requesting travel reimbursement or

(b) The study abroad occurs during the summer.

## **b. Required Documentation.**

(1) Course overview, description, itinerary, objectives and requested term. Information provided by university literature, website, or academic representative is highly encouraged.

(2) Transcript.

(3) USACC Form 145-1-7, Study Abroad Request signed by the PMS.

(4) A copy of the university's course catalog or description of the study abroad program showing that the courses supports the Cadet's degree requirements, OR supports the culture and language immersion for the Army.

(5) Counseling statement acknowledging that airfare and travel expense costs above \$6000 are not reimbursable.

## **c. 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, and 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 for Study Abroad.

(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 Obligated Tuition & Fees/Room & Board Listing Report generated in CCIMM as "Fees." Battalion will submit this Report along with invoices and/or paid receipts to HQ USACC, G8 Pay Operations 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.

**d. Deadlines.** The host university PMS must endorse the Cadet's request for a Study Abroad course to be funded. Cadet Command RMID will review and process proposals submitted by the Brigade.

(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**.

**e. Proposal Review.** RMID will review the request to determine the following:

**(1) Active Duty Service Obligation.**

**(a)** RMID will review the Cadet's **CC Form 104-R** to determine if an additional ADSO is incurred.

**(b)** A Cadet incurs an additional ADSO of six months per each additional semester and four months per each additional quarter above four years.

**(2) Cost Comparison.** RMID will review the cost comparison data provided in the proposal.

**(3)** The intent of the culture and language program.

**(4)** Cadet training requirements, i.e. Professional Military Education (PME) and Cadet Leader's Course (CLC) remain on track.

**f. Documentation required for reimbursement (submit to G8, Pay Operations).**

**(1) Tuition and fees.** Invoice to reimburse school; Invoice and paid receipt if reimbursing Cadet; Validated Scholarship Tracking Obligated Tuition & Fees/Room & Board Listing Report.

**(2) Travel Expenses.** Travel expenses include airfare, in country transportation, etc. Submit all paid receipts furnished by the Cadet.

**8-8. 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 CCIMM.

**(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).

**(1) Scholarship Cadets.** Cadets on scholarship who fail to meet scholarship retention standards IAW their contract and regulations will have his or her scholarship benefits immediately suspended for one term.

**(2) ROTC Participation.** 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 and books.

**(3) Consecutive Suspensions.** PMS must disenroll a Cadet who is placed on two consecutive administrative suspensions for the same reason if the deficiency is not corrected.

**(a) Example 1:** A Cadet is placed on admin suspension for the Fall 2015 term for an academic GPA below 2.0. The Cadet's GPA did not improve. The Cadet is again placed on admin suspension for the Spring 2016 term for the same reason. This constitutes two consecutive (back-to-back) admin suspensions for the same reason. The PMS must disenroll.

**(b) Example 2:** A Cadet is placed on admin suspension for the Fall 2015 term for an academic GPA below 2.0. The Cadet's GPA improves, and the admin suspension is lifted. However, the Cadet is placed on admin suspension for the Spring 2016 term for misconduct. Although, the Cadet has two consecutive (back-to-back) admin suspensions, the suspension reasons are different. The PMS is not obligated to disenroll the Cadet for the consecutive admin suspensions.

**(4) 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 the Scholarship Program Manager 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 admin 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 continue to receive payment of subsistence allowance.

**(5) 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. Requests must be e-mailed to RMID Scholarship Program Manager and will be posted in the CCIMM personnel actions module.

**(b)** Cadets who are placed on 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.

**(6) Utilizing Administrative Suspension.** Below are reasons (not all inclusive) for using the administrative suspension tool:

**(a)** Failure of the APFT or height/weight standard.

**(b)** Failure to maintain minimum academic 2.0 current and cumulative GPA. After term corrections will not be considered.

**(c)** Failure to maintain minimum ROTC 2.0 current and cumulative 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 what's 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.

**(h)** Change of Major for Nurse, STEM, or Language Scholarship Cadets.

**(7) Guidance.** 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 CCIMM and validate the appropriate school term to zero to clear the estimate.

**(e)** Cadets who do not meet the standard after consecutive terms of admin suspensions, will be disenrolled from the program, and will be required to repay any scholarship benefits IAW this publication.

### **8-9. 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 Scholarship Program 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 on-campus GPA waivers down to 2.0.

**(2)** GPA Waivers below 2.0 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, RMID, 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 CCIMM Scholarship Processing Module.

## Chapter 9 -- Cultural and Language Incentive Program – Bonus (CLIP-B)

### 9-1. Purpose.

The purpose of the Culture and Language Incentive Program – Bonus (CLIP-B) program is to promote the study of languages and cultural studies that are of importance to the Army.

### 9-2. Responsibilities.

#### a. HQCC, RMID.

(1) Serves as the staff proponent for the CLIP-B program.

(2) RMID is responsible for implementing, monitoring, screening, and approving courses and activities for CLIP-B eligibility and collecting data for required reports.

(3) Only USACC RMID may approve courses or activities for CLIP-B eligibility. USACC RMID is the sole authority for providing approval of academic college courses and foreign language proficiency tests conducted through DOD offices.

#### b. HQCC, G8.

(1) G8 Cadet Pay Division will remain the sole authority for payment of USACC RMID approved courses and foreign language proficiency tests.

(2) Courses and activities not previously approved by RMID will not be processed for payment by G8 Cadet Pay under any circumstances.

#### c. PMS

(1) Implements and monitors the CLIP-B program within their Battalions, including partnership and affiliated schools.

(2) Ensure Cadets meet eligibility requirements for CLIP-B, and ensure Cadets are contracted prior to submission for payment.

(3) Certify and approve payment only for Cadets who have successfully completed approved CLIP-B courses or DLPT/OPI activities.

### 9-3. CLIP-B Program.

Only contracted Cadets in good standing may request CLIP-B payment. Any classes taken prior to contracting are not eligible for payment. Classes taken during the same term that the Cadet contracted are eligible.

**a. Eligible Languages.** Languages identified in the Department of Defense Strategic Language List and the U.S. Army ALARACT 236/2013 provide the foundation

of what languages will be authorized for CLIP-B payment. Commonly taught and known languages such as Spanish, German, and French are dominant in the force and will not earn any CLIP-B payment. CLIP-B authorized languages are broken down into four levels to define payment values.

**(1) Level-I.**

**(a) Languages.** Portuguese (Brazilian and European)

**(b) CLIP-B payment value.** \$100 per semester hour or \$67 per quarter hour.

**(2) Level-II.**

**(a) Languages.** Indonesian; Javanese; Malay (Malaysian); Swahil.

**(b) CLIP-B payment value.** \$150 per semester hour or \$100 per quarter hour.

**(3) Level-III.**

**(a) Languages.** Amharic; Azerbaijani; Baluchi; Bengali; Burmese; Cebuano; Georgian; Hausa; Hebrew (Modern only); Hindi; Igbo; Kurdish; Kurmanji; Maguindinao; Maranao; Pashto or Pashtun; Pashto-Afghan; Pashto-Peshwari; Persian-Dari; Persian-Farsi; Punjabi; Russian; Serbo-Croatian; Somali; Sorani; Tagalog; Tajik; Tausug; Thai; Turkish; Turkmen; Ukrainian; Urdu; Uzbek; Vietnamese; Yakan; Yoruba

**(b) CLIP-B payment value.** \$200 per semester hour or \$134 per quarter hour.

**(4) Level-IV.**

**(a) Languages.** Arabic; Chinese-Mandarin; Japanese; Korean

**(b) CLIP-B payment value.** \$250 per semester hour or \$167 per quarter hour.

**(5)** A Cadet may earn CLIP-B payments in an amount totaling no more than \$3000 for a single academic year (defined DOD and US Army as starting at the beginning of the Fall academic session and ending on the last day prior to the start of the next Fall academic session).

**b. Exception.**

**(1)** Some SMP Cadets, who are required to complete Spanish language courses as part of their college program required by the National Guard, will be eligible to receive CLIP-B payments for successful completion of those Spanish courses. Not all SMP Cadets will qualify for this exception, since the exception is state dependent.

**(2)** Only those SMP Cadets who are also members of the National Guard in the following states may participate in this exception to the CLIP-B program: Arkansas, Connecticut, Florida, Kentucky, Louisiana, Massachusetts, Mississippi, Missouri, New Hampshire, New Mexico, Texas, West Virginia, Wisconsin, and the Commonwealth of Puerto Rico are eligible.

(3) In such cases the SMP Cadet must provide documentation that the Spanish courses are requirements of the National Guard program in which the Cadet is also participating. Specific documentation may vary, dependent upon the state involved.

(a) Documentation that the Cadet is required to take the Spanish course.

(b) Documentation that the Cadet is an SMP Cadet of the National Guard.

**c. Course Types.**

(1) **Language Courses.** Courses designed to teach the student how speak, read, write, or interpret that foreign language. Successful completion of the course to be eligible for CLIP-B payment requires the student to achieve at least a B or better.

(2) **Culture Courses.** Some cultural courses, which are offered as part of the language course requirements for Minor or Major language programs, may be eligible whenever the foreign language itself has been approved for CLIP-B. Cultural courses must meet the following minimum criteria to be considered for CLIP-B:

(a) Successfully complete the course and earn at least a B or better;

(b) Be taken in conjunction with or subsequent to an associated CLIP-B eligible Language course;

(c) Relate to a country or region of the world where the associated CLIP-B eligible language is dominant.

(d) Include learning of “distinctive features of a society or group, including values, beliefs, and norms that ties together members of that society or group and that derives action and behavior”;

(e) Involve learning of the modern day culture in the associated country or region;

(f) Not be narrowly defined on any one aspect of a culture, e.g., Hindu Art, Russian Dance, etc.

(3) **Language Testing.** Only Defense Language Proficiency Test (DLPT) and Oral Proficiency Interview (OPI) proficiency assessments approved by USACC RMID qualify for the CLIP-B program. Annual CLIP-B payment of any approved DLPT/OPI will be based upon the assessed difficulty of the language and the level of proficiency verified by the test.

(a) Only one approved proficiency test per language during any one CLIP-B academic year may be approved for CLIP-B payment during that academic year. However, Cadets may test in multiple languages. Note that even if multiple languages are tested, the total amount available is still subject to the \$3,000.00 (before taxes, etc.) annual limit on CLIP-B payments.

(b) Only Cadets who have finished their MSL III year may be tested and therefore be eligible for CLIP-B payment for language testing.

(c) This table provides the pre-tax payment amount for language testing:

Proficiency	Level I	Level II	Level III	Level IV
1+	\$600	\$900	\$1,200	\$1,500
2	\$800	\$1,200	\$1,600	\$2,000
2+	\$1,000	\$1,500	\$2,000	\$2,500
≥3	\$1,200	\$1,800	\$2,400	\$3,000

(d) Proficiency levels below 1+ are not eligible for CLIP-B payment. Ex: rating of 3/3/1 would not be paid. A rating of 3/3/1+ would be paid at the 1+ proficiency; for Arabic that would equate to a \$1,500 pre-tax payment.

(4) Grades of “C+” or below, or any “Pass” or “Cred” grades do not meet the minimum grade level required for CLIP-B payment. Transcripts that reflect “Incomplete”, “Fail”, “No Cred”, “WP”, “WF”, audit, or no academic credit awarded, are not eligible for CLIP-B payment. If courses are offered as “Pass-Fail” or “Cred/No Cred” as the only grading option, the course is not eligible for a CLIP-B payment. The only exception is when the course is a language laboratory course (listed in the catalog as a required adjunct to a regular course).

(5) **Commercially available courses** (self-contained or distance learning) are not payable for CLIP-B. However, language capabilities and fluency gained from completing such courses is testable through approved CLIP-B eligible language proficiency tests (DLPT/OPI).

(6) **CULP Cadet Overseas Training Missions.** These courses are no longer eligible for CLIP-B payment. Any courses taken when COTMs were eligible and not paid are also not eligible.

#### d. Documentation Requirements.

(1) DA Form 2142.

(a) Cadet Pay Inquiries can be completed using the CCIMM system generated Pay Inquiry found at the "Pay Inquiry" tab under "Student/Cadet Information" from the "Main" menu. The inquiry will prefill with all administrative information once the Cadet ID is populated and can be Saved/Printed. The printed inquiry will look like a DA-2142, ready for the PMS's signature. This form uses the Cadet ID instead of the social security number.

(b) The DA Form 2142 must be signed by the PMS. This form acts as the authorization document to substantiate the payment. All CLIP-B requests with unsigned DA Form 2142 will be returned without action.

(2) CC Form 597-7

- (3) Transcript or Testing Result
- (4) Cadet Statement of Understanding (optional)

#### **9-4. CLIP-B Payment Process.**

a. The CLIP-B course payment procedure will remain primarily a USACC G8 Cadet Pay function. Current payment procedure remains via emailed requests. Only one payment request (either a single course or a single proficiency test) can be included in any one email. Cadets can apply for CLIP-B participation only for courses that are listed as approved for their Academic school.

b. Cadets must request payment for completed CLIP-B courses through their host program, and the PMS must approve payment using a DA Form 2142 (Pay Inquiry).

c. HRA's shall prepare a copy of the CC Form 597-7, a copy of the grade report with the course being requested circled or marked, and a copy of the DA Form 2142 with that same course, Cadet, term, school, credit hours, and amount to be paid indicated.

d. The HRA or PMS will then place copies of the three documents into a single enclosure and send via email to USACC RMID Incentives Division Cadet Actions.

e. Do not send copies to G8. RMID is responsible for providing a copy to G8.

f. The Cadet Portal will no longer be used for CLIP-B processes.

#### **9-5. Points of Contact and Distribution Addresses**

a. **Distribution Address.** RMID [usarmy.knox.usacc.mbx.incentivesactions@mail.mil](mailto:usarmy.knox.usacc.mbx.incentivesactions@mail.mil).

b. **Points of Contact.**

(1) USACC RMID CLIP-B: Mr. Timothy Borgerding, (502) 624-2309, [timothy.b.borgerding.civ@mail.mil](mailto:timothy.b.borgerding.civ@mail.mil).

(2) USACC RMID CLIP-B: Ms. Theo Myers (502) 624-7111, [theodora.m.myers.civ@mail.mil](mailto:theodora.m.myers.civ@mail.mil).

(3) USACC G8 CLIP-B Payments, Mr. Kevin Brennan, Senior Financial Systems Analyst-(502) 624-5694, [kevin.p.brennan.civ@mail.mil](mailto:kevin.p.brennan.civ@mail.mil).

(4) Chief Cadet Pay Operations, Mr. Mike Tinker, (502) 624-61291, [michael.a.tinker2.civ@mail.mil](mailto:michael.a.tinker2.civ@mail.mil).

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

### 10-1. Purpose.

This chapter prescribes processing procedures and responsibilities for the administration of the GRFD Scholarship Program.

### 10-2. References.

**USACC Reg 145-1**, Reserve Officers' Training Corps Army ROTC Incentives Policy

**AR-145-1**, Senior Reserve Officers' Training Corps Program: Organization, Administration, and Training, dated 22 July 1996.

**AR 601-210**, U.S. Army Health Professions Scholarship Program

**AR 135-91**, Army National Guard and Army Reserve Service Obligations, Methods of Fulfillment, Participation Requirements, and Enforcement Procedures, dated 1 FEB 05.

### 10-3. Explanation of Abbreviations and Terms.

Refer to [Section I](#) and [Section II](#) in the Glossary.

### 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** (Para 3-17), **AR 601-210** (Chapter 9), **NGR 600-100** (Chapter 13), and **NGR 600-200**.

**(1) Tuition Assistance.** State (if applicable for ARNG) 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 State (if applicable for ARNG) Tuition Assistance to be used in conjunction with Scholarship money to pay for tuition. Room and Board is paid directly to the Cadet and is determined by an average or aggregate of the area.

**(b)** If Scholarship money is used for Tuition, State Tuition Assistance may not be used for Room and Board.

**(c)** Federal TA may not be used in conjunction with ROTC scholarships.

**(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.

**(3) 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 MJC).

**(7) GRFD Designator Codes.**

**(a)** The following Designator codes are used to identify GRFD Scholarships:

<b>a. GRFD Designator Code</b>	<b>b. GRFD Designator Name</b>
<b>c. CARGRFD</b>	<b>d. CONVERSION ARMY RESERVE GRFD</b>
<b>e. CDEDNG</b>	<b>f. CONVERSION DEDICATED ARNG</b>
<b>g. CDEDUSAR</b>	<b>h. CONVERSION DEDICATED USAR</b>
<b>i. CNGGRFD</b>	<b>j. CONVERSION NATIONAL GUARD GRFD</b>
<b>k. DEDNG</b>	<b>l. DEDICATED ARNG</b>
<b>m. DEDUSAR</b>	<b>n. DEDICATED USAR</b>
<b>o. NG</b>	<b>p. NATIONAL GUARD</b>
<b>q. USAR</b>	<b>r. US ARMY RESERVE</b>

**Table 10-4-1 – GRFD Designator Codes**

**(b)** Battalions do not enter the above codes into CCIMM. To enter an applicant into CCIMM use the scholarship award category code of:

- 2C (already enrolled in ROTC)
- N2 (not previously enrolled in ROTC)
- 2H or 3C (already enrolled in ROTC)
- N3 (not previously enrolled in ROTC)

**(8) GRFD Control Numbers.** If a scholarship is offered, HQ USACC then enters the appropriate GRFD Designator code and the GRFD control number.

**(a)** GRFD Control numbers will be reflected in the Military Tab in CCIMM.

**(b)** GRFD Control numbers are a 7 character alphanumeric combination.

- The first 2 numbers reflect the mission set the Cadet graduates.

- The letter that follows is reflected as:

- **A** = Accepted Alt Offer/Active GRFD Control Number

- **V** = Revocation has been approved, Alt Offer has been revoked

**(c)** 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 CCIMM.

**(b)** Post scholarships by inputting “Alt Offer” and a GRFD designator code into CCIMM and e-mailing BDE ROO 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 CCIMM Student/Cadet Information module.

**(b)** E-mail the respective BDE ROO with the required documentation IAW paragraph [9-4d](#) below.

**(c)** E-mail the respective Scholarship 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 CCIMM 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 **USACC Reg 145-1, Chapter 2-4**.

**d. Required Documentation.** PMS's will email the respective Bde ROO with the documentation listed below when requesting a GRFD scholarship. The Bde ROO 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) USACC Form 139-R**

**(7)** Current transcript, **USACC Form 104-R**, and **USACC Form 145-1-5**

**e. Deadlines.**

**(1)** Application e-mails must be submitted to HQ USACC Incentives Division 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 (4 semesters), then a 2-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 Dedicated ARNG Scholarships.**

(1) All applications for GRFD-ARNG Scholarships will be processed by the PMS who will upload a scholarship application in CCIMM. IAW Para [2-3d](#) all paperwork (SMP Agreement, contract, application, etc.) is to be filed with the school the Cadet attends. See [9-4d](#) 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 Dedicated USAR Scholarships.**

(1) All applications for GRFD-USAR Scholarships will be processed by the PMS who will upload a scholarship application in CCIMM. IAW Paragraph [2-3d](#) all paperwork (SMP Agreement, contract, application, etc.) is to be filed with the school the Cadet attends. See [9-4d](#) 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 an ARNG unit upon commissioning.

(d) Cadets who receive a GRFD Dedicated USAR Scholarship may **ONLY** join an USAR unit upon commissioning.

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

(1) **Requirements.** Dedicated 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 3AD scholarship applications will be processed IAW Chapter [9-4d](#). 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 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 Dedicated 3AD winners who have decided not to continue in ROTC prior to the beginning of their MS II year. The student will sign **CC Form 167-R** declining the scholarship and the PMS will send a copy to the Bde ROO.

(c) Dedicated 3AD scholarship winners are not eligible for upgrades.

**(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. 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** (USAR) or **NGB Form 594-1-R** (SMP ARNG).

**(3) DD Form 4** (Enlistment Contract).

**(4) USACC Form 203-R** (GRFD Scholarship Cadet Contract Endorsement).

**j. 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 GRFD Request **CC Form 227-R** 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).

**(3)** The Battalion also will submit the **DA Form 4824-R** (SMP Agreement USAR) or **NGB Form 594-1-R** (SMP Agreement ARNG).

#### **10-5. GRFD Scholarship Conversions.**

**a.** Contracted Scholarship Cadets (excluding Green to Gold) can request to convert their scholarship to a GRFD or Dedicated GRFD scholarship.

**(1)** Dedicated GRFD Scholarship – Conversion takes effect during the 1<sup>st</sup> term of their MS II year.

**(a)** Cadets may request to convert their scholarship no earlier than the summer preceding the start of their MS II year.

**(b)** Scholarship Cadets who have more than 6 semesters (9 quarters) remaining prior to commissioning/graduation are prohibited from converting to a Dedicated GRFD scholarship or a GRFD scholarship.

**(2)** GRFD Scholarship – Conversion takes effect during the 1<sup>st</sup> term of MS III year.

**(a)** Cadet may request to convert their scholarship no earlier than the summer preceding the start of their MS III year.

(b) Scholarship Cadets who have more than 4 semesters (6 quarters) remaining prior to commissioning/graduation are prohibited from converting to a 2-year GRFD scholarship. They may request to convert to a Dedicated GRFD scholarship.

b. Required Documents. All conversion requests must contain the following:

(1) USACC Form 226-R, Request for Conversion to GRFD or Dedicated GRFD

(2) USACC Form 203-R, GRFD Scholarship Cadet Contract Endorsement

(3) SMP Agreement

(a) DA Form 4824 and LOA (USAR) or

(b) NGB Form 594-1 (ARNG)

c. Conversions are based on GRFD scholarship allocation availability and funding.

d. Conversions cannot be made for Cadets who have already been accessed unless they have been accessed Reserve Duty.

#### **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 July** of the Fall in which they are to be accessed by the DA/ROTC Selection and Branching Board, using **CC Form 204-R**.

(1) The deadline is the date for the completed request to be received at Cadet Command Headquarters. Suspense date of **1 July** 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 before initiating a revocation request.

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

## Chapter 11 -- Simultaneous Membership Program (SMP)

### 11-1. Purpose.

This chapter will assist the ROTC Battalion Commander/ PMS, APMS, and Reserve Component (RC) company commanders in understanding and administering the SMP and successfully supervising 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).

(1) It provides the future officer with leadership and RC unit experience. This program is also available to MS IIs on a limited basis.

(2) 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 line scholarships and reenlist in the ROTC Control Group. Line scholarships cannot be converted to ARNG or USAR once they contract.

### 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.

(1) Manage the SMP in their Battalion.

(2) Request support from surrounding ARNG/USAR units for the universities 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 this publication.
- (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)** CCIMM 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 (E5/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 individual's 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:

##### **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 CIET, 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 Fm 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 Fm 594-1.

(9) It is not mandatory for a ARNG/USAR unit 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.

(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) **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) Cadet.**

**(a)** Under the guidance of a recruiter or counselor, the Cadet will complete required portions of the DD Form 1966.

**(b)** The recruiter, guidance counselor, and MEPS officials will complete the appropriate entries on the form based on verifying documents provided by the Cadet.

**(3) Guidance Counselor.**

**(a)** 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.

**(b)** 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.

**(c)** 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) Documents.** 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 Fm 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.

**(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 **CC Form 202-R**, GRFD Non-Scholarship Cadet Contract Endorsement, if applicable, or ROTC **CC 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) Stipend.** 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 what 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 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 **CC Form 202-R**, GRFD Non-Scholarship Cadet Contract Endorsement, if applicable, or ROTC **CC Form 203-R**, GRFD Scholarship 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 IAW 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 Fm 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).**

**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 Prior Service (PS) applicant. The applicant must be eligible for enrollment in the ROTC Advanced Course.

**(4) Fourth priority** is for the enlistment of a Non Prior Service (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 CIET.

**(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 4% of wartime required aggregate (officer and enlisted) strength without prior approval of the Chief, NGB.

(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 state tuition assistance.

(4) Federal TA may not be used in conjunction with ROTC scholarships.

**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 CLC. They will not be required to attend both unless they choose to do so, but they must attend CLC. 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 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 CLC. When the dates conflict, priority will go to the ROTC CLC 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 coursework.

(3) Attendance at ROTC airborne or air assault is encouraged and authorized. Constructive credit will be used to report these members on DA Fm 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 CIET 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.** 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.

(1) **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.

(2) **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 [10-5](#) 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) 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 -- References

### Section I -- Required Publications

- a. **AR 40-29** (Medical Examination of Applicants for U.S. Service Academies, ROTC Scholarship Programs, Including the Air Force, Army, and Navy 2- and 3-Year Scholarships, 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. **CC Reg 145-3**, ROTC Precommissioning Training and Leadership Development
- j. **CC Reg 145-4**, Marketing, Advertising, and Publicity to Support Enrollment
- k. **CC Reg 145-5**, U.S. Army ROTC Basic Camp
- l. **CC Reg 145-6**, Green to Gold Prospecting
- m. **CC Reg 145-9**, ROTC Accessioning and Commissioning
- n. **CC Reg 145-12**, Cadet Data Base (under revision)
- o. **CC Pam 145-4**, PMS Guide for Enrollment, Retention, and Disenrollment
- p. Reserve Officers Training Corps/DoDMERB Guide of Medical Processing
- q. **USAREC Regulation 601-37**, Army Medical Department Recruiting Program
- r. **USAREC Regulation 601-105**, HPSP Instruction Handbook on Applicant and Selectee Processing
- s. **DA Pamphlet 611-21**, Military Occupational Classification and Structure
- t. **USACC Circular 601-05-01**, Personnel ROTC Procurement FY 2005.

## **Section II -- Prescribed 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

## **Section III – Prescribed Forms**

The following Forms can be found on the Cadet Command Portal at <http://ikrome.usaac.army.mil> or in this Appendix.

- USACC Form 139-R, Cadet Enrollment Record**
- USACC 145-1-3, Summer Benefits Counseling Form**
- USACC Form 174-R, Green to Gold Active Duty Option Program Application**
- USACC Form 104-R, Planned Academic Worksheet**
- USACC Form 167-R, ROTC Scholarship Acceptance/Declination Statement**
- USACC Form 159-R, ROTC Scholarship PMS Interview Sheet**
- USACC Form 145-1-R, Room & Board Benefits Reimbursement Plan**
- USACC Form 226-R, Request Conversion to GRFD or Dedicated Scholarship**
- DA Form 597-2 Addendum Utilized Under the Formal Linkage Program**
- DA Form 597-4 EAP for MJC Commissioned Officers**
- USACC Form 145-1-1, ROTC Physical Fitness Assessment Scorecard.**
- USACC 145-1-5, Scholarship Request Form**
- USACC 145-1-6, Transfer Evaluation Form**
- USACC 145-1-4, Specialty Scholarship Counseling Form**
- USACC 201-R, ROTC Cadet File Worksheet**
- USACC 204-R, GRFD Revocation Non Scholarship**

## Appendix B – Cadet Command Forms

### 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.

**(continued)**

**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 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.

**(continued)**

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.

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**

---

**(Date)**

---

**PMS or Enrollment Officer's signature**

---

**(Date)**

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

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

---

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

---

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 waiverable 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-2 – Sample Notification Letters and Memorandums

### 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 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

**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-3 – Sample Spreadsheets and Checklists**

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

<b>Name</b>	<b>SSN</b>	<b>Type Award</b>	<b>Residency</b>	<b>School FICE</b>	<b>Current Status</b>
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**

<b>Form</b>	<b>Maintain in Battalion File</b>	<b>Send to:</b>	<b>Done?</b>
<b>CC Fm 139-R</b>	X		
<b>CC Fm 104-R</b>	X		
<b>Transcripts</b>	X		
<b>Med Exam Status</b>	X		
<b>DD 214 (Prior Military Only)</b>	X		
<b>Waiver Request/Approval</b>	X		
<b>Selection Score Board Sheet</b>	X		
<b>ARNG/USAR Unit SMP Letter of Acceptance (GRFD Only)</b>	X		
<b>Civilian/Military Resume (GRFD Only)</b>	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.		
	Yes	No
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-4 – Cadet Actions Checklist/Validations

<b>Scholarship Cadet Actions Checklist/Validation</b>				
The following is a checklist to be forwarded with all CC Form 131-R, Cadet Action Requests.				
<b>CHECKLIST/VALIDATION</b>	<b>Check Action</b>	<b>Yes</b>	<b>No</b>	<b>Comments</b>
CC Form 131-R must be signed by PMS.				
All requests must include this validation plus the CC Form 131-R 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.				597-3 completion date: _____ Current completion date: _____
Current and original 104-R 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 DA 597-3? -- 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.				
<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 131-R.				
Has Cadet migrated from original contract date? If Yes, explain why on 131-R.				597-3 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.				
<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 the CC Form 145-1-4 Counseling Statement?				
For all Nurses, send in transcript and 104-R.				
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:_____
Note 1: Mandatory Summer Benefits are submitted as a listing: CC Pam 145-1, Para 2-7e.				
<b>Note 2:</b> If action is a reconsideration, it must include new documentation to be considered.				
<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.				
<b>Please submit to:</b> The Department of the Army HQ USACC, RMID Incentives Division, 1307 Third Avenue, Ft. Knox, KY 40121-2725				
<b>PMS Signature:</b>		<b>Date:</b>		

**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 contract.

**Appendix B-5 – Counseling Statements, Forms, and Worksheets**

<b>ARMY ROTC SPECIALITY SCHOLARSHIP COUNSELING FORM</b> For use of this form, see USACC Regulation 145-1. The proponent agency is ATCC-ROI					
<b>DATA REQUIRED BY THE PRIVACY ACT OF 1974</b>					
<b>AUTHORITY:</b>		Title 10, US Code 2101 and 2104 and 2107 and 2107a and E.O. 9397 (SSN).			
<b>PRINCIPAL PURPOSE:</b>		To assist leaders in conducting and recording counseling data pertaining to Cadets and AROTC Speciality scholarships.			
<b>ROUTINE USES:</b>		To inform the Cadet of the policies associated with an Army ROTC Speciality scholarship.			
<b>DISCLOSURE:</b>		Disclosure is voluntary. Information is necessary for acceptance of an Army ROTC Speciality scholarship.			
PART I - ADMINISTRATIVE DATA					
Name (Last, First, MI)			Last 4 SSN	Date of Counseling	
CIP Code (STEM Only)	CIP Code Title		ADM Code	Academic Major	
0	0				
Scholarship Type	Scholarship Category		Schlr Start Date	Grad/Comm Date	Mission Set
FICE Code	Host School	FICE Code	Academic School		
PART II - OBJECTIVE					
Acceptance of an Army ROTC Scholarship as a _____ major (or change of Major to _____) and the United States Army Cadet Command Policy on subsequent changes of major.					
PART III - STATEMENT OF UNDERSTANDING					
I have been counseled and understand that as a _____ Scholarship recipient under the current policy, if I request to change my major from a _____ at a later date, I may be subject to the following consequences:					
a. Current standing within Scholarship Retention Standard -- Term or Cumulative Grade Point Average of 2.0 or better on a 4.0 scale: I may be placed on an administrative suspension of scholarship benefits for one term immediately following the change of major. I understand that I must be prepared to pay tuition costs during this period. While in an administrative suspension status, I am required to be enrolled in military science classes. I will continue to receive payment of subsistence allowance and book stipend. Upon completion of the one term of administrative suspension, I will be removed from such status and scholarship benefits will be paid if I meet all retention eligibility requirements under contractual agreement. I will be ineligible for extended scholarship benefits.					
b. Current standing below Scholarship Retention Standard (Term or CGPA below 2.0) or Failure from the _____ Program: My scholarship may be terminated, and I may be retained as a non-scholarship Cadet if I fail to progress in the _____ 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 costs.					
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.					
d. Failure to meet Non-scholarship Retention Standards: Disenrollment proceedings will be initiated if I fail to meet non-scholarship retention standards.					
e. I understand that upon successful completion of the program I will be accessed and commissioned IAW the needs of the Army.					
Cadet Signature			Date		
_____ Professor of Military Science Signature			_____ Date		

USACC Form , DEC 2013

<b>U. S. ARMY ROTC SCHOLARSHIP ACCEPTANCE/DECLINATION STATEMENT AND PMS VALIDATION</b>	
For use of this form, see CC Reg 145-1, the proponent agency is ATCC-ROI	
<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. ACADEMIC SCHOOL	FICE
2. HOST SCHOOL	FICE
3. NAME OF WINNER (Last Name, First Name, MI)	
4. SOCIAL SECURITY NUMBER (Last 4 digits)	
5a. SCHOLARSHIP CONTROL NUMBER	<input type="text"/>
<i>(A Scholarship offered without a Scholarship Control Number is unauthorized and not valid.)</i>	
b. GRFD CONTROL NUMBER (if applicable)	<input type="text"/>
<b>6. SCHOLARSHIP TYPE</b> <input type="checkbox"/> Language <input type="checkbox"/> URBAN <input type="checkbox"/> STEM <input type="checkbox"/> LTC <input type="checkbox"/> Nurse	
<b>Campus Based</b>	<input type="checkbox"/> 2-Year Campus Based <input type="checkbox"/> 2-Year Graduate Program <input type="checkbox"/> 2-Year Leader's Training Course (LTC) <input type="checkbox"/> 2-Year Advanced Designee (AD) <input type="checkbox"/> 3-Year (or 2.5-Year) Campus Based <input type="checkbox"/> 3-Year Advance Designee (AD) <input type="checkbox"/> 4-Year (or 3.5-Year) Campus Based
<b>GRFD</b>	<input type="checkbox"/> 2-Year GRFD-ARNG/USAR <input type="checkbox"/> 2-Year Ike Skelton Scholarship <input type="checkbox"/> 2-Year Dedicated ARNG/USAR <input type="checkbox"/> 3-Year (or 2.5-Year) Dedicated ARNG/USAR
<b>Green to Gold</b>	<input type="checkbox"/> 2-Year Green to Gold <input type="checkbox"/> 2-Year Graduate Green to Gold <input type="checkbox"/> 3-Year Green to Gold <input type="checkbox"/> 4-Year Green to Gold
<b>High School</b>	<input type="checkbox"/> 4-Year High School <input type="checkbox"/> 3-Year Advance Designee (AD)
7. DECISION:	<input type="checkbox"/> ACCEPT <input type="checkbox"/> DECLINE
8. 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 (Please explain) _____ _____ _____
<b>PMS VALIDATION OF 3- AND 2-YEAR ADVANCE DESIGNEES (TRANSCRIPT MUST BE INCLUDED FOR VALIDATION)</b>	
Validation must be completed by 1 July the summer before the Cadet is scheduled to contract IAW CC PAM 145-1, 2-2h(7)	
1. GPA, Academic	2. GPA, ROTC
Cumulative _____	Cumulative _____
No more than 4.0 will be entered. If other than a 4.0 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 (MMYYYY): _____	
7. SCHOLARSHIP AWARD DATE (YYYYMMDD): _____	
8. PMS REMARKS: _____ _____ _____ _____	
PMS SIGNATURE	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.	
9. CADET'S SIGNATURE	10. DATE
_____	_____
CC FORM 167-R, MAY 2013	PREVIOUS EDITIONS ARE OBSOLETE

**PLANNED ACADEMIC PROGRAM WORKSHEET**  
 -For use of this form, see USACC Pam 145-1. The program agency is: A100-PAC-

**DATA REQUIRED BY PRIVACY ACT STATEMENT OF 1974**

**AUTHORITY:** Title 10, USC Code 2131 and 2106.  
**PRINCIPAL PURPOSE:** To provide information and data necessary for administering Army Senior ROTC program processing and assigning of selected students for commissioning in the Army (AR) enlisted and public law and AR 700-20, 200-100.

**ROUTINES USE(S):** To provide a projected student plan to determine if the applicant meets the public law requirements of not receiving a student's year.  
**VOLUNTARY DISCLOSURE:** Voluntary information is necessary to determine eligibility of the individual for acceptance, continuation of discontinuance in the Army ROTC program.

1. NAME OF STUDENT (LAST, FIRST, MI) \_\_\_\_\_ 2a. ZIP CODE \_\_\_\_\_ 3. AS OF DATE (MM/DD/YYYY) (Date of term preparation) \_\_\_\_\_

4. ACADEMIC SCHOOL \_\_\_\_\_ 5. CREDIT HOURS \_\_\_\_\_ 6. GRADE POINT AVERAGE (GPA) \_\_\_\_\_

7. IDENTIFICATION (Check one):  
 a. Temporary (Check) \_\_\_\_\_  
 b. Permanent (Check) \_\_\_\_\_  
 c. Cross-Enrollee \_\_\_\_\_

8. HOST FICE \_\_\_\_\_ 9. CREDIT HOURS \_\_\_\_\_ 10. GRADE POINT AVERAGE (GPA) \_\_\_\_\_

11. TOTAL REQUIREMENT FOR DEGREE \_\_\_\_\_ 12. TOTAL HOURS THAT DO NOT COUNT \_\_\_\_\_ 13. TOTAL HOURS FOR ROTC \_\_\_\_\_ 14. ROTC ACADEMIC PROGRAM STANDARD \_\_\_\_\_ 15. CREDIT TOWARD DEGREE CREDIT TO BE AWARDED \_\_\_\_\_ 16. ROTC ACADEMIC PROGRAM STANDARD \_\_\_\_\_ 17. ROTC ACADEMIC PROGRAM STANDARD \_\_\_\_\_ 18. ROTC ACADEMIC PROGRAM STANDARD \_\_\_\_\_ 19. ROTC ACADEMIC PROGRAM STANDARD \_\_\_\_\_ 20. ROTC ACADEMIC PROGRAM STANDARD \_\_\_\_\_

21. TERM, YEAR, COURSE NUMBER, COURSE TITLE, COURSE CREDIT HOURS, CREDITS THAT COUNT TOWARDS ACADEMIC DEGREE, AND ACHIEVED GRADES.

Term No.	Course Title	Hrs. Cts.	Grd.	Term No.	Course Title	Hrs. Cts.	Grd.	Term No.	Course Title	Hrs. Cts.	Grd.
Total Term Hours: _____											

**D. STUDENT INITIALS & DATE:** \_\_\_\_\_  
 Please list student name and date (MM/DD/YYYY) \_\_\_\_\_  
 Do not indicate they have been on leave.

# 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.			
<b>Number of Repetitions:</b>	<b>Number of Repetitions:</b>	<b>Time:</b> <div style="text-align: right; margin-right: 20px;">Min    Sec</div>			

Cadet Command Form 145-1-1, Jan 13

## Appendix B-6 – SMP Sample Memorandums & Forms

**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 affect 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 B-7 – Publicity/Certificate Script

### **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 – Reimbursable/Non-Reimbursable Fees

### Appendix C-1. Reimbursable/Appropriate Fees for Payment

<b>C-1. Reimbursable/appropriate fees for payment (when required for degree completion or to attend the college or university)</b>	
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
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
Educational enhancement fee	Music room practice fee

<b>C-1. (continued)</b>	
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
<p>A One-time payment of \$650.00 for required nurse uniforms/clinical supplies/equipment to be paid no earlier than the start of clinicals. Amount will be validated on the Scholarship Tracking Obligated Tuition &amp; Fees/Room &amp; Board Listing Report as "Fees" or "Board." Submit this Report and a memorandum (listing Host FICE, Acad FICE, Name of eligible Scholarship Nursing Cadet, Last 4 of SSN and Term) requesting one-time payment of \$650.00 to HQ, USACC, G8, Pay Operations, for processing. <sup>1</sup></p>	State university fee
	Student activity fee
	Student assessment fee
	Student center fee
	Student commons fee
	Student government fee
	Student publications fee
	Student record
	Student recreation complex fee
	Student recreation fee
	Student union fee
	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)
	Telecommunications fee (cannot include dorm hookup, TV, phone)
Technology fee	
NCLEX-RN Review Course (must be paid prior to commissioning) <sup>1,2</sup>	Theater fee
NCLEX-RN PREP Test <sup>1,2</sup>	Transcript fee
Nurse State Licensing Exams (must be paid prior to commissioning) <sup>1,2</sup>	Union maintenance fund
Nursing immunization fee <sup>1,2</sup>	Special assessment fee
Observer fee	Wellness center fee
Orientation fee	Science lab fee
Phone registration fee	Sickness insurance fee
Photo ID fee	Registration fee
Recording fee	Recreation 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-2. Non-Reimbursable Fees

<b>C-2. Non-Reimbursable Fees/Items Not Paid by ROTC Scholarship</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 & 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 & 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	Tutor Fee
Food service (if Tuition and Fee elected)	Uniforms
Housing (if Tuition and Fee elected)	University facilitation system
Incomplete registration fee	Voice mail (if not required for all for registration)
Invoice preparation fee	Yearbooks (unless mandatory for all students)
Late fee	Lost book fee
Laundry/dry cleaning	NCLEX-RN Licensure Testing Fee (taken after graduation)
Packets	
Parking/permit/decal fees (any fees associated with vehicles)	

## Appendix D – 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	<b>Prior Service</b> IAW AR 600-9 <b>Non-Prior Service</b> 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	<b>Prior Service</b> IAW AR 600-9 <b>Non-Prior Service</b> 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	<b>Prior Service</b> IAW AR 600-9 <b>Non-Prior Service</b> 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	<b>Prior Service</b> IAW AR 600-9 <b>Non-Prior Service</b> 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	<b>Prior Service</b> IAW AR 600-9 <b>Non-Prior Service</b> 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	<b>Prior Service</b> IAW AR 600-9 <b>Non-Prior Service</b> 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	<b>Prior Service</b> IAW AR 600-9 <b>Non-Prior Service</b> 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	<b>Prior Service</b> IAW AR 600-9 <b>Non-Prior Service</b> 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 – Academic Major Codes

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

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

## Academic Discipline Mix Two – Technical

<b>Code</b>	<b>Academic Title</b>	<b>Code</b>	<b>Academic Title</b>
<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
<b>FBX</b>	Nutrition	<b>FCX</b>	Occupational Ther – Arts/Crafts
<b>FCA</b>	Occupational Therapy	<b>FDA</b>	Anatomy
<b>FCB</b>	Occupational Therapy - Kinesiology	<b>FDB</b>	Physical Therapy

### Academic Discipline Mix Two – Technical (continued)

Code	Academic Title
FDC	Physical Therapy Electro Physics
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

### Academic Discipline Mix Three – Physical Science/Analytical

Code	Academic Title	Code	Academic Title
BAL	Operations Research Analyst (Business)	DDN	Chemistry Industrial
CFB	Physics Space	DDO	Radiochemistry
CFD	Space Systems Operations	DDP	Metallurgy
CUE	Computer Science	DFX	Geography General/Economic/Political
CUP	Computer Based Instruction	DDX	Chemistry General
DAG	Histology	DEX	Geodetic Science
DAI	Embryology	DGA	Geology Surficial
DAR	Biometry	DGB	Geology Stratigraphy
DBA	Astrodynamics	DGC	Seismology
DBC	Astrophysics	DGD	Geology Terrestrial
DBX	Astronomy	DGE	Geology Economic
DCA	Botany General	DGF	Geology General
DCB	Entomology	DGG	Paleontology
DCC	Bacteriology	DGH	Mineralogy Petrology
DCD	Parasitology	DGL	Meteorology Climatology
DCE	Taxonomy	DGN	Nautical Sciences
DCF	Zoology	DGP	Oceanography Hydrology
DCG	Med Microbiology	DGX	Geophysics
DCK	Radiation Biology	DHA	Statistics

**Academic Discipline Mix Three – Physical Science/Analytical (continued)**

<b>Code</b>	<b>Academic Title</b>	<b>Code</b>	<b>Academic Title</b>
<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
<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>	Chiropractic	<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		

### Academic Discipline Mix Four - Engineering

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

**Academic Discipline Mix Four - Engineering (continued)**

<b>Code</b>	<b>Academic Title</b>	<b>Code</b>	<b>Academic Title</b>
<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**

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

**Appendix F – Intentionally Left Blank**

## Appendix G – 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	15
Selection Board	3.8	29
Total		70

**Table G - 1 – Selection Points**

## Appendix G-1 – 4-YR Scholarship High School Selection Point Tables

High School Program Tables G-2 through G-4:

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

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

**Table G - 2 – Interview**

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		

**Table G - 3 – Selection Board Points**

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

**Table G - 4 – College Board Scores**

## Appendix G-2 – 4-YR Campus Based Selection Point Tables G-5 thru G-10

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

SAT	Points	ACT	SAT	Points	ACT
810	8		1210	15	
820	8		1220	15	27
830	8	17	1230	15	
840	8		1240	15	
850	8		1250	15	
860	9		1260	16	28
870	9	18	1270	16	
880	9		1280	16	
890	9		1290	16	
900	9		1300	16	29
910	9		1310	16	
920	10	19	1320	17	
930	10		1330	17	
940	10		1340	17	30
950	10	20	1350	17	
960	10		1360	17	
970	11		1370	17	
980	11		1380	18	31
990	11	21	1390	18	
1000	11		1400	18	
1010	11		1410	18	
1020	12		1420	18	32
1030	12	22	1430	18	
1040	12		1440	19	
1050	12		1450	19	
1060	12		1460	19	
1070	12	23	1470	19	33
1080	13		1480	19	
1090	13		1490	19	
1100	13		1500	20	
1110	13	24	1510	20	
1120	13		1520	20	34
1130	13		1530	20	
1140	14	25	1540	20	
1150	14		1550	20	35
1160	14		1560	20	
1170	14		1570	20	
1180	14	26	1580	20	
1190	14		1590	20	
1200	15		1600	20	36

**Table G - 5 – College Board Scores Campus Based**

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

**Table G - 6 – CGPA Campus Based**

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

**Table G - 7 – Interview Campus Based**

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		

**Table G - 8 – Selection Board Point Average Campus Based**

Raw Points	Points	Raw Points	Points
– 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		

**Table G - 9 – Scholar, Athlete, and Leadership Points**

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/Soroties</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		

**Table G - 10 – Activities (High School 11 & 12 /College)**

**Appendix G-3 – 2, 2.5, 3, 3.5-YR Scholarship Selection Tables G-11 thru G-15**

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		

**Table G - 11 – Grade Point Average**

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

**Table G - 12 – Interview**

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		

**Table G - 13 – Selection Board Points**

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		

**Table G - 14 – Scholar, Athlete, and Leadership**

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/Soroties</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		

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

## Appendix H – School Allocations/Funds

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

## Appendix I – Scholarship Benefit Package

<b>FY 16 (1 Oct 2015)</b>	
Tuition/Fees*	Up to Full tuition and mandatory fees
Room/Board *	\$10,000 annual flat rate
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 each term.

## Appendix J – Commanders Green to Gold Hip Pocket Scholarship Program

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
44 <sup>th</sup> Medical Command	Ft Bragg	1
Military Surface Deployment & Distro Command	Alexandria	1
19 <sup>th</sup> 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 20 <sup>th</sup> 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 – CCIMM Coding**

Scholarship Award	Schlr Award Type	Schlr Award Cat	Enrollment Status
4-Year	4	4R	E\$-Contracted Scholarship R- Pending Scholarship Contract
4-Year	4	QE	E\$-Contracted Scholarship R-Scholarship Pending Contract
4-Year Green to Gold	4	4A	E\$-Contracted Scholarship R- Scholarship Pending Contract
4-Year MJC 2+2 (current freshman)	4	J2	E\$-Contracted Scholarship R- Scholarship Pending Contract
4-Year HQCC	4	4U	E\$-Contracted Scholarship R- Scholarship Pending Contract
3-Year Advanced Designee	4	3D	S-Scholarship Pending Contract
3-Year USMA Advanced Designee	4	3U	S-Scholarship Pending Contract
3.5-Year	4	3H	E\$-Contracted Scholarship R-Scholarship Pending Contract
3-Year (enrolled in ROTC)	3	3C	E\$-Contracted Scholarship R- Scholarship Pending Contract
3-Year (not enrolled in ROTC)	3	N3	E\$-Contracted Scholarship R- Scholarship Pending Contract
3-Year Green to Gold	3	3A	E\$-Contracted Scholarship R- Scholarship Pending Contract
2.5-Year	3	2H	E\$-Contracted Scholarship R- Scholarship Pending Contract
2-Year Advanced Designee	3	2D	S-Scholarship Pending Contract
2-Year (enrolled in ROTC)	2	2C	E\$-Contracted Scholarship R- Scholarship Pending Contract
2-Year (not enrolled in ROTC)	2	N2	E\$-Contracted Scholarship R- Scholarship Pending Contract
2-Year CIET (MSL 3 current Juniors)	2	BC	E\$-Contracted Scholarship R- Scholarship Pending Contract
2-Year MJC (current freshman)	2	MJ	E\$-Contracted Scholarship R- Scholarship Pending Contract
2-Year Green to Gold	2	2A	E\$-Contracted Scholarship R- Scholarship Pending Contract
2-Year Master's Program	G	2C	E\$-Contracted Scholarship R- Scholarship Pending Contract

## Appendix L – Scholar Athlete Leader Criteria

**1. Purpose.** To provide the command with a simple method to assess and capture the quality indicators of a student contracting into ROTC program. Quality one-time 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. PMS will report results in CCIMM.
- 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.
- e. Applicants identified as SALs under this section may be offered a scholarship from available school allocations/funds or through the Brigade adjustment pool.

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

#### **1. 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

#### **2. 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, etc)

### **3. 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**

### **1. 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
  - CGPA over 3.0 and SAT/ACT score above 1100/24 (Freshman & G2G) or
  - In an ADM 3, 4, or 5 academic program IAW CC Reg 145-12 and a cumulative GPA over 2.5

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

- 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)

### **3. 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 – 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

##### Interview Plan #1 -- 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?

**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
-----------	--------	--------

### ***Planning and Organizing***

#### **Preparing for College**

1. Have you prepared yourself for college?

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

#### **Planning for a Week**

2. 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
-----------	--------	--------

#### **Major Tests**

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

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

4. 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
-----------	--------	--------

5. 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

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***

1. Why does the US Army interest you?
2. What are your career plans at this time?
3. 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?

**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.

## Interview Plan #2 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?

## EDUCATIONAL BACKGROUND

College: School \_\_\_\_\_ Major \_\_\_\_\_ CGPA \_\_\_\_\_

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***

1. Why did you join the service?

2. 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?

4. (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
-----------	--------	--------

2. Give me some examples of situations (extracurricular, military, ROTC) in which you received little guidance on what to do. How did you handle them?

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

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
-----------	--------	--------

## **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 – Summer Language Hub Program

### 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

## Appendix O – Army Focus Language Scholarship Program

### Army Focus Language Scholarship Program Approved Majors

Arabic (all Dialects)

Chinese – Mandarin

Hausa

Indonesian

Pashto (all Dialects)

Persian (all Dialects)

Portuguese

Swahili

Russian

Urdu

## Glossary – Abbreviations & Terms

### Section I – Acronyms and 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>CCIMM</b>	Cadet Command Information Management System
<b>CGPA</b>	Cumulative Grade Point Average
<b>CIET</b>	Cadet Initial Entry Training
<b>CLC</b>	Cadet Leaders Course
<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>DedUSAR</b>	Dedicated United States Army Reserve
<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 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>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 – 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.** Four-year scholarships that pay three years of benefits provided the applicant successfully passes the first year which is a probationary year in which the Cadet receives no benefits.

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. **Non-enrolled 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 non-enrolled.

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.