

Department of the Army
Headquarters, U.S. Army Cadet Command
1st Cavalry Regiment Road
Fort Knox, Kentucky 40121-5123

USACC Pamphlet 145-4

Effective 1 April 2020

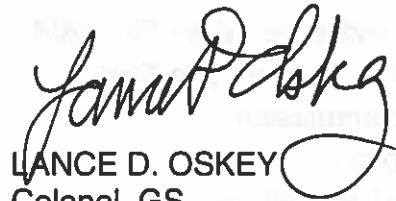
Cadet Actions and Standards

**ENROLLMENT, RETENTION, AND DISENROLLMENT CRITERIA,
POLICY, AND PROCEDURES**

FOR THE COMMANDER:

OFFICIAL:

JOHN R. EVANS, JR.
Major General, U.S. Army
Commanding



LANCE D. OSKEY
Colonel, GS
Chief of Staff

History. This publication is a major revision to the administrative pamphlet governing standards for participants in the Senior Reserve Officers' Training Corps program.

Summary. This pamphlet provides brigade commanders, Professors of Military Science, and staff guidance on administrative standards for enrollment, retention, and disenrollment of Cadets in the Reserve Officers' Training Corps program.

Applicability. The provisions of this pamphlet apply to students enrolled in or seeking enrollment in the SROTC basic and advanced courses (This includes scholarship and non-scholarship contracted Cadets).

Proponent and Exception Authority. The proponent for this pamphlet is the Deputy Chief of Staff, G1, ATCC-PAS. The proponent has the authority to approve exceptions or waivers to this pamphlet that are consistent with controlling laws, regulations, and USACC policies.

Army Management Control Process. This regulation contains management control provisions in accordance with AR 11-2, but it does not identify key management controls that must be evaluated.

Supplementation. Proponent for this pamphlet is U.S. Army Cadet Command, Deputy

Chief of Staff G-1, ATTN: ATCC-PAS. Supplementation of this pamphlet is prohibited.

Suggested Improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to HQ, USACC, ATTN: ATCC-xx, Fort Knox, KY 40121-5123.

Distribution. Distribution of this regulation is intended for Headquarters U.S. Army Cadet Command (HQ, USACC) and its subordinate units. Distribution is in electronic format only.

Summary of Change

USACC Pamphlet 145-4

Enrollment, Retention, and Disenrollment Criteria, Policy and Procedures

- This publication is a major revision and reorganization and supersedes CC PAM 145-4, dated 09/12/11. The chapters are aligned with the lifecycle of a Cadet beginning with entry and ending with disenrollment of commission.
- Corrects organizational names and structure designations.
- Deletes redundant information that is specified in Army Regulations.
- Updates reference publications and makes administrative changes throughout.
- Requires PMS to consult with USACC Command surgeon prior to placing a Cadet on LOA
- Figures 8-1 thru 8-6 Adds PMS Checklist for Disenrollment procedures, Board of Investigation administrative procedures and scripts for boards with and without Recorders.
- Adds new policy changes Army Directive 2018-12 (New Policy Regarding Waivers for Appointment and Enlistment Applicants), dated 30 July 2018
- Adds Delegation of Authority to USACC for Cadet Medical Waivers and Medical Disqualifications. IAW ASA (M&RA) Memo, 21 April 2016.
- Adds Army Directive 2016-34 (Processing Religious Accommodation Requests Requiring a Waiver to Army Uniform or Grooming Policies)
- Adds Army Directive 2018-19 (Approval, Disapproval, and Elevation of Requests for Religious Accommodation)

Contents

| | |
|--|-----------|
| Chapter 1 - Introduction | 7 |
| 1-1. Purpose | 7 |
| 1-2. References | 7 |
| 1-3. Explanation of Terms..... | 7 |
| 1-4. Responsibilities..... | 7 |
| Chapter 2 – Participating Students and Program Entry | 8 |
| Section I, Participating Students (Not Cadets)..... | 8 |
| 2-1. General..... | 8 |
| 2-2. Auditing Students | 9 |
| 2-3. Conditional Students | 9 |
| 2-4. Foreign Students (Alien - Non-Immigrant / Immigrant) | 11 |
| 2-5. Ineligible Students | 12 |
| 2-6. Ineligible student unless waiver is granted | 13 |
| Section II, SROTC Program Entry Options | 15 |
| 2-7. General..... | 15 |
| 2-8. Progression | 15 |
| 2-9. Alternative Entry Option (AEO)..... | 15 |
| 2-10. Simultaneous Membership Program (SMP) | 16 |
| 2-11. Members and Former Members of the Armed Services | 17 |
| 2-12. Green to Gold (G2G) Program | 20 |
| Chapter 3 – Eligibility for Enrollment in the SROTC Program | 21 |
| Section I, Non-Scholarship Basic Course Enrollment Responsibilities | 21 |
| 3-1. General..... | 21 |
| 3-2. PMS Responsibilities..... | 21 |
| 3-3. Enrollment Eligibility Officer (EEO) Responsibilities | 21 |
| 3-4. Student Responsibilities | 22 |
| Section II, Non-Scholarship Basic Course Enrollment Eligibility Requirements | 23 |
| 3-5. General..... | 23 |
| 3-6. Academic Status..... | 23 |
| 3-7. Age | 23 |
| 3-8. Character | 23 |
| 3-9. Citizenship | 24 |
| 3-10. Dependents | 24 |
| 3-11. Medical Qualification | 25 |
| 3-12. English Language Aptitude..... | 25 |
| Chapter 4 – Waiver Requests for Contracting/Retention | 26 |
| Section I Waiver Requests | 26 |
| 4-1. General..... | 26 |
| Section II, Waiver Request Preparation/Processing | 27 |
| 4-2. General..... | 27 |
| 4-3. Preparation | 27 |
| 4-4. Cadet Action Request (SROTC USACC Form 131-R) | 27 |
| 4-5. Transcripts..... | 28 |
| 4-6. Planned Academic Worksheet Program (USACC Form 104-R)..... | 28 |

| | |
|---|-----------|
| 4-7. DD Form 214 | 29 |
| 4-8. SMP Documentation..... | 29 |
| Section III – Waiver Types..... | 29 |
| 4-9. Civil Convictions or Adverse Adjudication Dispositions | 29 |
| 4-10. Self-Admitted Use of Drugs and/or Chemical Substances | 31 |
| 4-11. Age Waivers for Non-Scholarship Cadets | 31 |
| 4-12. Reenlistment Code Waivers | 32 |
| 4-13. Dependency Waivers | 32 |
| 4-14. Medical Waivers and Medical Determinations | 33 |
| 4-15. Religious Accommodation Request..... | 34 |
| 4-16. Tattoo, branding, and body mutilation policy | 36 |
| 4-17. After-the-fact Waiver Request | 37 |
| 4-18. Reconsideration of Disapproved Waiver Requests | 37 |
| Chapter 5 – Contracting..... | 37 |
| Section I Contracting Responsibilities..... | 37 |
| 5-1. General..... | 37 |
| 5-2. PMS Responsibilities | 37 |
| 5-3. EEO Responsibilities | 38 |
| 5-4. Student Responsibilities | 39 |
| 5-5. Non-Scholarship Cadets..... | 40 |
| 5-6. Scholarship Cadets | 40 |
| 5-7. DD Form 4 | 41 |
| Section II, Contracting Eligibility Requirements | 41 |
| 5-8. General..... | 41 |
| 5-9. Officer Potential..... | 41 |
| 5-10. Student Commitment..... | 42 |
| 5-11. Credit/Satisfaction of the Basic Course in Order to Contract in the SROTC Advance Course | 42 |
| 5-12. Academic Status..... | 42 |
| 5-13. Age | 44 |
| 5-14. Character..... | 44 |
| 5-15. Civil Convictions or Adverse Adjudication or Disposition | 45 |
| 5-16. Current or Prior Military Service (To include Officer Producing Programs)..... | 46 |
| 5-17. Citizenship | 47 |
| 5-18. Dependents | 48 |
| 5-19. Medical Qualifications..... | 48 |
| 5-20. Weight/Body Fat Standards..... | 49 |
| 5-21. Physical Fitness Testing | 49 |
| 5-22. English Language Aptitude..... | 49 |
| Section III Medical and Dental screening..... | 49 |
| 5-23. Responsibilities for Medical Qualification | 49 |
| 5-24. Medical Examinations..... | 51 |
| 5-25. Medical Examination Forms (Reports) | 52 |
| 5-26. Review of Medical Examinations | 52 |
| 5-27. Valid Periods of Medical Examinations..... | 53 |
| 5-28. Dental Exam Requirements..... | 54 |

| | |
|---|-----------|
| Section IV, Other Contracting Options..... | 54 |
| 5-29. Senior Military College (SMC) Students | 54 |
| Section V, Contract Counseling Requirements..... | 55 |
| 5-30. Scholarship Cadets | 55 |
| 5-31. Non-Scholarship Contracted Cadets | 56 |
| 5-32. Other Counseling Requirements | 57 |
| Chapter 6 – Retention Procedures..... | 58 |
| Section I, Responsibilities | 58 |
| 6-1. General..... | 58 |
| 6-2. PMS Responsibilities..... | 58 |
| 6-3. Cadet Responsibilities | 59 |
| 6-4. Leave of Absence (LOA) General..... | 59 |
| 6-5. Probation | 62 |
| 6-6. Administrative Suspension | 64 |
| 6-7. Termination of Scholarship with Retention as Non-Scholarship Cadet..... | 66 |
| 6-8. Non-Scholarship Extension of Subsistence Allowance..... | 67 |
| Section II, Retention Disqualifications..... | 68 |
| 6-9. General..... | 68 |
| 6-10. Academic Standards | 68 |
| 6-11. Use of Drugs and/or Chemical Substances..... | 69 |
| 6-12. Civil Conviction or Adverse Adjudication/Disposition..... | 69 |
| 6-13. Medical | 70 |
| 6-14. Conscientious Objector | 70 |
| Section III, Completion Cadet Program | 71 |
| 6-15. Completion Cadet Program | 71 |
| 6-16. Administration of the Completion Cadet Program..... | 71 |
| Chapter 7 – Health Benefits and Cadet Liability Coverage..... | 73 |
| 7-1. General..... | 73 |
| 7-2. Basic Policy | 73 |
| 7-3. Department of Labor (DOL) Claims | 74 |
| 7-4. Department of Veterans' Affairs (VA) Claims..... | 76 |
| Chapter 8 – Disenrollment Procedures | 77 |
| 8-1. General..... | 77 |
| 8-2. PMS Actions When Disenrollment is Required..... | 78 |
| 8-3. Appointment of Board..... | 80 |
| 8-4. Actions Taken Prior To Board..... | 81 |
| 8-5. Board Proceedings | 82 |
| 8-6. Report of Proceedings..... | 84 |
| 8-7. Appointing Authority Actions after Receiving Report of Proceedings | 86 |
| 8-8. Processing Completed Disenrollment Board Actions | 87 |
| 8-9. Waiver of Board Procedures..... | 88 |
| 8-10. Special Situations | 90 |
| 8-11. Recoupment or Order to Active Duty..... | 92 |
| 8-12. Procedures Prior To Discharge | 93 |
| Chapter 9 – Reenrollment..... | 93 |
| 9-1. Reenrollment Eligibility | 93 |

| | |
|---|------------------------------|
| 9-2. Reenlistment (RE) Codes | 95 |
| APPENDIX A – References | 96 |
| Section I – Required Publications | 96 |
| Section II – Prescribed Publications | 96 |
| Section III – Prescribed Forms | 98 |
| Section IV – Glossary and Terms | 99 |
| TERMS | 102 |
| APPENDIX B – Approval Authority Flow of Cadet Actions | 106 |
| APPENDIX B (Continued) | 107 |
| APPENDIX B (Continued)-Supporting Documentation for Cadet Actions | 108 |
| APPENDIX C – Preparation and Processing of Cadet Forms..... | 109 |
| C-1. Preparation instructions for completion of Army Non-Scholarship Cadet Contract (DA Form 597, July 2005)..... | 109 |
| C-2. Preparation instructions for completion of Army Scholarship Cadet Contract (DA Form 597-3, July 2005)..... | 111 |
| C-3. Preparation for the Planned Academic Program Worksheet (USACC Form 104-R, Dec 04) are as follows:..... | 113 |
| C-4. Processing of Cadet Action Request, USACC Form 131-R..... | 115 |
| C-5. Preparation of Cadet Enrollment Record, USACC Form 139-R | 116 |
| C-5. (Continued) | 117 |
| C-6. Affidavit Format/Sample..... | 118 |
| C-6. (Continued) | 119 |
| APPENDIX D | 120 |
| | 124 |
| Figure 5-1, Initial Entry Weight Table for Males..... | 126 |
| Figure 5-2, Initial Entry Weight Table for Females | 127 |
| Figure 6-1 Cadet Memorandum of Understanding (MOU) example | 128 |
| Figure 6-1 Cadet Memorandum of Understanding (MOU) example (continued).. | 130 |
| Figure 7-1 (Form CA-1) (Injury) | 131 |
| | 131 |
| Figure 7-1 (Form CA-1) (Injury) continued | 132 |
| | Error! Bookmark not defined. |
| Figure 7-1 (Form CA-1) (Injury) continued: Instructions..... | 133 |
| Figure 7-2 (Form CA-2) (Illness)..... | 135 |
| | Error! Bookmark not defined. |
| Figure 7-2 (Form CA-2) (Illness), continued..... | 136 |
| Figure 7-2 (Form CA-2) (Illness), continued..... | 137 |
| Figure 7-2 (Form CA-2) (Injury) continued: Instructions..... | 138 |
| Figure 7-3 (Injury illness Type and Source Codes) | 139 |
| Figure 7-4 (Line of Duty Statement)..... | 142 |
| Figure 8-1 Disenrollment Notification-Acknowledgment Memorandum | 143 |
| Figure 8-1 Disenrollment Notification-Acknowledgment Memorandum-continued | 144 |
| Figure 8-1 Disenrollment Notification-Acknowledgment Memorandum-continued | 145 |

| | |
|---|------------|
| Figure 8-1 Disenrollment Notification-Acknowledgment Memorandum-continued | 146 |
| Figure 8-1 Disenrollment Notification-Acknowledgment Memorandum-continued | 147 |
| Figure 8-1 Disenrollment Notification-Acknowledgment Memorandum-continued | 148 |
| Figure 8-1 Disenrollment Notification-Acknowledgment Memorandum-continued | 149 |
| Figure 8-1 Disenrollment Notification-Acknowledgment Memorandum-continued | 150 |
| Figure 8-1a Addendum to Part II, Agreement of Cadet Contract (Active Duty Option) Memorandum | 151 |
| Figure 8-2 Board Appointment Memorandum | 152 |
| Figure 8-2 Board Appointment Memorandum-continued | 153 |
| Figure 8-3 Notification of Respondent to a Board | 154 |
| Figure 8-3 Notification of Respondent to a Board-continued | 155 |
| Figure 8-3 Notification of Respondent to a Board-continued | 156 |
| Figure 8-4 Checklist for Disenrollment Actions | 157 |
| Figure 8-4 Checklist for Disenrollment Actions-continued | 158 |
| Figure 8-4 Checklist for Disenrollment Actions-continued | 159 |
| Figure 8-4 Checklist for Disenrollment Actions-continued | 160 |
| Figure 8-4 Checklist for Disenrollment Actions-continued | 161 |
| Figure 8-5 Script without Recorder | 163 |
| Figure 8-6 Script with Recorder | 172 |
| APPENDIX E Religious Accommodation | 181 |
| APPENDIX E Religious Accommodation-continued | 182 |
| APPENDIX E Religious Accommodation-continued | 183 |
| APPENDIX E Religious Accommodation-continued | 184 |

Chapter 1 - Introduction

1-1. Purpose

Provide guidance for the Professor of Military Science (PMS) to use in the management of Cadets, and processing Cadet Actions for enrollment, retention, and disenrollment.

1-2. References

Appendix A contains required and prescribed publications and forms.

1-3. Explanation of Terms

Acronyms and special terms used in this regulation are explained in the Appendix A Section IV Glossary.

1-4. Responsibilities

a. The Commander, US Army Cadet Command will command, manage, and operate the ROTC program within the provisions of AR 145-1. (Complete list of responsibilities are specified in AR 145-1, paragraph 1-4.)

b. Each USACC, brigade commander is responsible for:

(1) Ensuring compliance with the requirements and procedures addressed in this publication and taking corrective action as required on deficiencies noted.

(2) Ensuring the enrollment eligibility criteria is applied to students enrolling in the Senior Reserve Officers' Training Corps (SROTC) Program, and monitoring the retention of Cadets.

(3) Ensuring the accuracy, quality, and consistency of Cadet Actions.

(4) Returning any incomplete or improperly documented request for Cadet Action to the PMS as appropriate.

(5) Taking final action or forwarding Cadet Actions that are complete, justified, and in the best interest the US Army and Cadet Command, as appropriate.

c. Each PMS is responsible for:

(1) Verifying the eligibility of students who are seeking entry into the basic course and contracting in the SROTC Program.

(2) Verifying the continuous eligibility of enrolled and contracted Cadets in the SROTC program.

(3) Appointing an Enrollment Eligibility Officer (EEO) and an alternate to be responsible for determining each student's eligibility for enrollment/contracting and retention (This person cannot be the Recruiting Operations Officer (ROO)).

(4) Ensuring requests for waivers and exceptions to policy pertaining to enrollment or retention are:

(a) Initiated as soon as the requirement becomes known.

(b) Initiated by the Cadet concerned.

(c) Fully justified, properly documented and administratively correct before being forwarded for consideration. Each PMS will ensure that Cadet quality standards are applied to every request for waiver submitted for approval.

(5) Conditionally contracting only those non-scholarship Cadets whose eligibility, based on medical or other enrollment eligibility criteria, has not been finally determined or for whom a waiver request is pending.

Chapter 2 – Participating Students and Program Entry

Section I, Participating Students (Not Cadets)

2-1. General

a. Participating students are those who choose not to or are ineligible to enroll/contract in the ROTC program. Most participating students fall into one of three categories: auditing students, conditional students, and foreign students. All categories of participating students who meet the requirements set by the school authorities may take Army ROTC classes. Auditing students and students who choose not to enroll/contract may only participate in classroom instruction. Specific grades and grade point averages (GPA) awarded to these students are according to the policies set by the university/college authorities

b. Participating students may participate in the SROTC program in one of the categories above provided.

(1) They are not authorized access to classified instructional material.

(2) They are in good standing and attending school full time.

(3) They meet the enrollment criteria for the course outlined in the university course catalog. PMS approval is required only to ensure that adequate space exists in a class for enrolled and contracted Cadets.

(4) Such participation is not otherwise prohibited by law, DOD Directive or Army Regulation.

c. Participating students are ineligible for:

(1) Subsistence allowance.

(2) Participation in the SROTC Scholarship Programs.

(3) Commissioning credit, except immigrant/refugee students. Conditional students will be given credit for that part of the course successfully completed upon enrollment and/or contracting in SROTC Program. Submit requests for commissioning credit to the brigade commander for final determination.

(4) Participating students completing the SROTC course of instruction in a non-enrolled status are ineligible for appointment as a commissioned officer.

2-2. Auditing Students

Students not receiving academic credit for SROTC courses. Any student may audit courses in the SROTC program if approved by the PMS and school authorities. Authority is granted to permit the PMS to cooperate with the school in accommodating a student's request for limited participation in the program.

a. Participation of auditing students is limited to classroom participation only.

b. PMS is not authorized to allow auditing students to participate in any commissioning program activities. Auditing students will not:

(1) Participate in drill, marching, leadership laboratories, field training exercises, voluntary programs, or attend Cadet Summer Training (CST)/basic and advanced camp.

(2) Be issued or wear the uniform.

(3) Receive credit toward commissioning or enlisted grade status through audit of SROTC courses, or be issued a DA Form 134 (Military Training Certificate - Reserve Officers' Training Corps) for having audited the course.

2-3. Conditional Students

a. Conditional students are those who complete Part II of the DA Form 597 (Army Senior Reserve Officers Training Corps (SROTC) Non-Scholarship Cadet Contract), but do not complete the DD Form 4 (Enlistment/Reenlistment Document-Armed Forces of the United States). Eligibility to become a conditionally contracted student is based on a condition requiring a waiver such as medical or other enrollment eligibility criteria that

has not been finally determined, or for whom a waiver request is pending final decision. The student cannot complete the DD Form 4 until fully qualified. The DA Form 597 will be finalized and DD Form 4 will be completed and signed at the time the student is fully qualified for contracting. The DD Form 4 will not be backdated under any circumstances. Conditional students do not include foreign students or students trying to decide whether they desire to join SROTC and later strive for a commission.

b. Waiver requests for a disqualifying condition will be initiated by the student and processed by the PMS as early as possible to enable a timely decision. A temporary or remedial disqualifying medical condition (except overweight or pregnancy) will not prevent the conditional contracting of a non-scholarship Cadet. A student's conditional status must be resolved within a twelve (12)-month period; failure to resolve the conditional status will cause the student to become a non-contract drop or revert to an auditing status without entitlement to commissioning credit for enrollment in the SROTC Program.

(1) If subsequently determined qualified, or granted a waiver, the conditional students may be officially enrolled by completing Part V of the DA Form 597 and completion of the DD Form 4. Retroactive subsistence allowance is authorized from the date the Cadet began advanced training, provided the date of the DA Form 597 and the date the Cadet began training are the same. The PMS will reflect in Part IV of DA Form 597 the effective date of entitlement to subsistence allowance as the date the Cadet began advanced training and signed Part II of DA Form 597 (it cannot precede the signed date). Students who began the advanced course as foreign students are not authorized to receive retroactive subsistence allowance.

(2) If determined unqualified, or if the requested waiver is disapproved, the student's status will change from that of conditional student to that of an ineligible student. The student will not be entitled to receive commissioning credit or enlisted grade credit.

(3) Conditional students are not authorized to attend any CST (including basic and advanced camp) events until their conditional status is resolved.

c. Students will not be allowed to conditionally contract if they have:

(1) A disqualifying condition for which a waiver is not authorized, e.g., overweight or APFT failure.

(2) A permanently disqualifying medical condition.

(3) Not completed the periods of supervised probation or deferred or suspended civil conviction sentence.

(4) Elected transitional leave in conjunction with their separation from active duty under provisions of AR 635-200, Chapter 16, and have not yet been separated. This

provision prevents dual status from occurring for purposes of longevity or compensation which is specifically prohibited by law.

(5) Been disenrolled from SROTC. See Chapter 9 below for guidance concerning re-enrollment of disenrolled Cadets.

d. Any attempt to manipulate data in Cadet Command Information Management Module (CCIMM) for the purpose of entering an otherwise unqualified student as a conditional student (example APFT failure or overweight) or classifying a student as a MS III when they are actually taking MS IV classes could constitute fraud to the Government.

2-4. Foreign Students (Alien - Non-Immigrant / Immigrant)

An Alien is an individual who is not a U.S. Citizen or U.S. National.

a. Non-immigrant aliens may only participate, and not enroll in, the ROTC advanced course. As such, they shall not attend advanced summer training such as the advanced camp, Nurse Summer Training Program (NSTP), or Cadet Troop Leadership Training (CTLT). Non-immigrant students are students who are not normally seeking citizenship or commissioning.

b. Immigrant alien students may voluntarily enroll in the basic course or attend basic camp and may participate in the advanced course. Immigrant students are students who have been granted the right by the U.S. Citizenship and Immigration Services (USCIS) to reside permanently in the United States.

c. PMS will avoid the active recruitment of non-immigrant alien students.

d. Requests for approval of the participation of non-immigrant alien students must be forwarded by the brigade commander/PMS to Headquarters, Cadet Command, ATTN: ATCC-PAS. The request must originate from the student concerned, using SROTC USACC Form 131-R. Each request supported by the PMS will contain a statement in the forwarding endorsement that the student meets all requirements for entry into the basic course

e. Non-immigrant students must—

(1) Be recommended for participation by the PMS and approved by Cadet Command.

(2) Must be from a country on the approved country list that is developed in coordination with the Office of the Under Secretary of Defense for Policy and the Department of State.

(3) Provide certification that their government has no objection to their receiving SROTC instruction.

(4) Be registered for and attending a full-time regular course of instruction at a school where SROTC is available.

(5) Be recommended by the proper school authority.

(6) Satisfactorily complete the basic course before being considered for participation in the advanced course.

(7) The PMS may dismiss non-immigrant aliens from the basic or advanced course for reasons listed in AR 145-1 paragraph 3-43a., if deemed appropriate.

f. Brigade S-1s are required to submit a Foreign Student report of non-U.S. Citizens participating and enrolled in the SROTC program annually to USACC, DCS, G1 no later than **10 October** each year. The report submitted will include at a minimum a by name list of all SROTC students who are non-U.S. Citizens, the school they are attending, Military Science Level, countries of origin and projected year of program completion or graduation.

2-5. Ineligible Students

a. Ineligible students who meet the requirements set by the school authorities may take Army ROTC classes for all 4 years for academic credit only. The following students are ineligible for enrollment or contracting in the basic or advanced course:

(1) A person who is a conscientious objector, as defined in AR 600-43. Cadets who formalize their conviction in such beliefs after enrollment in the advanced course or the ROTC Scholarship Program will be disenrolled from ROTC and will be considered for discharge from USAR under AR 600-43. The only conscientious objectors permitted to enroll in SROTC are foreign students enrolled in the basic course and students required by the school to take military training. Students who have previously claimed conscientious objector status but no longer have convictions that preclude them from bearing arms and participating in full military service with the U.S. Army are eligible if they furnish a signed affidavit to that effect prior to enrollment/contracting.

(2) Any applicant (to include former Cadets, prior service members, and current service members) who has previously tested positive for tetrahydrocannabinol (THC) or cocaine use by a DOD certified drug testing laboratory using procedures established by the Assistant Secretary of Defense for Health Affairs, unless a waiver is granted. Those who have tested positive for alcohol under DoD criteria to include prior service and current service members who have undergone or undergoing rehabilitation are also ineligible for the SROTC commissioning program.

(3) A person with a permanently disqualifying medical condition.

(4) A person with a conviction for domestic battery and/or violence as defined in the Lautenberg Amendment or who has been convicted of any offense listed in AR 27-10, Chapter 24.

(5) A person with a state or federal conviction, or a finding of guilty in a juvenile adjudication, for a felony crime of rape, sexual abuse, sexual assault, incest, any other sexual offense, or when the disposition requires the person to register as a sex offender. In these cases, the enlistment, appointment, or induction will be prohibited and no waivers are allowed.

(6) A student who is a commissioned officer, a former officer of any component of the U.S. Armed Forces, or an individual who has a certificate of eligibility for appointment as a commissioned officer.

(7) Members of the U.S. Armed Forces serving on active duty, unless participating in a program approved by the Department of the Army.

(8) Officers of the Public Health Service or National Oceanic and Atmospheric Administration.

(9) An immigrant alien who is also a member of the reserve component is not eligible to enroll in the advanced course or to participate in the program in such a status.

(10) Enlisted members of the Reserve Components of the U.S. Armed Forces not participating in the Simultaneous Membership Program (SMP).

(11) Individuals whose security clearance eligibility has been denied or revoked.

b. Warrant officers of the reserve components of the U.S. Armed Forces are not eligible for enrollment or conditional enrollment in the advanced course. However, Warrant officers of the Reserve Components of the U.S. Armed Forces not on active duty (non-scholarship only) may enroll in the basic course.

2-6. Ineligible student unless waiver is granted. The following categories of students are ineligible for contracting unless a waiver/exception to policy is granted:

a. A student who has a pre-trial diversion for a felony, any civil conviction, an adverse adjudication, or any type of court-martial conviction, even though the record may have been sealed or expunged. These students (excluding scholarship students) may be permitted to participate in the basic course without a waiver, but must have obtained a waiver prior to attending basic camp or contracting in the SROTC Program.

(1) No waiver is required for minor traffic offenses resulting in a fine of \$250 or less, except when the applicant has accumulated six or more such offenses during any 12-month period.

(2) Waivers are not required for disciplinary actions in connection with the provisions of the Uniform Code of Military Justice (UCMJ), Article 15. Such disciplinary actions will be considered when evaluating the applicant's character.

b. A person who will have 10 years or more of active duty service at the time of commissioning. (Requests for exception to policy in extraordinary cases will be forwarded to the CG, USACC)

c. A student who has been discharged from any branch of the armed forces with a waivable or non-waivable disqualifying reenlistment code or with one of the following types of discharge:

- (1) Dishonorable
- (2) Bad conduct
- (3) Undesirable
- (4) Other Than Honorable conditions
- (5) General or honorable if the reason and authority for separation preclude reentry into military service under AR 601-210.

d. A person with a conviction for offenses listed below who is supported by intermediate commanders, will be sent through channels to CG, USACC, for consideration. Waiver approval authority will not be delegated; however, disapproval authority may be exercised at each command level. A waiver request disapproved by any intermediate commander need not be sent to higher authority. The supporting recommendations at each command level and appropriate comments will be included.

(1) A person convicted of a felony under local or Federal law or an offense punishable under the UCMJ by dishonorable discharge or confinement for more than 1 year. For the purpose of this pamphlet, offenses involving possession, manufacture, use, sale, distribution, or the intent to sell or distribute any controlled substance as listed or defined in 21 USC 812 are treated as felonies, regardless of the classification by local authorities.

(2) A person with a conviction that resulted in a sentence of confinement in a prison, stockade, or detention area, or in a sentence to hard labor. Later proceedings that delete or alter an initial determination of guilt (for example, pardon, expunction, amnesty, commutation, set aside and suspension) do not eradicate the conviction for the purpose of this paragraph. However, convictions overturned or successfully appealed are not convictions for the purpose of this paragraph if the appropriate officials state in writing that no further proceedings (such as retrial) are pending or being considered.

(3) A person with a conviction involving bigamy, contributing to the delinquency of a minor or moral turpitude (which includes any sexually related offense or dishonesty, such as larceny or perjury).

e. In requesting a waiver, the student must list all the above proceedings, whether by military or civilian courts.

f. Applicants who have two or more misconduct offenses identified in Figure D-3, or a pattern of misconduct require a waiver from USACC, CG. However, if any one of the two offenses resulted in a court sentence of confinement or a fine of \$500 or more the DCS G-1, Director, Military Personnel Management (DMPM) is the approval authority.

g. The waiver authority for any single offense of serious/major misconduct (see Figure D-4) is withheld to the DMPM. This includes a positive drug or alcohol tests at the Military Entrance Processing Station, Reserve Officer Training Corps (ROTC) contracting, or during other enlistment or appointment processing.

Section II, SROTC Program Entry Options

2-7. General

Cadets are students who have been determined eligible for enrollment in the SROTC program and have signed the USACC Form 139-R. In order for a student to be classified as enrolled in SROTC the USACC Form 139-R must be completed and signed with each section being determined eligible. Cadets must either be registered for and taking a military science class for academic/SROTC credit or attending basic camp. Cadets enrolled in the SROTC program are divided into two categories, non-contracted and contracted Cadets.

2-8. Progression

Refers to the sequential completion of MS I, II, III, and IV courses in the SROTC curriculum.

a. The PMS has the authority to approve the “acceleration” of basic course classes to enable a Cadet to attain academic and military alignment. An example is a student enrolling in both MSL 101 and MSL 201, or MSL 102 and MSL 202 in the same semester. Acceleration of advanced course classes is not recommended. It reduces the number of Cadet leadership development opportunities and interrupts the sequential and progressive design of the curriculum.

b. “Compression” or combining two courses into one is prohibited.

2-9. Alternative Entry Option (AEO)

a. This option allows for the contracting of non-scholarship students who desire to contract in the SROTC Program, but who have not completed the basic course, basic camp or have not received placement credit for the basic course.

b. Non-scholarship students may be contracted under this program, if otherwise qualified under the following criteria:

(1) Possess a cumulative GPA of 2.00 or higher on a 4.00 scale, or equivalent.

(2) Are academically aligned and progressing toward the award of a baccalaureate degree at a degree granting institution.

(3) Possess extracurricular, athletic and leadership experience that demonstrates high potential for future success as a commissioned officer.

c. Foreign students are not eligible for this entry option.

d. Students contracted under this option will also sign a DA Form 597-1 (Acknowledgement of Understanding-Non-Scholarship Two Year Program) in which they agree to attend basic camp upon completion of MS III and advanced camp upon completion of MS IV. Attendance at both camps in one summer is not authorized.

e. PMS will ensure that students contracted under this option are scheduled for basic camp early to ensure sufficient slots are available.

f. Scholarship students and Military Junior College (MJC) students are not authorized to contract under this option per HQDA policy.

2-10. Simultaneous Membership Program (SMP)

a. The SMP policies and procedures applicable to the USAR are contained in AR 601-210, Chapter 9. The SMP policies and procedures applicable to the ARNG are contained in NGB Regulations 600-100 and 600-200. See USACC Regulation 145-1 for guidance concerning scholarship SMP programs.

b. Enlisted members of the USAR or ARNG who are assigned to Troop Program Units (TPU) and have been selected to participate in the SMP may contract in SROTC (MS II/MS III, as applicable, and provided they are advancing academic sophomores or juniors, or are attending an MJC, if otherwise qualified).

c. Enlisted members of the USAR or ARNG are not eligible to participate in the SROTC Program unless they are fully qualified SMP participants. SMP participants must be U.S. Citizens.

d. Conditional contracting is authorized for SMP participants. TPU members who wish to conditionally participate as SMP applicants in the SROTC non-scholarship programs are subject to the following:

(1) The conditional status must be resolved within one academic year or the SMP applicant must be removed from the program until he/she can fully qualify.

(2) The enlisted TPU member must sign a written agreement (if not covered on DA Form 4824 or NGB Form 594-1 SMP Addendum) stating that he/she agrees that:

(a) As a conditional SMP participant, he/she is not entitled to retroactive subsistence allowance, unlike *non*-SMP conditionally enrolled non-scholarship Cadets, for the period participating in the SROTC Program in a conditional status.

(b) He/she acknowledges the conditional status must be resolved within one academic year or such status will be terminated. Further, he/she will not be allowed to continue in the SROTC Program until the disqualifying condition is resolved and the Cadet becomes fully qualified and eligible to reenter under the current re-enrollment criteria.

(c) He/she understands the time spent in the SROTC Program as a conditional SMP participant is creditable toward meeting military science requirements for commissioning.

(d) He/she also understands that the conditional status will be creditable toward commissioning requirements and for length of USAR or ARNG service (10 USC 21-6(c) or for pay purposes (37 USC 205(d)) once he/she is commissioned.

e. Release from Reserve Component TPU for unsatisfactory performance or participation may be cause for disenrollment from the SROTC Program.

2-11. Members and Former Members of the Armed Services

a. Eligibility of prior service members will be determined by a review of the applicant's DD Form 214 (Report of Separation from Active Duty), DD Form 215, or DD Form 220 (Active Duty Report) for those Reserve Component unit members who satisfy the SROTC basic course requirements by having completed basic training in an active duty status. DD Form 214 must show the reason and authority for separation and the reenlistment eligibility (RE) code. The DD Form 220 does not contain an RE code; it is used to show completion of training for Reserve Component members.

b. Certain members and former members of the armed services are ineligible for contracting. See Section I, Ineligible Students, above, for additional information.

c. Warrant officers and enlisted members of a Reserve Component of the Armed Forces including the Individual Ready Reserve (IRR) may not be contracted in the non-scholarship or scholarship programs until separated from such status, with the exception of those enlisted members of Army Reserve Components who are participating in the SMP or the Reserve Components SROTC Scholarship Program. A USAR Warrant Officer may vacate his/her Reserve Warrant appointment by enlisting as a reservist for service in either the ARNGUS or USAR (such action automatically vacates the warrant appointment per AR 135-175, paragraph 5-2d).

(1) An individual will not be allowed to contract or join an SMP unit until it is verified that he/she is eligible (see paragraph 2-10 above for SMP participation).

(2) PMS do not have the authority to discharge members of the ARNG or USAR for contracting in the non-scholarship or scholarship program. ARNG and USAR Soldiers who execute a USAR enlistment upon contracting in SROTC with assignment to USAR Control Group (SROTC) in accordance with AR 145-1, paragraph 3-44d, will be discharged from their current ARNG or USAR enlistment agreements effective the date preceding the date of enlistment as a Cadet in the SROTC Program, by the appropriate discharge authority cited in AR 135-178, paragraph 1-11. The PMS is required to provide the appropriate state adjutant general or USAR commander with a copy of the enlistment agreement as soon as possible after contracting.

d. Chapter 16 Discharges (Green to Gold). In accordance with AR 635-200, paragraph 16-2c, individuals enlisted in the U S. Army may be discharged to contract in the SROTC Program if they—

(1) Are pursuing a baccalaureate or higher degree.

(2) Have completed at least 2 years of active duty, if on their initial enlistment, as well as 3 months of active duty for every 1 month of specialized training received (for example, Military Occupational Specialty (MOS) or language) as of the date of discharge. Soldiers on their second and subsequent enlistment must have completed 3 months of active duty for every one month of the most recent specialized training received. Waiver of the service obligation for training may be granted by Human Resource Command, ATTN: AHRC-EPF-A, 1600 Spearhead Division Avenue, Fort Knox, Kentucky 40122, on a case-by-case basis.

(3) Not be under suspension of unfavorable personnel actions per AR 600-8-2.

(4) Meet SROTC procurement medical fitness standards (see AR 40-501), specified academic and administrative criteria (see AR 145-1), and any other prerequisites for SROTC enrollment prescribed by AR 145-1 or established by U.S. Army Cadet Command.

(5) Provide a statement from an admissions official of the school they desire to attend indicating acceptance for enrollment and specifying the registration date for the pertinent school term.

(6) Provide a statement from the Professor of Military Science (PMS) at the school they desire to attend indicating acceptance for SROTC participation. The PMS statement will also verify that the Soldier is qualified for the SROTC program and that academic and administrative waivers, if any, have been granted.

(7) Scholarship winners must provide a copy of the USACC, Headquarters notification of award of the scholarship. Soldiers who are conditional scholarship winners must furnish documentary evidence from USACC, Headquarters that they are fully qualified prior to requesting discharge. Scholarship recipients require no further review or documentation to qualify for discharge.

(8) Unless a 3- or 4-year scholarship winner, have satisfactorily completed or received credit for at least 2 years of college work.

(9) Before approving discharge under this section, the separation authority (see AR 635-200, paragraph 1–19) will ensure that the Soldier

(a) Meets the criteria stipulated in AR 635-200, paragraph 16-2c(1).

(b) Has served honorably and possesses officer attributes (such as, leadership potential, exemplary conduct, and appearance).

(c) Understands that the discharge is contingent upon enlistment in the USAR in the grade of Cadet for assignment to the USAR Control Group (SROTC) and execution of the SROTC student contract (scholarship or non-scholarship).

(d) Has been counseled that breaching the terms of the USAR enlistment contract or SROTC student contract will subject him/her to involuntary order to AD to complete the contractual obligation and, if a scholarship Cadet, may require repayment of scholarship benefits received in lieu of active duty.

e. Discharge will be effective the day preceding enlistment in the appropriate branch of the armed forces as stated in AR 635-200, paragraph 16–2a and b, and the day preceding enlistment in the USAR as stated in c, above. Discharge documents will not be delivered to the Soldier until verification is made that such enlistment has taken place. For a, b, and c, above, discharge normally will not take place more than 30 days before the starting date of the school term or officer training program for which the Soldier has been accepted.

f. The service of Soldiers discharged under this paragraph will be characterized as honorable.

g. If Cadets are determined to be ineligible or fail to enroll in school/SROTC, they may be returned to active duty to fulfill their service commitment.

h. There is no guarantee to serve on active duty upon commissioning.

i. The Chiefs, Personnel Service Companies/Centers and Transition Points/Activities, are responsible for ensuring that—

(1) Discharge orders reflect the effective date of discharge as the day preceding enlistment in the USAR Control Group (SROTC). Discharge documents are not to be delivered to the Soldier until the verification is made that such enlistment has taken place.

(2) Discharge is not normally more than 30 days before the starting date of the school term for which the Soldier has been selected. Transition (formerly called terminal leave) leave is not authorized.

(3) Item 9, DD Form 214, properly reflects USAR Control Group (SROTC).

(4) Disposition of the military personnel records and accompanying documents is in accordance with DA PAM 600-8-104.

(5) Enlistment in the USAR Control Group (SROTC) is accomplished in accordance with AR 145-1, paragraph 3-15. In regard to the enlistment document, DD Form 4, the following entries are required:

(a) Item 8, pay grade is "CADET".

(b) Items 8, 8c, 13a, and 14a annex (es), delete "annex (es)" and enter "DA Form 597" for non-scholarship Cadets or "DA Form 597-3" for scholarship Cadets.

(c) Item 8b, Remarks. Enter "Authority: AR 145-1, USAR Control Group (SROTC)". For those released early from active duty to enter the SROTC Program, enter also in remarks "Early release, AR 635-200, Chapter 16, original expiration term of service (ETS) was (and list the date)."

j. Soldiers who are released erroneously without meeting the eligibility requirements or fail to enroll in school/SROTC will be returned to active duty. All records on the individual will be forwarded to Headquarters, Cadet Command, G1 for a final determination. The PMS will include a detailed memorandum citing the reason(s) the Soldier was determined ineligible or failed to enroll.

k. Soldiers released for 4-Year Green to Gold scholarships and in MS I desiring disenrollment are subject to a disenrollment board. The PMS will initiate disenrollment and appoint a board to determine the facts and forward the findings and recommendations to HQ, USACC. These Cadets may be returned to active duty to fulfill their previous service commitment, be ordered to active duty in accordance with the Cadet contract, or be required to repay the scholarship funds expended on their behalf.

2-12. Green to Gold (G2G) Program

a. The G2G Scholarship Program is designed for Regular Army (RA) enlisted Soldiers to be discharged early in order to pursue a bachelor's or graduate degree through the award of a 2-, 3-, or 4- year scholarship and receive a commission.

Recruiting, Marketing, Incentives Directorate (RMID) will verify eligibility prior to awarding a scholarship.

b. The G2G non-scholarship option is for RA Soldiers who are discharged early and can enter college as an aligned junior or graduate student. Degree must be completed within two years. The SROTC Program of choice will verify that the Soldier is eligible for enrollment (AR 145-1 and USACC Pam 145-4) and discharge (AR 635-200, Chapter 16-2) prior to issuing letter of acceptance.

c. G2G Active Duty Option (ADO) is available to active duty RA Soldiers who will remain on active duty while attending college. The Soldier must be academically aligned as a junior and will complete a bachelor's or graduate degree in two years. During the two years the Soldier will receive current pay and allowances, however, they will be responsible for their own educational expenses. RMID will verify eligibility prior to notification of winners to HRC.

Chapter 3 – Eligibility for Enrollment in the SROTC Program

Section I, Non-Scholarship Basic Course Enrollment Responsibilities

3-1. General

In order to enroll a student in the basic course, the PMS and the EEO must ensure that the student meets all eligibility criteria. Enrollment in the basic course is the act of completing and signing the USACC Form 139-R, except the loyalty oath, and other necessary documents as stated below. Signing the loyalty oath is optional for enrollment in the basic course, but is required for contracting.

3-2. PMS Responsibilities

The PMS is responsible for:

a. Certifying any placement credit given to the student (See AR 145-1, Table 5-1).

b. Reviewing all requests for waiver of enrollment criteria submitted by a student and making a prompt determination to forward the request to the appropriate approval authority prior to contracting. All waiver requests forwarded for approval by the PMS will contain the rationale for the favorable recommendation.

c. Monitoring and verifying actions and activities of the EEO.

3-3. Enrollment Eligibility Officer (EEO) Responsibilities

The EEO is responsible for:

a. Ensuring that the student applying for enrollment in the SROTC Program meets all eligibility criteria prior to enrollment or submits an appropriate request for waiver prior to

contracting. The EEO will provide the student with administrative guidance and assistance in preparation and submission of any applicable waiver request and will monitor the request until a final determination is made by the appropriate approval authority.

b. Reviewing all items applicable to the student on the USACC Form 139-R and completing those items for each student applying for enrollment.

c. Verifying that the student is fully qualified for enrollment and retention in the SROTC Program by signing and dating Part VIII of USACC Form 139-R, and filing this and associated documents in the Cadet's personnel file for retention.

d. Reviewing all forms completed by the student for accuracy and completeness, as well as any supporting documentation provided.

e. Ensuring that the student properly enrolls in the SROTC course of instruction through the institution.

f. Briefing the student on government sponsored benefits for SROTC Cadets prior to enrollment (USACC Form 136-R).

g. Identifying USAR and ARNG members in the basic course for participation in the Simultaneous Membership Program (SMP).

3-4. Student Responsibilities

Students enrolling in the SROTC basic course are responsible for:

a. Providing documentation to verify U.S. Citizenship (see paragraph 5-17).

b. Providing documentation to verify medical qualification (see paragraph 5-19).

c. Completing all forms required for enrollment, to include:

(1) USACC Form 139-R, Cadet Application and Enrollment Record (signing the loyalty oath is required prior to contracting).

(2) USACC Form 136-R, Briefing on Government Sponsored Benefits for SROTC Cadets.

(3) USACC Form 137-R, Authorization for Access to Student Records.

d. Obtaining the signature of a parent or guardian on applicable forms, if a minor.

e. Personally initiating any waiver requests required for contracting in the SROTC Program, with the assistance of cadre.

- f. Registering for and attending the appropriate SROTC course of instruction.

Section II, Non-Scholarship Basic Course Enrollment Eligibility Requirements

3-5. General

In order to be eligible for enrollment in the SROTC Program, the student must meet the applicable eligibility requirements stated in AR 145-1 and in this section.

3-6. Academic Status

a. Be registered and attending full time (with 75% of the curriculum in traditional classroom settings) at a regular course of instruction at a school participating in the SROTC program. At military colleges and civilian schools, the course of instruction must lead to a baccalaureate or advanced degree in a recognized field that is compatible with the student's participation in the SROTC program. Nursing and other medical specialty students must be enrolled in a program accredited by an agency recognized by the U.S. Secretary of Education. There are no restrictions on the student's major (except for scholarship Cadets).

b. Requests for exception to the requirement to be enrolled in and attending full time may be submitted by graduate students, completion Cadets, and last semester MS IV Cadets. Requests will be sent to the brigade commander, for determination on a case-by-case basis. Recommendations at each command level and proper comments regarding justification for exception must be included.

3-7. Age

- a. Requirements for scholarship applicants are listed in USACC Regulation 145-1.
- b. Requirements for non-scholarship applicants are listed below.

(1) Minimum. Applicants must be at least 17 years old to contract in the SROTC Program. Parental consent is required for contracting with applicants under 18 years old and those who are minors for the purpose of executing contracts under the laws of the state which has jurisdiction where the school is located (even if they are older than 18).

(2) Maximum. Applicants must be young enough that they will not be 30 years old or older at the projected time of commissioning.

3-8. Character

a. Applicants must be of good moral character, as normally substantiated by no record of disciplinary problems or civil convictions. Applicants who have been convicted

or admit to an offense requiring a waiver must be granted a waiver prior to contracting. See Chapter 4 waiver processing procedures.

b. Students with misdemeanor or felony domestic violence conviction are ineligible for enrollment in the basic course and/or contracting.

3-9. Citizenship

Students/applicants must be a U.S. Citizen or U.S. National and meet the citizenship eligibility requirements in paragraph 5-17 below prior to contracting. Exceptions may be granted for immigrant alien/refugee students who desire to voluntarily participate in the basic course or advanced course.

3-10. Dependents

a. Criteria for determining eligibility.

(1) The applicant must have no more than three dependents. Brigade commanders may grant a waiver for a married applicant requesting a waiver.

(2) An unmarried applicant who has one or more dependents under 18 years old is disqualified unless an exception to policy is granted by CG, USACC.

(3) A divorced or sole parent applicant may be processed for enrollment without waiver when the child or children of such applicant have been placed in the custody of the other parent, adult relative, or legal guardian by court order, if the applicant is not required to provide child support. If the applicant is required to provide child support, a dependency waiver is required. The brigade commander, has the authority to grant the waiver. In both cases, the applicant must sign a statement of understanding that he or she will be disenrolled if custody of the child or children is regained while the applicant is enrolled in SROTC. An exception to the disenrollment may be granted only in extraordinary circumstances, such as the death of the legal guardian or adult having custody of the child or children.

(4) An applicant with a spouse in a military component of any armed service (excluding members of the Individual Ready Reserve (IRR)) who has one or more dependents under 18 years old is disqualified unless an exception to policy is granted by the brigade commander.

(5) Husband and wife team who have one or more dependents under 18 years old are disqualified from enrollment in SROTC as a team. The brigade commander has the authority to grant the waiver. Either the husband or wife may enroll without a waiver subject to other provisions of this paragraph.

b. Change in status. Once an applicant has contracted in the SROTC program, a change in the status or number of his or her dependents does not constitute cause for

disenrollment, and does not require a waiver. However, if the number, status, or circumstances of a Cadet's dependent(s) adversely affects the Cadet's performance of duty to the extent that the Cadet fails to fulfill the terms of the SROTC contract, he or she may be processed for disenrollment under AR 145-1.

c. Pregnancy. Pregnant applicants are ineligible to contract, but regain eligibility at the end of the pregnancy, once medically cleared. Contracted Cadets who become pregnant while in SROTC will not be involuntarily disenrolled solely because of pregnancy.

3-11. Medical Qualification

a. Be medically qualified to ensure that their health and well-being will not be compromised by participation in the SROTC Program in accordance with AR 145-1 and this pamphlet. Applicants must be physically capable of participating in the SROTC program. The medical examination must be of sufficient scope to permit the examiner to state without qualification that the individual's health and well-being will not be compromised by participation in the SROTC program, i.e., a program not more physically strenuous than a normal college physical education program.

(1) Applicants for enrollment in the basic course as non-contracted Cadets are responsible for furnishing the EEO the prescribed statement as to their physical capability to participate in the SROTC Program.

(2) The DA Form 3425-R (Medical Fitness Statement for Enrollment in Basic Course, Senior SROTC) must be completed by a physician.

(3) Equivalent medical records/statements in lieu of a completed DA Form 3425-R are acceptable.

(4) Any expense incidental to such a medical examination will be borne by the applicant.

b. Student/applicant must provide name, address, and phone number of his/her dentist and sign a statement acknowledging that his/her civilian dental records contain descriptive profiles, bite wing x-rays, orthodontic profiles or dental x-rays.

3-12. English Language Aptitude

a. Each Cadet who does not speak English as his or her primary language, must be able to achieve at least 90 on the "English Comprehension Level Test" (ECLT) and Defense Language Institute (DLI) skill rating of 2+ in comprehension and 2 in speaking. Waivers are not authorized. Guidance for the English Comprehension Level (ECL) test is provided by HQ, USACC, Directorate of Leader Development and Education (DoLD-E). Refer questions and/or requests for exception to DoLD-E.

b. Prior to contracting, all applicants whose primary language is one other than English will be screened as follows:

(1) SROTC programs in Puerto Rico may screen applicants using either the “American Language Course Placement Test” (ALCPT) or the ECLT.

(2) SROTC programs in all other locations are only authorized to screen applicants using the English Comprehension Level Test (ECLT).

(3) Minimum Score Requirements: Cadets in Puerto Rico who score below 90 must enroll in the “English as a Learned Language” (ELL) program in order to be contracted and/or enrolled in the advanced course. Cadets in all other locations, Continental United States/Other than Continental United States (CONUS/OCONUS) who score below 90 must enroll in a language program at their university, Defense Language Institute (DLI), or local area in order to improve their score to 90 or better.

Chapter 4 – Waiver Requests for Contracting/Retention

Section I Waiver Requests

4-1. General

a. Scholarship applicants/Cadets must be fully qualified at the time of contracting; therefore a waiver for any disqualifying condition must be approved prior to contracting.

b. Non-scholarship applicants/Cadets who have attended the basic course may be conditionally contracted until waivers are approved. Advise the applicant/Cadet that waiver approval is not guaranteed.

c. There are many different types of waiver requests, the most common waivers are discussed in this chapter. Each request for waiver must contain the required documentation and be approved by the proper approval authority IAW the Support Documentation for Cadet Actions and Approval Authority matrixes at Appendix B.

d. Preparation of the required forms and documentation for waiver submission is outlined in Appendix C.

e. Data pertaining to approved/disapproved waiver requests will be annotated on USACC Form 139-R and retained in the Cadet’s Personnel file until graduation. Cadet Command personnel will make appropriate entries in CCIMM within three working days of receipt of waiver decision.

f. Any approved/disapproved waiver should be submitted to the Army Military Human Resource Record (AHMRR) through iPERMS for contracted Cadets.

Section II, Waiver Request Preparation/Processing

4-2. General

a. Waiver requests must include supporting documentation. Unless otherwise specified, disapproval authority may be exercised at each level in the chain of command. A waiver request disapproved by the brigade commander need not be sent to a higher authority.

b. All waiver requests originating from the Cadet enrolled at a partnership school will be submitted through the host program to higher headquarters.

c. The PMS will ensure that the request for waiver or exception to policy is complete, correct and properly supported by the documents or other evidence pertinent to the request. The EEO will assist the PMS in this review.

d. If a contracted Cadet becomes disqualified for retention and a request for waiver is not supported, the PMS will initiate a disenrollment. Under no circumstances will a contracted Cadet pending a medical determination be disenrolled from SROTC program until final decision on the medical determination is received.

e. All inquiries pertaining to waiver actions will be directed to the appropriate brigade staff. Brigades will communicate directly with Headquarters, Cadet Command on cases.

4-3. Preparation

a. The matrix at Appendix B lists the forms/documentation required for waiver submission and the current approval authority level (please note that approval authority levels are subject to change).

b. Additional documentation may be included if it applies to specific requests.

4-4. Cadet Action Request (SROTC USACC Form 131-R)

a. Cadet Action Request will be used to initiate and transmit all requests for Cadet actions. The form contains information concerning the Cadet's request and a justification. The Cadet is responsible for the submission of supporting documents pertinent to the request not otherwise contained in the Cadets personnel file or other official file of which the PMS has custody. The PMS will indicate their recommendation on the SROTC USACC Form 131-R, as applicable, justification for the recommendation, and certify by signature the accuracy and completeness of the request. The PMS is responsible for ensuring that the request for waiver or exception is properly completed and that all required supporting documents are enclosed prior to submission through channels to Headquarters, Cadet Command.

b. Cadet Command Form 131-R will also be used by the PMS when seeking a medical waiver or other enrollment eligibility determination from higher headquarters. In cases of medical determinations, the Cadet is required to sign and date blocks 18 and 19.

c. Appendix B Approval Authority/Flow of Cadet Actions & Supporting Documentation for Cadet Actions, provides the process, approval authority, and required documentation for Cadet actions.

4-5. Transcripts

a. A current and complete transcript of all college credits and courses taken will accompany each request for waiver, exception to policy, or determination for retention or enrollment. This includes copies of transcripts from other institutions attended if the student has attended institutions other than the one currently enrolled in. Transcripts from other academic institutions are not required if the current school transcript has transfer credits posted. The current semester GPA as well as the cumulative GPA must be indicated on the most recent transcript submitted.

b. Transcripts submitted with Cadet actions must be certified or provided by an appropriate university official. It may be submitted on an institution transcript form, a registrar terminal screen display printout, or other appropriate format recognized by the institution. Transcripts provided by the school are acceptable without verification signature if prepared by the registrar on a formatted school transcript form. Certification by a school official is required in all cases where a terminal screen display transcript printout is used (PMS may authenticate the computer printout transcript as a school official). Requests received without the student transcript or with uncertified transcript will be returned by the receiving headquarters without action.

4-6. Planned Academic Worksheet Program (USACC Form 104-R)

a. Cadet Command Form 104-R (Planned Academic Worksheet) must be completed prior to contracting any Cadet except for MS I four-year scholarship Cadets who must complete the worksheet during the first school term enrolled. The initial enrollment worksheet must establish that the Cadet is academically aligned at enrollment and authenticated by a school academic official (academic advisor/counselor). The worksheet must be revised (if necessary) for each contracted Cadet at least annually. The worksheet must be authenticated by a school academic official (academic advisor/counselor) when completed or revised. The PMS will review the worksheet with the Cadet each school term to monitor alignment to mission set and academic progress. This review will be noted on Cadet counseling records. The most current worksheet will be enclosed with each Cadet action request.

b. For the form to be considered in supporting a Cadet action, it must be signed and dated by the student as well as an appropriate school official, (e.g., registrar, academic counselor, department head, dean, or other official). Due to academic schedule or

catalogue changes, conflicting academic requirements or other circumstances, a student's initial planned academic worksheet may change. If a student falls into that category, he/she will initiate a changed worksheet within 30 days to the PMS. An appropriate institutional representative will re-certify it.

c. The statement of understanding, which appears on the reverse side of USACC Form 104-R, must be completed by the student and PMS after the completion of the worksheet portion in order for the form to be considered valid.

d. The completed USACC Form 104-R will be maintained as a part of the Cadet's personnel file.

e. Appendix C-3 contains complete information on the correct preparation of USACC Form 104-R.

4-7. DD Form 214

The latest DD Form 214 applicable to a prior service Cadet must be submitted with Cadet action requests as indicated in Appendix B. It must contain the reason and authority for separation and the reenlistment eligibility (RE) code. If this information is absent, or is illegible, it is the responsibility of the applicant to correspond with the appropriate service to obtain needed information prior to submission for a waiver. Students who are in a reserve component and have completed basic training as a member of a reserve component must include a copy of DD Form 220 (Active Duty Report).

4-8. SMP Documentation

For students who are members of USAR or ARNG units, and who do not intend to become SMP participants but require a waiver, the PMS must request clearance from the reserve component by submission of DD Form 368 (Request for Conditional Release) to the appropriate State AG or USAR commander. A copy of clearance must be attached to the request. Should the requested waiver be approved, the PMS will complete the discharge action by resubmission of the DD Form 368 to the respective reserve component headquarters with Part III of the form completed.

Section III – Waiver Types

4-9. Civil Convictions or Adverse Adjudication Dispositions

a. Use AR 601-210, and Army Directive 2018-12, (New Policy Regarding Waivers for Appointment and Enlistment Applicants) to determine if a waiver is required for a civil conviction, and/or adverse adjudication/disposition.

b. The approval authority for granting civil conviction waivers is as follows:

(1) Deputy Chief of Staff, G-1 Director of Military Personnel Management (DMPM) is the approval authority for conduct waivers when the final finding of a court or of another adjudicating authority is a conviction or other adverse adjudication of any of the following: One serious/major misconduct offense, two or more misconduct offenses (if any one offense resulted in a court sentence of confinement or a fine of \$500 or more) identified in Appendix D, or a pattern of misconduct. Army policy with respect to all conduct waivers not referenced above remains unchanged.

(2) The CG, USACC is the approval authority for all offenses classified as misconduct and alcohol-related driving offenses. Additionally, any offense including a sentence of jail, confinement, or detentions, even if suspended requires CG, USACC approval. The waiver authority may be delegated for certain offenses.

c. Brigade commander is the approval authority for non-traffic offenses with fines greater than \$300.00 (See Appendix D)

d. A student/applicant/Cadet is ineligible for contracting, retention, or attendance at CST if he/she has a pre-trial diversion for any felony, civil conviction, adverse adjudication or any type of court martial conviction (even though the record has been sealed or expunged), unless a waiver is granted. (NOTE: HQDA, G1 DMPM is approval authority for all convictions that result in a sentence of confinement in a prison, stockade, or detention area, or in a sentence to hard labor. Later proceedings that delete or alter an initial determination of guilt (for example, pardon, expungement, amnesty, commutation, set aside and suspension/probation) do not eradicate the conviction for the purpose of waiver submission. However, convictions overturned or successfully appealed are not considered convictions if the appropriate officials state in writing that no further proceedings (such as retrial) are pending or being considered.

e. The term "other adverse disposition" means that a judge, jury, district attorney, juvenile administrator, or other authorized juvenile or criminal justice agency, after reviewing the circumstances surrounding the arrest, placed the individual into a diversionary or similar program with or without the individual's agreement. This includes attendance at a traffic school in lieu of appearance in a traffic court or fine being imposed by a court and the fine amount is not stipulated or is over \$250.00. Also included is disposition of cases by an overseas commander when an act or offense was committed on an overseas military installation, housing area, or other U.S. controlled or leased facility and was handled at that or higher command level. (Examples: Shoplifting in the PX and installation commander withdraws PX privileges; early return of dependent due to misconduct). If the student did not enter a plea of guilty or *nolo contendere*, or was indicted, but the case was *nolo prosequi*, the individual is deemed to have committed acts alleged in the petition or complaint and has another adverse disposition, if he or she is required or enters into an agreement with the court or the state or federal authority to:

- (1) Serve probation for any period
- (2) Serve confinement

- (3) Pay restitution
- (4) Pay a fine
- (5) Forfeit a bond that closes a case
- (6) Attend classes or seminars
- (7) Perform community service or perform any other similar acts
- (8) Comply with other conditions based upon an arrest for criminal misconduct

f. If the Cadet receives a civil conviction, or any adverse disposition after contracting, a waiver, with documentation, must also be submitted to the proper approval authority. In addition, immediately forward DA Form 5248-R (Report of Unfavorable Information for Security) to USACC, G3, Security Branch if credible derogatory information is found after the SF 86 has been submitted to OPM.

4-10. Self-Admitted Use of Drugs and/or Chemical Substances

a. Self-admission of drug and/or chemical substance usage, which is not medically disqualifying, may be given waiver consideration as stated below:

(1) Brigade commanders are authorized to approve waivers for self-admitted marijuana drug use which occurred more than a year (12 months) prior to contracting.

(2) The CG, USACC may approve waivers for-

(a) Any self-admitted use of drugs within a year (12 months) of contracting.

(b) Frequent and/or habitual use or received drug abuse treatment.

(c) Any self-admitted use of drugs (other than marijuana)

(3) The DCS G-1, Director, Military Personnel Management (DMPPM) may approve waivers for drug or alcohol abuse based on medical history.

b. After enrollment in the SROTC Program any use of illicit drugs or chemical substances requires a waiver and it is generally not supported.

c. Students who are medically disqualified IAW AR 40-501, paragraph 4-29, are ineligible for enrollment without waiver.

d. As a matter of policy, favorable consideration will not be given to requests for waiver in cases of long-term drug or chemical substance use.

4-11. Age Waivers for Non-Scholarship Cadets

a. Non-scholarship and G2G non-scholarship applicants will not be older than 30 years of age at the projected time of commissioning. The PMS will forward their recommendation to the appropriate approval authority:

(1) Brigade commanders are authorized to approve waivers for applicants who will be between 30 and 32 years old at the projected time of commissioning.

(2) The CG, USACC may approve waivers for applicants who are between 33 and 39 years old at the projected time of commissioning.

(3) The HQDA, G1 may approve waivers for applicants who are projected to be commissioned between their 40th and 42nd birthday.

b. If the Cadet falls behind in their academic progression after contracting and becomes ineligible for commissioning, an age waiver must be submitted to the proper approval authority.

c. Applicants who receive an age waiver will sign an acknowledgement that due to their age at the time they are commissioned that they may not be able to qualify for retirement pay under 10 USC 1331, although they may be able to qualify for retirement pay under 10 USC 3911 if they have served on active duty for 20 years, at least 10 years of which have been served as a commissioned officer.

4-12. Reenlistment Code Waivers

a. Approval authority for reenlistment code waivers is CG, Army Human Resources Command (OPMD/AHRC-OPD-A) Fort Knox, KY. (Exception: " Brigade commanders may approve those involving a Chapter 16 discharge to participate in SROTC, hardship, compassionate cases provided the student was separated with a waivable RE Code as stated in AR 601-210). Prior service personnel released early to attend school who received SPD Code KCB, KCF, MCA, MCB, MCF, or KCA, as detailed in AR 635-5-1, may enlist without RE code waiver if separation authority did not preclude RC participation.

b. The SROTC Program will receive the decision memorandum from the Brigade S1.

4-13. Dependency Waivers

a. See Chapter 3 above to determine eligibility requirements and if a waiver is required.

b. The CG, USACC is the approval/disapproval authority for dependency waivers. The CG, USACC may delegate this authority to brigade commanders.

c. The CG, USACC is the approval/disapproval authority for dependency waivers involving sole or joint custody.

d. Brigade Commanders may approve/disapprove dependency waivers for the following-

- (1) Married with greater than 3 dependents (including spouse)
- (2) Sole parent without custody that pays child support
- (3) Dual military/ROTC with child/children less than 18

e. A change in dependency status may require a waiver and/or compliance with Army Regulation 600-20, paragraph 5-5.

f. The SROTC Program will receive the approval or disapproval decision from the approval authority (brigade commander or CG, USACC).

g. Other documents required are –

(1) A statement by the spouse or guardian that the dependents for whom responsibility is exercised will not suffer hardship from loss of care, supervision, or financial support, if appropriate. (An ex-spouse is not required to make this statement.)

(2) Divorce decree and court record showing physical custody of minor children. In this regard, the standards are stated in AR 601-210, paragraph 2-10d. Cadre will not advise, imply or assist an applicant in regards to surrendering custody of children. They will only state what the contracting standard is, what disqualifying conditions are, and what waiver request procedure to use if the applicant/Cadet desires to submit a request for dependency waiver.

4-14. Medical Waivers and Medical Determinations

a. Medical waivers apply to applicants and non-contracted Cadets. Medical determinations apply to contracted Cadets. Medical fitness standards are prescribed in AR 40-501 and must be met and/or waiver granted prior to contracting.

b. Commanding General, U.S. Army Cadet Command, is the approval authority for requests for waiver and determination of medical disqualifications except as set forth below. The CG, USACC may further delegate this approval authority to brigade commanders as to waivers. This delegation cannot be further delegated. Brigade commanders will consult with the USACC Command Surgeon before approving any medical waivers. In instances where a brigade commander non-concurs with the USACC Command Surgeon's recommendation, approval authority will revert to the CG, USACC.

c. Any applicant who does not meet the physical and medical accession, enlistment, and reenlistment standards for the conditions or diagnoses in paragraphs 4-14c(1) or 4-14c(2) below may be considered for a waiver. Unless otherwise stated in this pamphlet, the medical waiver authority for the conditions identified below is the Deputy Chief of Staff, G-1 Director of Military Personnel Management (DMPM).

(1) Psychiatric and Behavioral Health Conditions. Any applicant with a verified

current diagnosis or history of any of the following disorders: mood disorders; personality disorder; disorders with psychotic features; drug or alcohol abuse or dependence; drug overdose; or any suicide attempt, or suicide gesture or ideation (except in instances that involve self-mutilation and meet the criteria of paragraph 6c of Army Directive 2018-12) is disqualified unless a waiver is approved. Applicants who were previously denied accession to any branch of the military for behavioral health conditions also are disqualified unless a waiver is approved.

(2) Applicants with a Previous Medical Separation or Discharge. Any applicant who was separated or discharged from any component of the Armed Forces for any medical reason, with or without disability requires a waiver before enlistment, appointment, or induction.

(3) Any waivers submitted for these identified medical conditions will come through the USACC Command Surgeon who will provide a recommendation, to the DMPM for decision.

d. A request for waiver of a medical fitness standard will be signed by the Cadet/applicant. The PMS is responsible for administrative action such as advising the Cadet/applicant that the request for waiver may be submitted, preparing the request, adding a recommendation, and forwarding to brigade headquarters, for decision or recommendation after consultation with the USACC Command Surgeon.

e. When submitting a request for medical determination, USACC Form 131-R must be used and the Cadet is required to sign and date Blocks 18 and 19 of the form. Supporting documents required for a submission of a medical determination are stated in the Support Documentation for Cadet Actions matrix, Appendix B. Occasionally Cadets may fail/refuse to provide applicable medical records. In those cases, the ROTC program is required to request these records in writing from the Cadet via certified mail to all known addresses.

f. The decision will be disbursed to the Brigade and SROTC program.

4-15. Religious Accommodation Request

a. A religious accommodation request related to the published standards in AR 670-1, paragraph 3-16, religious accommodation, is currently limited to hijab; the wear of a beard; and the wear of a turban or under-turban/patka, with uncut beard and uncut hair. CG, USACC, may approve, disapprove or elevate to HQDA, G1 requests for religious accommodations to wear a hijab, a beard, or a turban or under-turban/patka with uncut beard and uncut hair. If the CG, USACC approves a request for accommodation involving grooming and appearance, the USACC, G1 will notify the Cadet through his/her chain of command and forward a copy of the approval memorandum to the Office of the DCS, G-1 Command Policy Division for filing in the Cadet's Army Military Human Resources Record. Such accommodations may not be permanently revoked or modified unless authorized by Secretary of the Army.

b. Any request which requires a waiver of AR 670-1 uniform and grooming standards that cannot be approved by CG, USACC may only be approved by the Secretary of the Army or his/her designee. The DCS, G-1 must receive these requests, including all documentation required in Army Directive 2016-34 (Processing Religious Accommodation Requests Requiring a Waiver to Army Uniform or Grooming Policies), within 30 calendar days of initial submission for pre-accession requests. Only the DCS, G-1 or designee may grant a request for an extension of these timelines.

c. All other requests for religious accommodation, including medical care, worship practices, dietary requirements, and uniform and grooming practices not requiring a waiver of AR 670-1, and any other requests will continue to be processed in accordance with AR 600-20, paragraph 5-6. PMS and brigade commanders are expected to act promptly on all requests for religious accommodation.

d. Individuals who want to contract in the Reserve Officers' Training Corps (ROTC), will submit a request for religious accommodation involving the appearance and wear of uniform standards as defined in AR 670-1 before they contract. Applicants must complete all other processing and be otherwise eligible for contracting, including meeting all testing and medical requirements, before they submit a request for a religious accommodation.

e. USACC, G1 will:

(1) Review all packets for completeness and chain of command signatures IAW Army Directive 2016-34 in all cases requiring action by HQDA G1.

(2) Consult the DCS, G-1 Command Policy Division for a review of the preliminary request materials to ensure consistent standards in processing requests for religious accommodation. The division may be contacted at 703-695-7370 and usarmy.pentagon.hqda-dcs-g-1.mbx.command-policy@mail.mil.

(3) Forward the entire packet to HQDA G-1 at usarmy.pentagon.hqda-dcs-g-1.mbx.command-policy@mail.mil for processing within 30 calendar days of initial submission. Packets need not be sent through HQ, TRADOC.

f. USACC, SJA will prepare a legal review conducted in consultation with the Office of The Judge Advocate General.

g. USACC, Chaplain will consult with the office of the Chief of Chaplains to evaluate the religious basis and sincerity of the request, and to ensure consistency and fairness across the force. Chaplain Operations may be contacted at 703-545-6629, 703-695-0295, or usarmy.pentagon.hqda-occh.mbx.chaplain-corps-operations@mail.mil.

h. Brigade commanders and leaders will adhere to the procedures identified in this pamphlet for processing and tracking requests for religious accommodation which

require a waiver of AR 670-1 or can be approved by the CG, USACC for the wear and appearance of the uniform or grooming standards.

i. Upon receipt of a religious accommodation request, USACC ROTC Brigades and Programs will have 30 days to submit the request to HQ USACC G1. A complete packet will consist of the individual's written request (See Appendix E) with endorsements by the professor of military science and the brigade commander.

j. The packet will include a USACC Chaplain's interview memorandum and a legal review.

(1) The applicant/Cadet will submit the request in a memorandum and explain the type of accommodation requested and the religious basis for the request.

(2) USACC Chaplain must provide a memorandum stating an interview occurred and address the religious basis and sincerity of the applicant/Cadet's request. The Chaplain is not required to recommend approval or disapproval, but may do so.

(3) Memoranda from other chaplains or religious leaders may accompany the request as optional attachments, but do not meet the requirement for an interview by a USACC chaplain.

(4) A legal advisor from OSJA USACC will review the request packet for legal sufficiency and may make a recommendation for disposition of the request. The review will also state whether the request and enclosures are complete within the provisions of Army directives.

(5) Brigade commanders may provide concurring comments or objections to the Chaplain Memorandum and legal review to the CG, USACC (if desired), but additional processing time will not be provided.

k. The requestor must continue to comply with AR 670-1 until the waiver request is acted upon by the CG, USACC or HQDA.

4-16. Tattoo, branding, and body mutilation policy

a. AR 670-1 paragraph 3-3 governs the Army tattoo and brand policy.

b. Professors of Military Science (O-5 or above) will make determinations for ROTC Cadets, prior to contracting and prior to commissioning, that tattoos or brands comply with AR 670-1. This authority will not be delegated further.

c. Exceptions to policy for accessing applicants not meeting the criteria outlined in AR 670-1 paragraph 3-3c must be approved by the Director of Military Personnel Management, (DMPM) DCS, G-1.

d. All exception to policy requests will be forwarded through the Brigade and USACC Headquarters to the DMPM for final decision.

4-17. After-the-fact Waiver Request

a. Requests for waiver will be submitted immediately for a disqualifying condition that existed prior to contracting but not discovered until after contracting.

b. A complete explanation of the reasons for failure to recognize the need for a waiver prior to contracting will be furnished by the PMS. Based upon the particular circumstances, an inquiry will be initiated by the PMS to determine if failure to disclose on the part of the student was a factor. In those cases where failure to disclose is a factor, disenrollment proceedings may be initiated as provided for in chapter 8 of this pamphlet.

4-18. Reconsideration of Disapproved Waiver Requests

a. A request for reconsideration of a disapproved waiver request may be submitted if the Cadet/student furnishes-

(1) Additional evidence of the qualification of the Cadet/student, and

(2) An explanation to the approval authority as to why the additional supporting documentation was not furnished as part of the initial request.

b. Requests for reconsideration must be endorsed by the brigade commander.

c. Cadet Command cadre will not forward disapproved waiver requests outside of Cadet Command channels nor will they counsel or advise students to use other channels for reconsideration.

Chapter 5 – Contracting

Section I Contracting Responsibilities

5-1. General

To preclude erroneous contracting of Cadets, it is essential that the PMS and the EEO verify the eligibility of each student prior to contracting.

5-2. PMS Responsibilities

The PMS is responsible for:

a. Reviewing the activities of the EEO to ensure that all students processed for enrollment by the EEO are eligible for contracting and enlistment.

b. Determining if the student qualifies for placement credit, if applicable.

c. Signing DD Form 4 and DA Form 597/597-3 after the EEO confirms eligibility of the student for contracting and enlistment (APMS may also sign).

d. Completing the appropriate portions of USACC Form 131-R (Cadet Action Request) prior to the forwarding of a recommendation for approval to higher headquarters. The PMS will also ensure that the packet is administratively complete and correct prior to submission.

e. Acting on waivers within his/her authority.

5-3. EEO Responsibilities

The EEO is responsible for:

a. Ensuring that all students meet contracting eligibility criteria.

b. Completing the checklist portion of USACC Form 139-R, Cadet Application and Enrollment Record, for each student or re-verifying the criteria, if a basic course Cadet is contracting into the SROTC Program. Based on direct student responses, the EEO reviews each response carefully and takes appropriate action when a student is determined to have a disqualifying response.

c. Reviewing all required forms submitted by the student for accuracy and completeness. Initiating follow-up action and inform the student if any information provided renders the student ineligible for contracting and requires a waiver. Assist the student in the preparation of a waiver request and monitor until a final decision is made.

d. Briefing the student on government sponsored benefits using USACC Form 136-R.

e. Ensuring that Cadets who complete the basic course or MS I at the end of one school year, and who are fully qualified for and desire to contract early are given the opportunity to contract and enlist at the end of the school year.

f. Prepare DD Form 4 and Cadet contract, DA Form 597/597-3 for PMS/APMS to use in contracting Cadets.

(1) DD Form 4 will be prepared IAW the instructions at Appendix C and dated the day that the student takes his/her oath.

(2) The Cadet contract will be prepared IAW the instructions at Appendix C.

(3) Cadets whose eligibility has not been finally determined or who are pending waiver determination of an enrollment criteria requirement may be conditionally contracted. However, fully contracting or enlisting these individuals in SROTC is

prohibited until a determination or action has been favorably completed. (See paragraph 2-3 above for additional guidance on conditional contracting.)

g. Ensuring that the student is registered for and attending the appropriate SROTC course of instruction.

h. Identifying USAR/ARNG members as possible SMP participants.

i. Briefing the student as to the length of military service obligation (MSO) upon being appointed as an officer.

j. Reviewing/explaining the other options for contracting available to students. (Other contracting options are outlined in Section IV below).

k. Establish and maintain the SROTC Cadet personnel file IAW the SROTC Cadet 201 File Worksheets (USACC Form 201-R), to separate sections in the file.

l. Initiate a T3 investigation within 60 days of contracting. Once the T3 investigation reflects in JPAS as "open" Cadet becomes eligible to receive a CAC.

5-4. Student Responsibilities

Contracting students are responsible for:

a. Providing documentation to verify U.S. Citizenship.

b. Providing documentation to verify medical qualification.

c. Meeting the height/weight standards prescribed in AR 40-501 and AR 600-9. No waiver is authorized.

d. Providing DD Form 214 (prior military service) if applicable.

e. Completing and signing all forms required for contracting, to include:

(1) DD Form 4 (Enlistment/Reenlistment Document Armed Forces of the United States).

(2) DA Form 597/597-3 (Army Senior Reserve Officer Training Corps Student Contract).

(3) Acknowledgment on briefing on government sponsored benefits for SROTC Cadets, USACC Form 136-R.

(4) Authorization for access to student records, USACC Form 137-R.

(5) USACC Form 104-R, Planned Academic Worksheet.

f. Initiating any request for waiver of contracting eligibility requirements.

5-5. Non-Scholarship Cadets

To contract a non-scholarship Cadet, a DA Form 597 (Army Senior Reserve Officers Training Corps (ROTC) Non-Scholarship Cadet Contract) must be completed by non-scholarship Cadet IAW preparation instructions at Appendix C, once determined fully qualified by completion of the USACC Form 139-R, Cadet Application and Enrollment Record. Completion of the DA Form 597 by the student and the PMS or the Assistant PMS, together with the completion of DD Form 4, and execution of the loyalty oath, contracts the student in the advanced course. The DA Form 597 may also be completed by Cadets who were selected for MSL II non-scholarship contracting and have either completed the MS I year and there is evidence of a commitment to military service or have placement credit for the MS I year, under the enrollment and contracting procedures prescribed by AR 145-1 and the CG, USACC (conditional contracting not authorized under this provision). If the student is a minor (17 years of age), parental consent is required for completion of the DA Form 597. Also see para 3-7b(1) of this pamphlet.

5-6. Scholarship Cadets

a. To contract a Scholarship Cadet, a DA Form 597-3 (Army Senior Reserve Officers Training Corps (ROTC) Scholarship Cadet Contract) must be completed by SROTC scholarship recipients IAW the preparation instructions at Appendix C, once determined fully qualified by completion of the USACC Form 139-R, Cadet Application and Enrollment Record. Completion by the student and the PMS or the Assistant PMS, together with the completion of DD Form 4, and execution of the loyalty oath, contracts the student in the SROTC scholarship program. If the student is a minor (17 years of age), parental consent is required for completion of the DA Form 597-3. Also see para 3-7b(1) of this pamphlet.

b. Former scholarship Cadets from any service who desire re-enrollment as a scholarship or non-scholarship Cadet must repay all financial assistance expended on their behalf prior to contracting, in addition to meeting all the re-enrollment criteria (Exception: *Cadets disenrolled without obligation, e.g., 4-YR MS I Cadets, etc.*). The PMS will not conditionally contract or contract any former scholarship Cadets until they ensure that repayment has been made and all other re-enrollment criteria are met. Requests for exception will be forwarded to the CG, USACC, for consideration.

c. Scholarship Cadets may not be conditionally contracted.

d. Applicants/Cadets are not authorized to contract during summer break unless waiver is granted by brigade commander. If a waiver is granted during summer term (authorizing summer contracting) pay entitlements will not start until the following term.

5-7. DD Form 4

a. Except for students contracted in the SROTC program as SMP Cadets and G2G ADO Cadets, the DD Form 4 will be completed by the student and the PMS or the Assistant PMS. This is a prerequisite to contracting in the non-scholarship or scholarship program. Those Cadets who are conditionally contracted do not complete the DD Form 4. The forms will be completed on the same date that contracting is confirmed (Part IV of DA Form 597 or DA Form 597-3).

b. If the student meets one of the following criteria, they must also complete DD Form 1966 (Record of Military Processing Armed Forces of the United States), DA Form 3540 (Certificate and Acknowledgement of U.S. Army Reserve Service Requirements and Methods of Fulfillment), DA Form 4824-R (Addendum to Certificate and Acknowledgement of Service Requirements (DA Form 3540) for all Personnel Applying For Participation In The Reserve Officer Training Corps (ROTC)/Simultaneous Membership Program (SMP)), or NGB Form 594-1, as applicable.

(1) The student has enlisted in an Army Troop Program Unit (TPU) of the USAR under Enlistment Option 9-H for the Army SROTC/Selected Reserve SMP.

(2) The student is a member of USAR Control Group (SROTC) who subsequently transferred to a TPU.

(3) The student is a member of USAR or TPU ARNG and is selected to participate in SROTC/SMP.

Section II, Contracting Eligibility Requirements

5-8. General

a. To be eligible for contracting as a non-scholarship Cadet, the student must meet the applicable requirements for basic course Cadets, as well as the requirements stated in this section. Contracting criteria for scholarship Cadets is contained in USACC Regulation 145-1.

b. Refer any questionable cases for enrollment/contracting to Accessions and Standards Division (ASD), USACC.

5-9. Officer Potential

The student must possess qualifications for becoming an effective Army officer. Leadership potential will be emphasized as an important factor in selection for contracting in the SROTC Program. Applicants must possess officer-like qualifications as evidenced by their appearance, record, inter-personal skills, scholarship, extracurricular activities, and aptitude for military training.

5-10. Student Commitment

Contracting students must be willing to complete (including signature and date) the statements on USACC Form 139-R and sign the loyalty oath. They must be willing to discuss their responses to the statements, when appropriate.

5-11. Credit/Satisfaction of the Basic Course in Order to Contract in the SROTC Advance Course

The student must comply with one of the following provisions to be eligible for contracting in the SROTC advance course.

- a. Satisfactorily complete the SROTC basic course (see USACC Regulation 145-3).
- b. Receive placement credit instead of the basic course on the basis of other training or service (see AR 145-1, Chapter 5).
- c. Satisfactorily complete SROTC basic camp (see USACC Regulation 145-5).
- d. Enroll in the advanced course under the Alternate Entry Option Program (see paragraph 2-9 above).

5-12. Academic Status

- a. Academic criteria for scholarship students are outlined in USACC Regulation 145-1.
- b. Academic standing.

(1) Students contracting will be academically and militarily (SROTC) aligned, whenever practical, and maintain such alignment at the time of contracting to ensure concurrent granting of a baccalaureate degree and commissioning. (The goal is for the Cadet to complete MS I during the freshman year, MS II during the sophomore year, MS III during the junior year, and MS IV during the senior year.)

(2) Students at a four-year baccalaureate degree granting institution **must** be academically aligned at the time of contracting. The only exceptions are those students enrolled in a Military Junior College (MJC) or exceptions approved by HQ, USACC.

(3) Students at two-year colleges, other than a MJC, or who are pursuing an Associate Degree are ineligible for contracting in the SROTC Program.

(4) Students must be registered for and attending as a full-time student (according to the school's criteria) a recognized course of instruction producing a baccalaureate degree, advanced degree, or an advanced education program at a fully accredited 4-year degree granting institution or at a fully accredited associate degree granting

institution that has been recognized as having established linkage with a fully accredited 4-year degree granting institution. Cadets must be pursuing a baccalaureate or advanced degree in a recognized academic field of study, or an Advanced Education Program (for Cadets who already possess a baccalaureate degree) throughout the period of SROTC enrollment. Required SROTC courses may be counted toward full-time student status, if the academic institution recognizes the course on the transcript.

(5) There are no restrictions as to the students major for non-scholarship Cadets. However, any change of major requires approval from the PMS. See USACC Regulation 145-1 for major restrictions for scholarship Cadets.

(6) Graduate students may request exception to the full-time enrollment and attendance requirements. Requests for exception will be submitted to brigade commander for approval. An acceptance letter from the school the student desires to attend must be included with the request.

c. Cumulative grade point average (CGPA).

(1) See USACC Regulation 145-1 for GPA criteria concerning scholarship Cadets.

(2) Non-scholarship Cadets must have an established CGPA of 2.0 or better on a 4.0 system for contracting, or the equivalent on another scale. (School Registrar's Office should be consulted for conversion scale if other than a 4.00 scale is used.) Students must have a CGPA that strongly indicates the ability to meet academic requirements for graduation.

(3) A waiver request for CGPA will not be supported for contracting in the SROTC Program. Therefore, a student must possess at least a 2.00 CGPA or higher for contracting in the SROTC Program.

(4) Students who do not possess at least a college 2.00 CGPA are not authorized to conditionally contract in the SROTC Program, attend advanced camp or basic camp.

(5) Military Junior Colleges (MJC) freshmen must have a minimum 2.00 cumulative high school GPA on a 4.00 scale on their high school transcripts and a Scholastic Aptitude Test (SAT) score of 850 or an American College Test (ACT) score of 17. SMP participants must have an SAT score of 850 or ACT score of 19. If these scores are not available, or, if the person does not qualify on SAT or ACT, recruiting brigade commanders may approve waivers for enlistments in cases where an applicant achieved a GT Score of 110 or higher. All SMP applicants must have an ASVAB score of record to enlist.

(6) Prior service MJC freshmen must have a minimum 2.00 cumulative high school GPA and a SAT score or 850 or an ACT score of 17. If a SAT or ACT score is not available, prior service MJC freshmen must have a score of 110 or higher on the General Technical (GT) aptitude area of the Army Classification Battery.

d. The following is the proper method for computing CGPA within SROTC:

(1) If the student has not yet established a GPA at the institution where he/she is enrolling, the PMS must ensure all hours accepted by the gaining school are used to compute a CGPA for contracting purposes. The CGPA must be at least 2.00. The number of hours accepted in transfer determines the student's academic standing (freshman, sophomore, junior, senior). This entrance GPA remains valid until the end of the enrolled school term at which time the GPA established by the current school will be recognized as the official GPA.

(2) Once the GPA has been established, the institution's procedure for computing the GPA applies to all further actions involving the student in SROTC activities, basic camp, scholarship actions, waivers, and commissioning.

e. Engineering students must be enrolled in and attending an academically accredited program.

5-13. Age

a. Scholarship student age criteria is outlined in AR 145-1, Chapter 3 and USACC Regulation 145-1. Age criteria specified for scholarship applicants is statutory. No waiver/exception is authorized.

b. Age criteria is contained in paragraph 3-7 above. Cadets must meet age requirements or be granted an age waiver prior to contracting.

c. Non-scholarship Cadets contracting in the SROTC Program must be no more than 30 years of age at the projected time of commissioning (For age waivers see paragraph 4-11 above).

5-14. Character

a. Students must be of good moral character as evidenced by having no record of disciplinary problems or civil convictions, unless waived by the appropriate authority, for contracting in the SROTC Program.

b. Scholarship applicants must be fully eligible at the time of contracting; therefore requests for waiver must be approved by the appropriate authority prior to contracting.

c. Non-scholarship Cadets may be conditionally contracted while awaiting a request for waiver. (See paragraph 2-3 above for guidance on conditional contracting of non-scholarship Cadets).

5-15. Civil Convictions or Adverse Adjudication or Disposition

a. Eligibility criteria are addressed in AR 145-1, Chapter 3 and in this paragraph.

(1) Waiver procedures for civil convictions or adverse adjudication/disposition are outlined in Chapter 4.

(2) Applicants for contracting must disclose any arrests, charges, or detention by authorities even if the charge was subsequently dismissed, set aside, sealed or expunged from the record. Failure by the applicant to do so, even if so advised by ROTC Cadre, parents or counsel, may result in disenrollment.

(3) Students with misdemeanor or felony domestic violence convictions, or sexually related convictions listed in AR 27-10, Chapter 24, are ineligible for enrollment, contracting or retention. No waiver is authorized. Under no circumstances will a waiver or exception to policy be considered.

(4) A student is ineligible for contracting and/or retention as a contracted Cadet or attendance at basic camp for the following, unless a waiver is granted:

(a) Pre-trial diversion for any felony, civil conviction, adverse adjudication, or any type of court martial conviction (even though the record may have been sealed or expunged).

(b) Alcohol-related driving offenses for any accident or traffic citation involving alcohol that results in an arrest, charges, or adverse adjudication for Driving Under the Influence (DUI), Driving While Intoxicated (DWI), Driving After Consuming Alcohol, etc. Later court proceedings or action that results in deletion or alteration of the initial offense does not alleviate the requirement for a waiver (e.g., DWI offense that is subsequently reduced to a lesser conviction such as reckless driving, dismissal, set aside, sealed, expunged, etc.).

(c) When in doubt, submit a waiver request. Waiver requests for non-scholarship basic course students may be delayed until the individual is otherwise eligible prior to contracting.

(5) Except as described in paragraph (4) (b) above, a waiver is not required for a student:

(a) If arrest did not result in referral of charges.

(b) If charges were dismissed without a conviction or other adverse disposition (see paragraph 4-9e for the definition of other adverse disposition).

(6) A waiver is required for a student

(a) Found guilty by a court of law.

(b) Who makes an admission of guilt by formal entry of a plea or by payment of a fine or forfeiture in lieu of appearance before a court of law.

(c) Even when the record of initial conviction or adverse adjudication is subsequently

- Expunged.
- Sealed.
- Set aside.
- Dismissed.
- Reopened to change original findings or pleas.

5-16. Current or Prior Military Service (To include Officer Producing Programs)

a. Previous Enrollment in Officer Candidate-Type Training Program. The PMS must have the recommendation of the officer-in-charge of the previous training contained on DD Form 785 (Record of Disenrollment from Officer-Candidate Type Training). This recommendation need not be favorable, but must be considered by the PMS prior to authorizing enrollment. The completed DD Form 785 will be retained in the student's Personnel file throughout the period of enrollment in the SROTC Program and attached in support of any required waiver correspondence initiated by the student.

b. Veterans Administration (VA) Disability Compensation. Students who were previously separated from any of the Armed Forces, including a Reserve Component, because of a medical disability or medical disqualification, or who are drawing disability compensation from the VA or any other federal, state or local agency, are ineligible for enrollment until their medical qualification has been approved by the Commanding General, U.S. Army Cadet Command IAW AR 145-1. The request for review will include the same documents as a request for medical waiver outlined in chapter 4. An individual receiving disability compensation need not surrender this compensation to contract in the SROTC Program. However, the individual will be required to waive such compensation for any periods for which military pay and compensation is received. These periods include: drill periods with reserve units, any active duty training periods as a reservist, attendance at SROTC Camps (basic camp and advanced camp), and Cadet Troop Leader Training (CTLT). Any Cadet enrolling in the SROTC Program with enlistment in the USAR Control Group (SROTC) or who is a member of a Troop Program Unit and is receiving VA compensation is required to submit a completed VA Form 21-8951-2 to their VA Regional Office. The Cadet must elect to waive VA benefits in order to receive pay and allowances for any training period such as stated above.

c. Reenlistment (RE) Codes. Applicants for contracting must clearly identify the circumstances and specific reasons for the disqualifying RE code. If UCMJ action was involved, those offenses must be discussed and considered as part of the PMS recommendation. Eligibility criteria is addressed in AR 601-210, AR 145-1, Chapter 4

and in this paragraph. If a waiver is required IAW AR 601-210, refer to the waiver procedures outlined in Chapter 4.

5-17. Citizenship

a. Citizenship criteria apply to all contracted Cadets, both scholarship and non-scholarship seeking appointment. This is a statutory requirement. No waivers/exceptions are authorized. Cadets who hold dual citizenship must be advised that, when requested they will be required to provide a statement to the Office of Personnel Management (OPM) investigator, or the adjudicative authority, expressing their willingness to renounce dual citizenship. Failure to do so may result in denial of a security clearance, which is a prerequisite for commissioning, and will result in disenrollment.

b. Citizenship. Scholarship applicants must be U.S. citizens or U.S. nationals prior to contracting as a scholarship Cadet. "U.S. Nationals" are persons born in American Samoa and Swains Island.

c. Students born in the United States must submit to the EEO a valid birth certificate for citizenship verification.

(1) A copy of the student's birth certificate will be reproduced and retained in the Cadet's file as evidence of citizenship. Documents not reproducible by law may be verified by the EEO or PMS using an MFR containing the essential information from the document.

(2) Information concerning vital statistics such as obtaining a birth certificate may be found at internet address <http://vitalrec.com/birth.html>. This will assist students in obtaining required verification documents that are not readily available.

d. Students born outside the United States must submit to the EEO a statement notarized by any commissioned officer qualified under Article 136, UCMJ to act as a notary or a Notary Public verifying citizenship as indicated below.

(1) Citizenship by naturalization. The following statement will be submitted: "I have on this date seen the original certificate of naturalization or certified copy of court order establishing citizenship, stating that (name of applicant) was admitted to the United States by court of (name of court) at (place of court) on (date)."

(2) Citizen through naturalization of parents. The following statement will be submitted: "I have on this date seen the original certificate of citizenship, issued to (name) by the Immigration and Naturalization Service, Department of Justice, stating that (name of applicant) acquired citizenship on (date)."

(3) Citizenship through birth abroad of parents who are citizens of the United States. The following statement will be submitted: "I have on this date seen the original or certified copy of (one of the items shown in (a) through (e) below)."

(a) INS Form N-560 (Certificate of Citizenship)

(b) Department of State Form 1350 (Certification of Report of Birth)

(c) FS Form 240 (Report of Birth, Child Born Abroad of American Parent or Parents).

(d) FS Form 545 (Certification of Birth)

(e) Unexpired fully valid U.S. Passport, issued in the name of the applicant.

e. Immigrant alien and refugee students may be authorized to participate in the advanced course and to attend CST if approved by the PMS or Headquarters USACC.

5-18. Dependents

a. Eligibility criteria for dependency. Applies to all contracting Cadets, both scholarship and non-scholarship.

b. Scholarship Cadets must be fully qualified at the time of contracting; therefore must have an approved waiver by the proper authority prior to contracting.

c. Non-scholarship Cadets may be conditionally contracted while the waiver request is pending final decision. See Chapter 4 for guidance on submission of dependency waiver requests.

5-19. Medical Qualifications

General. This section provides guidance on medical examinations for contracting and retention in the SROTC program until commissioning. Medical and Dental examination processes are listed in paragraph 5-23 through 5-28 below.

a. All contracting students must meet the medical fitness standards prescribed in AR 40-501, chapter 2, for contracting and retention.

b. Waivers may be requested for medical disqualification. Procedures for submission of waiver requests are in Chapter 4.

c. Non-scholarship Cadets may be conditionally contracted pending decision of a waivable medical condition.

5-20. Weight/Body Fat Standards

a. Both scholarship and non-scholarship Cadets must meet the weight and/or Army body fat standards as stated below. There are no waivers for contracting an overweight applicant, scholarship or non-scholarship.

(1) All non-prior service students must meet the weight or body fat standards as shown in Figures 5-1 through 5-2 for entry into the program. The most current accessions regulatory guidance (AR 40-501) will be used to determine eligibility.

(2) Prior service students (to include active and prior Reserve or National Guard members) must meet the weight/body fat standard prescribed in AR 600-9, Table B-1 prior to contracting.

(3) All Cadets acknowledge, upon contracting, that they will be required to meet the same weight or body fat percentage required by the Army Body Composition Program each year, prior to attendance at advanced camp, and continuously thereafter or be subject to disenrollment IAW the terms of the contract.

5-21. Physical Fitness Testing

a. Scholarship applicants. Refer to USACC Regulation 145-1 for policy and procedures for contracting scholarship Cadets.

b. Cadets agree to meet and maintain the Army Physical Fitness Test (APFT) standard as required of active duty Soldiers. Contracted Cadets must pass two for record APFTs each calendar year, with the intent of passing one each academic period if mission requirements allow. APFT or any subsequent physical fitness test which replaces the APFT will be given in accordance with AR 350-1.

c. Acceleration Cadets and all other applicants must meet the current Army Physical Fitness standards of 60/60/60 at the time of contracting or any test which subsequently replaces the APFT as the physical fitness test for the Army.

5-22. English Language Aptitude

Guidance for the English Comprehension Level (ECL) test is provided by HQ, USACC, Directorate of Leader Development & Education (DoLD-E) also see paragraph 3-12 above.

Section III Medical and Dental screening

5-23. Responsibilities for Medical Qualification

a. The Department of Defense Medical Examination Review Board (DODMERB) schedules examinations for contracting all Cadets into the SROTC Program. In

addition, DODMERB is the authority for final review and determination of medical fitness for all SROTC applicants (scholarship and non-scholarship).

b. The Commanding General, U.S. Army Medical Command (CG, USAMEDCOM) will conduct medical examinations if a Concorde exam site has not been established in the area of the SROTC program.

c. Major overseas Army commanders will assume the same responsibilities as CG, USAMEDCOM, for all applicants within their jurisdiction.

d. SROTC programs will not schedule interested scholarship applicants or non-scholarship prospects for DODMERB physicals who exceed AR 40-501 standards by 50 pounds or more. The Army recognizes that some collegiate level athletes who are desirable applicants may not meet standard height/weight due to expectations of their sport, e.g., football players. In such cases, AR 600-9 body fat measurements may be used at the discretion of the PMS. This exception is intended only for student athletes participating in inter-collegiate sports programs; this exception does not apply to any other applicants. If a prospect meets taping requirements, they may be sent for a DODMERB physical examination.

e. The PMS is responsible for—

(1) Maintaining coordination with appropriate medical activities and medical centers to ensure that medical examinations are accomplished as required. Also, the PMS is to process requests for medical waivers, as appropriate. (See Chapter 4 for guidance on submission of waiver requests.)

(2) Ensuring that only applicants who meet the medical fitness requirements are contracted and continued in the SROTC program or are offered an appointment as an officer.

(3) Submitting a request for medical determination to USACC Command Surgeon if there is any change in a Cadet's health that may preclude his/her appointment as an officer.

(4) Obtaining a completed DA Form 2453-R (Statement of Medical and Health Examination) on each Cadet prior to advanced camp attendance. This form verifies there has been no subsequent change in medical condition since contracting. This form and documentation in support of any medical status change must be included in the Cadet's advanced camp medical records. A Cadet who states that there has been a significant change will be required to provide all operative reports, evaluations and consultations pertaining to the change for review by the supporting MEDDAC to verify the Cadet's qualification to attend camp. If appropriate, further medical examination and/or determination by HQ, USACC may be required.

(5) Forward requests for medical waiver for SROTC Cadets who may have a possible disqualifying medical condition to USACC Command Surgeon. The USACC Command Surgeon is required to review and make a recommendation for continuance in, or disenrollment from the SROTC Program due to medical reasons.

5-24. Medical Examinations

a. Medical examinations for SROTC applicants/Cadets will be completed as stated below.

(1) Scholarship and non-scholarship applicants. The date of the qualified medical examination must be no older than **2 years** at the time of contracting. Three and 4-year scholarship recipients will not be required to take another physical examination before entering the advanced course.

(2) Cadets. Cadets must attest upon contracting and each semester/quarter thereafter that there has been no change in his/her physical condition since the last required SROTC qualification physical. Cadet will notify the PMS of any change in medical condition immediately or as soon as practicable.

(3) Basic camp attendees. Applicants for basic camp must have the DA Form 3425-R (Medical Fitness Statement for Enrollment in basic course, SROTC) completed by a physician and be evaluated by the USACC Command Surgeon upon arrival.

(4) Advanced camp attendees.

(a) Immediately upon arrival.

(b) Before advanced camp terminates for any Cadet who suffered injury or illness while at camp and as a result and was denied the opportunity to complete camp.

(c) In addition to a medical examination, DNA is obtained as part of the commissioning physical at advanced camp.

(5) Commissionees. The advanced camp medical examination will qualify a Cadet for commissioning. If the medical condition changes prior to commissioning (including Cadets who become pregnant), a medical determination must be submitted to the USACC Command Surgeon for a review and recommendation on medical qualification. After the pregnancy (upon release from physician) submit a request for medical determination for commissioning eligibility.

b. Cadets who attend voluntary training at any specialty school must have a valid medical examination that qualifies them for the specific school, e.g., Airborne School, etc.

5-25. Medical Examination Forms (Reports)

a. Medical examination forms—

(1) DD FORM 2351

(2) DD FORM 2808

b. Medical history forms

(1) DD FORM 2492

(2) DD FORM 2807-1

c. Disposition. The PMS will retain the Cadet's medical records until the Cadet is commissioned or enrollment is otherwise terminated. He/she will ensure that the confidentiality of health records is preserved. Records will be disposed of as follows:

(1) At the time a Cadet is commissioned, the original medical forms listed above (that determine medical fitness for appointment) will be included in the Cadet's Personnel file and any waiver related correspondence, will be attached together for filing in the Official Military Personnel File (OMPF).

(2) As prescribed in AR 25-400-2, The Army Records Information Management System (ARIMS).

5-26. Review of Medical Examinations

a. The Director, DoDMERB, U.S. Air Force Academy, Colorado Springs, CO 80840-6518, is the reviewing agency for medical examinations for entry into the SROTC program. DoDMERB is not the approval authority for changes in medical status following initial DODMERB qualification. Once initially qualified by DoDMERB, Cadet Command is the reviewing and waiver approval authority for all medical actions, not withheld by HQDA, G1, through commissioning.

b. The Commander, U.S. Army Aeromedical Center, Ft. Rucker, AL 36362-5333 will determine if the Cadet is medically qualified to enter the Flight Training Program. All flight physicals given to SROTC Cadets will be sent to this activity.

c. Medical examinations involving applicants or Cadets in the categories listed below will be forwarded to USACC Command Surgeon for a review and recommendation on medical qualification regarding contracting or retention in the SROTC program—

(1) Applicants who are drawing disability compensation from the VA or any other Federal, state or local agency and Cadets whose compensation begins after contracting, require a waiver from HQ, USACC. The medical examination will be

submitted even if the individual waives the compensation. See paragraph 5-16b. above, VA Disability Compensation, for more information concerning Cadets/students drawing disability compensation.

(2) Applicants who were previously discharged from any of the Armed Forces, including Reserve Components, because of medical disability or medical disqualification, even though they currently meet prescribed standards.

d. Medical waiver approval authority is the CG, USACC unless withheld by HQDA, G1. USACC, CG may delegate medical waivers to brigade commanders. See Chapter 4 of this pamphlet for procedures for submission of waiver requests.

5-27. Valid Periods of Medical Examinations

a. Medical examinations are valid for the periods stated below. (The valid period begins from the date of the initial examination)—

(1) Medical Examination-Contracting. Two years for contracting in SROTC. Once contracted the medical examination remains valid until attendance at advanced camp, provided there is no change in Cadet's medical status.

(2) Medical Examination-Commissioning (conducted at advanced camp). Valid for up to two years from the date of the CST examination. If medical exam is expired the SROTC program must schedule the Cadet for a new exam at Military Treatment Facility (MTF) or Military Entrance Processing Station (MEPS). The USACC Form 131-R must indicate the anticipated date of commissioning.

(3) Medical Examination-Diving Training. Valid for 18 months for entry into diving training (MOS 00B) and entry into training for aviation classes.

(4) Medical Examination-Aviation. Valid for 18 months for entry all classes of aviation.

(5) Medical Examination-Ranger training, air assault, and Special Forces training. Valid for two years for entry into above training.

(6) Medical Examination-Airborne. Valid for five years for entry into airborne training, provided the medical examination was qualified.

(7) Every Cadet must be medically qualified and contracted prior to attending advanced camp. Foreign (immigrant) students are exempt from the contract requirement (while they are pending citizenship) however, they must be medically qualified. Foreign (immigrant) students may participate in the advanced course and attend advanced camp.

5-28. Dental Exam Requirements

a. Dental exams performed by a dentist are no longer required as part of the scholarship and non-scholarship medical exams due to a change in The Office of the Secretary of Defense (OSD) policy in 2002.

b. Dental films for casualty identification purposes are required for all participants in the SROTC program who must use government-owned or government contracted transportation. The PMS is to ensure the Cadet's dental records contain sufficient documentation to aid forensic identification.

(1) SROTC Cadets must provide name, address, and phone number of his/her dentist and sign a statement acknowledging that his/her civilian dental records contain descriptive profiles, bite wing x-rays, orthodontic profiles or dental x-rays.

(2) SROTC students not pursuing commissioning credit (ineligibles, academic credit only, etc.) are not permitted to participate in other than classroom activities. However, if these students are transported using government owned or government contracted transportation, they must have a dental record for identification purposes. In such circumstances, these students must provide the name, address, and phone number of his/her dentist and sign a statement acknowledging that his/her civilian dental records contain descriptive profiles, bite wing x-rays, orthodontic profiles or dental x-rays.

Section IV, Other Contracting Options

5-29. Senior Military College (SMC) Students

a. Students at SMCs are allowed (where participation in the Program is mandatory) to contract up until the last school term of their MS IV year as advanced course Cadets.

b. Students at SMCs who are so contracted must meet all other eligibility criteria for contracting and commissioning. These students will attend advanced camp upon completion of their MS IV year and will be commissioned upon completion of advanced camp.

c. The PMS at SMCs are authorized to contract qualified Cadets, including those transferring from another service SROTC program, into the advanced course under the following conditions:

(1) Cadets cannot be obligated to another service SROTC program.

(2) Must have at least one academic year remaining to complete the Army SROTC advanced course program.

(3) The CG, USACC, may waive the condition in (2) above in exceptional cases submitted through command channels, if circumstances warrant consideration after the first semester of the senior year.

(4) Attendance at advanced camp is mandatory. No waiver is authorized.

d. This provision does not change the advanced course placement credit restrictions specified in AR 145-1, Chapter 5.

Section V, Contract Counseling Requirements

5-30. Scholarship Cadets

a. The PMS (and, when appropriate or necessary, assisted by the Cadet's SROTC instructor) will counsel each scholarship Cadet:

(1) At the time of contracting, to ensure that the student understands

(a) That by accepting the terms of the scholarship contract, he/she clearly understands that scholarship benefits are granted in return for the Cadet's obligation of military service, as an officer, in the case of successful completion of the contract requirements, or as an enlisted Soldier, if the contractual requirements are not fulfilled by the Cadet. **(NOTE: Statute and DOD directive grant authority to the Secretary of the Army to order Cadets found in breach to active duty for a period specified by law and the Cadet's contract. If the terms of the agreement are not fulfilled, the Cadet, if eligible for enlistment, may be ordered to active duty or ordered to pay back the valid debt to the U.S. Government (scholarship and other benefits received). The choice of disenrollment options remains at the discretion of the Secretary of the Army (or his designated representative).**

(b) The requirements of AR 145-1 to retain the scholarship and the consequences of failing to satisfy those requirements.

(c) The Administrative Suspension process (as described in paragraph 6-6 below).

(d) The SROTC curriculum, to include Professional Military Education (PME).

(e) That the student's military service obligation is eight (8) years.

(f) That acceptance into another officer training program (e.g. USMA) is not authorized unless approved by HQ, USACC.

(g) That the termination of the contract at the Cadets own request after entering the obligation point (first class of MS II) is not authorized. The contract is a legal and binding agreement, which requires the student to fulfill the terms therein.

(1) At least once each semester/term while on scholarship.

(2) Whenever a significant accomplishment or deficiency is noted.

(3) Prior to submitting a request for termination or administrative suspension or probation to brigade headquarters.

(4) When the Cadet is placed in LOA.

(5) Upon disenrollment.

b. Document the counseling:

(1) The academic progress of all Cadets must be monitored. Documented counseling sessions must begin immediately upon the outset of academic or other deficiencies and continued until correction has been effected or decision to initiate disenrollment proceeding has been made. After formal counseling, the Cadet will be notified of the resulting academic suspension/probation, the period of probation and the consequences of failure to correct the deficiencies noted. A copy of this memorandum of notification will be placed in the Cadet's file. Cadets on academic suspension or probation will be counseled frequently (not less than once per month) and a complete summary record made of the counseling session. If the Cadet fails to correct the deficiency by the end of the following academic term, the PMS will initiate the action outlined Chapter 8 which contains additional information concerning disenrollment of non-scholarship and scholarship Cadets.

(2) All required counseling will be recorded on DA Form 4856 (Developmental Counseling Form) or other appropriate counseling statement form (or verified and acknowledged memorandum for record) and maintained in the Cadet's personnel file. An email to a Cadet, without a form attached or discussion with the Cadet, does not constitute counseling.

(3) All Cadet counseling will be signed by the PMS or other cadre administering the counseling and will be acknowledged and dated in writing by the Cadet. Should the Cadet refuse to sign or be reasonably unavailable, the PMS will so annotate the counseling form (this should happen in the presence of a witness).

5-31. Non-Scholarship Contracted Cadets

a. A cadre member will counsel each non-scholarship contracted Cadet.

(1) At the time of contracting to ensure that the student understands:

(a) That through acceptance of the terms of the contract he/she promises to complete the program and serve as an officer if offered an appointment. Inform the Cadet that failure to complete the program and accept an appointment, if resulting from

the Cadet's voluntary breach of contract, renders the Cadet liable, at the discretion of the Secretary of the Army or his designated representative, to be ordered to active duty as an enlisted Soldier in the grade of Private (E1) for two years as stated in statute, directive, and in the Cadet's contract.

(b) The requirements of AR 145-1 to remain enrolled in the advanced course and the consequences of failure to satisfy those requirements.

(c) The probation process (as described in paragraph 6-5 below).

(d) The SROTC curriculum, to include the PME requirement.

(e) That the military service obligation is eight (8) years.

(2) The remaining counseling requirements are the same as for scholarship Cadets in paragraph 5-30 above.

5-32. Other Counseling Requirements

a. Cadre providing entry-level training will sign a DD Form 2982 (Recruiter/Trainer Prohibited Activities Acknowledgment) with explicit and strict command guidance that acknowledges their understanding of the prohibitions listed in DODI 1304.33 and their responsibilities regarding the policies prohibiting inappropriate behaviors and relations outlined in that instruction.

b. At the onset of the first training session, Cadre will brief Cadets on the policies stated in DODI 1304.33 and will provide information that trainees can use to contact someone in leadership if they wish to report any issue related to inappropriate conduct by a trainer.

c. Cadets will sign a DD Form 2983 (Recruit/Trainee Prohibited Activities Acknowledgment) with explicit and strict command guidance acknowledging their understanding and responsibilities as outlined in this instruction no later than the first day of entry-level training. The DD Form 2983 will be retained in the Cadet's file and kept until 6 months after the Cadet has left the program.

d. Documented counseling is also required when a Cadet student:

(4) Elects to drop SROTC (not authorized after the obligation point is attained).

(5) Is given placement credit.

(6) Is seeking to participate in any of the special entry options outlined in Chapter 2, Section II above.

(7) Enters an institution as a transfer scholarship student.

(8) Plans to change his/her graduation date or requests to change academic major.

Chapter 6 – Retention Procedures

Section I, Responsibilities

6-1. General.

To ensure Cadet retention standards are met for continued enrollment in the SROTC program, it is essential that the PMS and EEO monitor, counsel, and re-verify each Cadet's eligibility on a regular basis.

6-2. PMS Responsibilities

The PMS is responsible for:

- a. Semi-annually verifying the eligibility of contracted Cadets to continue in the SROTC Program.
- b. Ensuring that the Cadet continues to meet the required height/weight standard or is placed on an acceptable weight control program. (See AR 600-9).
- c. Ensuring Cadets attain the minimum APFT score per Army standard or is placed in a suitable remedial PT program.
- d. Maintaining an effective and well-documented Cadet counseling program.
- e. Taking prompt action in accordance with the procedures stated in this pamphlet when informed of any changes that affect the retention of any student enrolled in the SROTC Program.
- f. Ensuring Cadets are promptly notified of any changes in retention criteria.
- g. Monitoring the academic progress of contracted Cadets toward baccalaureate degree completion. Additionally, a Cadet's academic progress will be reviewed at the beginning and end of each semester/term to ensure their contractual academic standards have been met.
- h. Determining if the Cadet is failing to maintain acceptable standards for retention in the program as a result of the review or monitoring and, as appropriate, counsel the Cadet and/or initiate probation, administrative suspension, termination, disenrollment or other appropriate administrative action.

i. Advising Cadets that as a contracted SROTC Cadet they are ineligible for enlistment in any service until properly released from their SROTC contractual obligation and discharged from the USAR Control Group (SROTC).

6-3. Cadet Responsibilities

The Cadet is responsible for:

a. Meeting eligibility criteria for retention in the SROTC Program.

b. Immediately notifying the PMS of any changes or developments that could affect the Cadet's retention as a contracted Cadet, including, but not limited to, arrest, incident with institutional authorities, academic difficulties or the discovery of a medical problem.

c. Meeting all of the academic and contractual standards listed below or notifying the PMS when a change occurs:

(1) Maintaining a full-time student status (normally 12 or more semester/quarter hours per academic term).

(2) Making satisfactory academic progress toward the award of a baccalaureate degree in a specified major at the normal projected time for the student.

(3) Earning passing grades in all subjects.

(4) Promptly resolving all incomplete grades received.

(5) Maintaining a semester/quarter and cumulative academic GPA of 2.0 on a 4.0 scale, or the equivalent if the university uses other than a 4.0 scale.

(6) Maintaining a term/cumulative GPA of 2.0 on a 4.0 scale in SROTC courses, or the equivalent if the university uses other than a 4.0 scale.

(7) Maintaining the height/weight standards established in AR 600-9.

(8) Maintaining at least the minimum passing standard on the Army Physical Fitness Test (APFT).

(9) Maintaining satisfactory progress toward completing all Professional Military Education (PME) requirements (See USACC Regulation 145-3).

6-4. Leave of Absence (LOA) General

a. A LOA is used to temporarily discontinue the Cadet's participation in SROTC. No compensation or allowance will be paid to a Cadet while in LOA status. A LOA will not affect the period of benefits authorized.

b. A Cadet who is absent from any part of military instruction will be required, according to the practice of the university, to make up the instruction missed before being credited with completing either the basic or advanced course. Any request for LOA or other delay in commissioning will require a review of the Cadet's continued eligibility for appointment.

c. A Cadet requesting a LOA for a bona fide reason listed below must make the request in writing, using USACC Form 131-R. The Cadet must provide justification for the request and provide supporting documentation. The justification must clearly state the beginning and ending dates of the LOA being requested.

d. When Cadets are placed on LOA, appropriate university officials will be notified in writing of the commencement and termination of periods of LOA.

e. Cadets in LOA status will be required to keep the PMS notified of their current address and telephone number at all times. This requirement will be placed in the LOA notification to the Cadet.

f. Changes to the Cadet Command Information Management Module (CCIMM) which reflect the initiation of or ending of an LOA will be made promptly as changes occur in order to ensure the accuracy of the Cadet's enrollment status.

g. PMS must place a Cadet on LOA-F (Pending Disenrollment) when requesting disenrollment. The LOA-F places the Cadet in a nonparticipating status, which suspends all scholarship benefits and subsistence payments.

h. The PMS will administratively suspend payment of scholarship benefits without placing the Cadet on LOA, when requesting the termination of scholarship status and retention of the Cadet in non-scholarship status. In such cases, payment of subsistence allowance would continue provided the Cadet continues participating in the course of instruction and is enrolled in the advanced course. (See paragraph 6-6 below.)

i. A Cadet is not to be placed on LOA based on the Cadet's own desire to terminate the SROTC scholarship. Rather, subsequent to a breach of contract, the Cadet is to be placed on LOA until a final determination is made on disenrollment.

j. A LOA should not be granted to any MS III Cadet that interferes with normal attendance at advanced camp, except for cases of individual hardship or medical preclusion from completion of advanced camp.

k. Leave of Absence (LOA) Scholarship-

(1) The brigade commander may approve an LOA, not to exceed 1 year of continuous absence when—

(a) The Cadet needs more than the normally required time to devote to studies to complete degree requirements.

(b) The normal period for completion of degree requirements is extended because of minor academic difficulties, addition of another course or for similar reasons. (The PMS may authorize a LOA for one semester or equivalent.)

(2) The PMS may authorize a LOA—

(a) When the Cadet enrolls in an academic curriculum requiring five years for completion. (The PMS may authorize LOA for one semester or equivalent.)

(b) For medical reasons (illness, pregnancy, injury, or convalescence from illness) **AFTER CONSULTATION WITH THE COMMAND SURGEON.** Leave of Absence or administrative suspension may be appropriate based on the nature of the medical condition. An LOA for medical reasons which is expected to, or does, interfere with full performance of duty for **over 45** days should be initiated for one semester/term and appropriate medical information sent to USACC Command Surgeon for a medical evaluation to determine if the Cadet should be retained or disenrolled. If a second LOA is needed for medical determination it will be forwarded to USACC Command Surgeon. The request will include all medical examinations the Cadet has undergone to include SROTC entrance examination and any other medical documents.

(c) The PMS may place Cadets involuntarily on LOA for one academic term pending administrative action (i.e., disenrollment action). If the action is not completed within the LOA period the PMS will extend the LOA for a second term.

(3) Special reasons not covered by the above categories require brigade commander approval to include study abroad. (See USACC Regulation 145-1, and AR 145-1). The brigade commander may authorize a leave of absence not to exceed a total period of 2 years for students who are enrolled in internship, off-campus studies (to include study years abroad) or other academic studies required by the academic institution to obtain a baccalaureate degree.

I. A one-year LOA may be granted to Cadets enrolled in a five-year academic program, including work-study (cooperative) programs. The PMS may adjust the LOA period to accommodate the Cadet's academic program.

(1) The Cadet who starts SROTC training at the beginning of the freshman year will take his/her LOA during or after the basic course, but before enrolling in MS III.

(2) In cooperative programs, the LOA may be during the periods when the Cadet is engaged in training or employment away from the academic institution.

m. Guidelines for the evaluation of LOA:

(1) When a LOA is requested and the transcript indicates probation is appropriate, approval of the LOA is to be contingent upon the Cadet being placed in a probationary status when he/she returns to the SROTC Program.

(2) LOA can be granted for temporary medical conditions provided the condition can be resolved within the specified period (**NTE 6 months**) and prior to continued participation in SROTC. If the medical LOA is for one semester/term, forward a request for medical determination to USACC Command Surgeon for medical review and final determination before the Cadet returns to the SROTC program.

(3) When approving an LOA, the commissioning age of the Cadet will be verified to ensure the statutory age requirement is met because of the delay in the commissioning date (scholarship Cadets must be under 31 years of age on 31 December of the year in which they are to be commissioned).

(4) Normally the maximum length for an LOA is one year, unless special circumstances are involved (e.g., service on a church mission, internship, off campus studies, etc.). Generally, a Cadet is lost to the SROTC program if an extended LOA (over one year) is granted.

n. Any request for LOA or other delay in commissioning date will require a review of the Cadet's continued eligibility for appointment. If the request is approved, the change in commissioning date will be updated in CCIMM immediately upon receipt of the approval. If the LOA extends beyond a Cadet's 8-year period of enlistment, the Cadet must voluntarily extend the enlistment by an amount equal to the period of the extended enlistment or LOA. Extensions of enlistment will be executed IAW AR 601-280 and documentation will be filed in the Cadets file with the DD Form 4.

o. Cadets on LOA will not be allowed to participate in SROTC training and will not be required to attend formations, drills, APFT, weigh-ins or other SROTC activities. These Cadets will not receive commissioning credit for the period while on LOA and will not be afforded financial assistance (if a scholarship Cadet) or subsistence allowance. The PMS will ensure that a Cadet placed on LOA is informed of the above in writing and that a copy of that memorandum/counseling is placed in the Cadets file. Cadets on LOA may still attend SROTC classes if the university rules permit enrollment in the class.

p. While students in a completion status are not subject to LOA provisions, they are under PMS control. Completion students requiring delays to complete commissioning requirements will be closely monitored.

6-5. Probation

a. The PMS may use probation as a retention tool for non-scholarship Cadets. Use the provisions of paragraph 6-6 (Administrative Suspension-Forfeiture of Scholarship Benefits) for scholarship Cadets. Probation is a warning to the Cadet when the terms of

the contractual agreement are not met. All Cadet entitlements will continue during the period of probation.

b. In exceptional cases, probation may be used for scholarship Cadets who do not meet retention standards due to mitigating circumstances beyond the Cadet's ability to influence. These cases will be very rare. Generally scholarship Cadets who fail to meet scholarship retention standards in accordance with their contract and regulations will have his or her scholarship benefits immediately suspended. If the PMS decides to use probation rather than administrative suspension, the brigade commander must be informed of the decision and the rationale (See paragraph f(2) below when the brigade commander is the approval authority).

c. A Cadet's first priority is academics. USACC cannot commission a Cadet who cannot complete academic degree requirements. Extracurricular participation in SROTC activities, such as Ranger Challenge or Cadet leadership positions, which adversely affect their academic proficiency and progress will not be sanctioned. The following policy does not preclude a Cadet from participating in training activities designed as part of the overall Program of Instruction (POI) where rotation through various tactical leadership positions is part of the training objective. The purpose is to protect the Cadet from overzealous cadre and to instill in the Cadet a sense of accountability and self-discipline vice using SROTC as an excuse for not making satisfactory grades. Cadre will avoid overusing and abusing the indispensable Cadet leader who silently struggles to make the grades and earn a degree while relying on him/her to do more and more for the SROTC program.

d. Cadets under probation are discouraged from participating in extracurricular activities (e.g., Ranger Challenge or other similar non-mandatory POI activities); however, the PMS may, in justifiable circumstances and without imposition on the Cadet's academic time, permit a Cadet to participate in only one such activity until such time as the Cadet is removed from probationary status.

e. Below are some reasons for using probation (not all inclusive) –

(1) Current school term and/or cumulative academic GPA falls below 2.0 on a 4.0 scale or its equivalent; or the SROTC school term/or cumulative GPA falls below 2.0 on a 4.0 scale or the equivalent.

(2) Failure to maintain full-time academic status as determined by the university.

(3) Progress toward a degree falls below what is 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.*)

(4) Failure to meet the APFT and/or height/weight standards.

(5) Misconduct such as civil convictions (e.g., Minor in Possession of alcohol, discreditable incidents with authorities, etc.)

f. Non-scholarship Cadets.

(1) The PMS has the authority to grant first, second, and third probations for non-scholarship Cadets.

(2) The brigade commander is the approval authority for greater than three (3) probations and when the cumulative academic GPA falls below 2.0 on a 4.0 scale or its equivalent. The brigade commander will evaluate each request on a case-by-case basis. This authority may not be further delegated.

(3) If a request for probation is disapproved by the brigade commander, the PMS will initiate disenrollment action IAW Chapter 8 of this pamphlet.

(4) Update CCIMM within 5 working days.

g. The PMS will use the following guidance when placing a Cadet on probation:

(1) Complete a USACC Form 131-R, Cadet Action Request, providing the reason and the specific school term the Cadet is being placed on probation. Retain the form, with supporting documentation (e.g., Counseling, transcript, PT records, etc.), in the Cadet's file.

(2) Notify the Cadet in writing that-

(a) He/she has been placed on probation, the specific reason for probation, and the specific school term. The memorandum will describe the deficiency, the length of the probation, steps which the Cadet is to take to correct the deficiency during the probationary period, and the possible consequences of failure to overcome the deficiency.

(b) Continued participation in the SROTC program is required and subsistence allowance will continue; however, failure to correct the deficiency and meet the retention standards could result in initiation of disenrollment action.

6-6. Administrative Suspension

a. Administrative suspension is the **forfeiture** of scholarship benefits for Cadets not maintaining retention standards (e.g., academic/SROTC GPA, APFT and/or height failure, misconduct, etc.). This is the preferred retention tool to be used (rather than probation). Scholarship Cadets who fail to meet scholarship retention standards IAW their contract and regulations will have his or her scholarship benefits immediately suspended. While on an administrative suspension, the Cadet is required to continue

participation in the SROTC program under the scholarship contract and will receive payment of subsistence allowance.

b. In exceptional cases, probation may be used for those scholarship Cadets who do not meet retention standards due to mitigating circumstances beyond the Cadet's ability to influence. Probation, in lieu of administrative suspension, will be very rare. In these rare cases, if the PMS decides to use the probation tool, the brigade commander must be informed of the decision and the rationale. In some cases the brigade commander is the approval authority for probation (See paragraph f(2) above when the brigade commander is the approval authority).

c. Administrative suspension will be used as follows:

(1) Short-term deficiencies. Deficiencies that can be corrected within the current school term, e.g., if a Cadet fails an APFT or Height/ Weight standards during the school term or fails to meet academic standards on the mid-term transcript. The PMS will immediately place the Cadet on administrative suspension.

(a) If the Cadet is able to correct the deficiency/problem that caused the administrative suspension within the same school term, at the PMS's discretion, the administrative suspension may be lifted and scholarship benefits paid for that term. The Cadet must be in full compliance with the terms of the scholarship contract and other regulatory requirements by the last day of the school term in which administrative suspension was used.

(b) Retroactive payment of scholarship benefits **is not** authorized for Cadets who subsequently correct deficiencies after the school term ends (e.g., during the summer or following school term). Failure to update the CCIMM is not a reason to pay retroactive benefits.

(2) End of school term deficiencies. 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. Cadets placed on administrative suspension during the end-of-term review/evaluation **will not** be authorized scholarship benefits for the following full term.

d. Below are reasons (not all inclusive) for using the administrative suspension tool:

(1) Failure of the Army Physical Fitness Test (APFT) or height & weight standard.

(2) Failure to maintain academic/SROTC GPA standards.

(3) Failure to maintain full-time academic status as determined by the university.

(4) Progress toward a degree falls below that normally required for graduation at the scheduled time without sufficient cause or justification. (**NOTE:** *This should be*

verified in writing from the respective department head, student academic advisor or other comparable university representative.)

(5) Misconduct (e.g., such as Minor in Possession of Alcohol, discrediting incidents with authorities, etc.).

(6) 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.

e. The PMS will use the following guidance when placing a Cadet on administrative suspension:

(1) Complete a USACC Form 131-R, Cadet Action Request, 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.

(2) Notify the Cadet in writing (counseling) that—

(a) Scholarship benefits are being withheld (forfeited), the reason, and the specific school term;

(b) Continued participation in the SROTC program is required and subsistence allowance will continue;

(c) Failure to correct the deficiency will result in continued forfeiture of scholarship benefits, termination of scholarship, or initiation of disenrollment action.

(3) Notify the university in which the Cadet is enrolled of the specific school term for which the scholarship benefits are being forfeited.

6-7. Termination of Scholarship with Retention as Non-Scholarship Cadet

a. The brigade commander is the approving authority for termination of scholarship with retention as non-scholarship Cadet.

b. If administrative suspension is not appropriate, the PMS may request termination of scholarship with retention as a non-scholarship Cadet, if qualified under the scholarship contract and has not received all scholarship benefits. The Cadet will not be required to reimburse scholarship funds received if the SROTC program is successfully completed and a commission is accepted, if offered. Scholarship benefits will be discontinued at this time, but the Cadet will receive subsistence allowance. Upon appointment, the Cadet will assume the same active duty commitment as other scholarship Cadets.

c. In order to initiate the termination of the scholarship but retain as a non-scholarship Cadet, the PMS will -

(1) Place the Cadet in an administrative suspension status (see paragraph 6-6 above) and notify the Cadet in writing of the action being taken, the reason(s) for the action, and his/her status in the program.

(2) Notify the institution of the suspension of the Cadet's scholarship benefits.

(3) Submit the request to the brigade commander for final decision. If the Cadet subsequently fails to meet non-scholarship criteria, a disenrollment action will be initiated IAW Chapter 8 below (a board will be required). The Cadet will not be disenrolled /discharged without HQ, USACC decision.

(4) Cadets with an approved scholarship termination and retention in a non-scholarship status will not sign a non-scholarship contract. They remain governed by the terms and conditions of the scholarship contract.

6-8. Non-Scholarship Extension of Subsistence Allowance

a. Non-scholarship MS IV Cadets who are pursuing an undergraduate degree that requires in excess of four academic years to complete the baccalaureate degree requirement are eligible to request consideration for extended subsistence allowance for up to **10** months. Extended subsistence allowance may be approved for courses needed for completion of the baccalaureate degree programs that require a fifth academic year or a combination of a part of a fifth academic year. Requests must be submitted to Headquarters, Cadet Command (ATCC-PA-S), no later than **30 days** after the start of the last school term of MS IV and must include the following documentation:

(1) Cadet Command Form 131-R, Cadet Action Request

(2) Current transcripts (including the fall semester)

(3) Updated completed copy of the Cadet Command Form 104-R (Planned Academic Program Worksheet)

(4) Extract from the university's catalog, the undergraduate five-year degree program course schedule and required curriculum for degree requirements. Course descriptions are not necessary.

b. Cadets who are granted a non-scholarship extension of subsistence allowance must currently be, and continue to be, a full-time student enrolled in the Army SROTC program, maintain at least a 2.0 on a 4.0 scale (or equivalent) term and cumulative grade point average in academic courses, at least a 2.0 on a 4.0 scale (or equivalent) term or cumulative grade point average in SROTC courses, and meet all other contractual requirements.

c. The PMS must structure an MS V program of SROTC on campus classroom training. The Cadet must continue participation in order to continue to be eligible for the subsistence allowance.

d. Requests for non-scholarship extension of subsistence allowance **WILL NOT** be approved for:

(1) Any courses other than those required for completion of the baccalaureate degree.

(2) Cadet who requires extra course work because of academic deficiency or failure.

e. After-the-fact or retroactive requests are NOT authorized.

Section II, Retention Disqualifications

6-9. General

a. Contracted Cadets are disqualified for retention in SROTC for reasons outlined in the remainder of this section (not all inclusive) unless a waiver is granted.

b. Cadets are expected to maintain eligibility standards while enrolled in SROTC. Failure to maintain retention standards and/or obtain a waiver, if required, will result in termination of scholarship (if applicable), and/or disenrollment IAW with Chapter 8 of this pamphlet

c. Waivers for retention will be supported on a case-by-case basis. See Chapter 4 for guidance on submission of waiver requests.

6-10. Academic Standards

If the Cadet fails to meet the academic standards listed in the contractual agreement during any semester/term following contracting, the PMS will-

a. Place the Cadet on probation IAW the provisions of paragraph 6-5 or administrative suspension IAW provisions of paragraph 6-6.

b. Notify the Cadet in writing that he/she has been placed on probation or administrative suspension. The memorandum will describe the deficiency, the length of the probation or administrative suspension, steps which the Cadet is to take to correct the deficiency during the probationary or suspension period and the possible consequences of failure to overcome the deficiency.

c. If the Cadet fails to correct the deficiency during the probationary or suspension period, the PMS must consider whether retention of the Cadet's scholarship is prudent, or if scholarship termination or disenrollment would be appropriate.

6-11. Use of Drugs and/or Chemical Substances

a. Cadets are ineligible for retention without waiver if they:

(1) Admit to frequent or recent use of drugs and/or chemical substances, possession of narcotics paraphernalia, sale of said substances and/or paraphernalia or of having referred persons to others for the purpose of obtaining illegal drugs, chemical substances or paraphernalia.

(2) Are convicted in a court of law or are found by university officials through a disciplinary hearing to have possession of, used, sold, or referred others for sale of drugs, chemical substances and/or drug paraphernalia.

(3) Are medically disqualified for dependency under the provisions of AR 40-501, paragraph 2-35.

b. In addition to advanced camp urinalysis testing, Professors of Military Science will ensure 100% of commissioning Cadets are given a urinalysis 120 days prior to commissioning using the BAC of AC01 and the testing code of Inspection Other (IO). This testing will not go toward 10% monthly testing. Commander-Directed testing will still be done for probable cause using the inspection code PO or fitness for duty using the inspection code of CO using the BAC of AC02 for cadre and BAC of AC01 for Cadets. This testing will not go toward the 10% monthly testing. (Use AR 600-85 and procedures outlined in the memorandum, Interim Change to USACC Regulation 600-85, Army Substance Abuse Program Drug Testing Program Prevention, 13 December 2018.)

(1) To meet the intent of random testing the goal is to randomly test 10% of contracted Cadets during the months of **September-November** and **January-April**. Cadets not selected for random urinalysis within the first three quarters of each fiscal year **must be selected** for testing during the fourth quarter using the inspection other (IO) test basis.

(2) If the Cadet refuses to submit to testing or tests positive from such screening, disenrollment procedures may be initiated IAW Chapter 8 of this pamphlet.

6-12. Civil Conviction or Adverse Adjudication/Disposition

Contracted Cadets who are apprehended/arrested, charged, confined or incarcerated, placed under investigation, fined, convicted, or otherwise subject to criminal proceedings by civilian or military authorities after the completion of USACC Form 139-R (Cadet Enrollment Record) and prior to commissioning must inform the PMS to

determine if a waiver is necessary. Concealment of such information is grounds for disenrollment and denial of commission.

6-13. Medical

a. As soon as a potentially medical disqualifying condition concerning a contracted Cadet becomes known, the PMS will either seek

(1) Retention of a Cadet through the Cadet's request for waiver of the disqualifying condition, or

(2) Disenrollment by initiation of appropriate action with accompanying medical documentation after a medical determination is completed by USACC Command Surgeon.

b. Requests for medical determination will be forwarded through brigade to Headquarters, Cadet Command for review.

c. Depending on the nature of the medical problem, the PMS may place the Cadet on LOA or administrative suspension **AFTER CONSULTATION WITH THE COMMAND SURGEON** while pending the final determination from Headquarters, Cadet Command. It is recommended to contact the Command Surgeon via email or telephonically in order to discuss the specific Cadet and medical problem. All Cadets have the right to request a waiver. The PMS will take no final action to disenroll a Cadet with a potential medical disqualification who desires a waiver until notified in writing from Headquarters, Cadet Command, irrespective of civilian or local medical opinion/findings received. However, if a non-scholarship Cadet has been determined medically disqualified by the USACC Command Surgeon, the brigade commander has the authority to disenroll the Cadet. When a medical disqualification forms the only basis for disenrollment action, no board of officers or waiver of rights to such a review is required; however, the Cadet subject to disenrollment due to medical disqualification will be provided reasonable notice and the opportunity to prepare a response to the proposed disenrollment.

d. Cadets who fail to meet prescribed height/weight standards will be placed in a weight control program and monitored for compliance and documented IAW AR 600-9. Disenrollment action will be initiated on those Cadets who fail to achieve the standard after entry into a bona fide weight control program as set forth in AR 600-9 (the Army Body Composition Program).

6-14. Conscientious Objector

Conscientious objector status will be grounds for disenrollment from SROTC. The PMS will refer to AR 600-43, AR 145-1, Chapters 3 and 8 of this pamphlet for guidance on handling conscientious objector status applications.

Section III, Completion Cadet Program

6-15. Completion Cadet Program

a. Cadet Command's goal is to achieve academic alignment for all ROTC Cadets attending 4-year institutions. Cadets who complete all commissioning requirements, including required Professional Military Education (PME) courses, but who have not completed those academic requirements necessary for their degree will be placed in completion status

b. Completion status is limited to a maximum of 24 months or as stipulated on the Cadet's Planned Academic Program Worksheet, USACC Form 104-R. Completion Cadets are not eligible for subsistence allowance.

c. Completion Cadets who have not graduated within **24** calendar months require a board be conducted to determine whether the Cadet is in breach of his/her contract IAW Chapter 8 of this pamphlet. If the PMS or board determines the failure to graduate is due to circumstances beyond the Cadet's control the PMS may grant a one-year extension of completion Cadet status.

d. A Cadet who has not completed all PME requirements will not be designated a completion Cadet. The Cadet will be designated as MSVI and identified in CCIMM IAW the CCIMM Users' Manual. SMP completion Cadets who are not commissioned after completing all SROTC requirements except graduation may continue their SMP status with their Reserve Component (RC) unit. All SMPs must remain satisfactory participants in their RC unit.

e. Completion Cadets who maintain eligibility will be accessed based on their projected graduation date and commissioned upon graduation.

6-16. Administration of the Completion Cadet Program

a. Professor of Military Science will—

(1) Retain control of completion Cadets in accordance with the regulatory guidance in AR 145-1 and this pamphlet.

(2) Execute a Memorandum of Understanding (MOU) with the Completion Cadet (Figure 6-1) which outlines requirements and responsibilities until graduation and accession.

(3) Manage the files of all completion Cadets and record all counseling sessions on DA Form 4856 (Developmental Counseling Form). When updates or status changes occur, they will be posted in CCIMM within **5** working days of the change. A current copy of the Cadet Record Brief will be maintained in the Completion Cadet file to assist

in updating CCIMM. Notify USACC, G1 Accessions and Standards Division if a change occurs that will affect accession/graduation.

(4) Utilize USACC Form 104-R to monitor the academic progress of the Cadet. Emphasis should be placed upon planning academic requirements, monitoring the current/cumulative grade point average, and ensuring Cadets maintain full-time student status. Cadets must be counseled following each academic review.

(5) Assist the Completion Cadet with accession packet and other Cadet records/administrative requirements.

(6) Ensure technical proficiency and professional development by allowing Completion Cadet participation in selected SROTC training and social activities. Training opportunities may include APFT, professional development, and technical proficiency maintenance courses completed in a non-field environment, i.e., non-hazardous on-campus training.

(7) Continue to monitor SMP Completion Cadets with RC TPUs to ensure SMPs are satisfactory participants in unit training. Keep the RC commander apprised of the Completion Cadet's status.

(8) Initiate appropriate administrative procedures for Completion Cadets who fail to comply with the regulatory and contractual requirements and Completion Cadet MOU. A breach of the contract or failure to comply with the MOU may be cause for disenrollment in accordance with AR 145-1 and Chapter 8 of this pamphlet. Such action could result in adverse action as outlined in the Cadet contract, to include being ordered to active duty in an enlisted status in accordance with AR 135-210 or requirement to repay scholarship funds expended on the Cadet's behalf, if applicable.

(9) As the Completion Cadet approaches completion of his/her academic requirements, the PMS will initiate the administrative requirements to commission the Cadet upon graduation. In addition, the PMS will assist the Completion Cadet in preparing the accession packet.

b. Completion Cadet will—

(1) Complete and sign an MOU (Figure 6-1) with the PMS prior to the beginning of Completion Cadet status.

(2) Meet with the PMS monthly, or as directed by the PMS, to provide a status report on academic progress toward degree completion, provide update on address and telephone changes, and prepare/submit all Cadet records as required. Monitor and correspond as necessary to all official correspondence by utilizing their current enterprise email account.

(3) Remain technically proficient until accessed, commissioned, and attend BOLC.

(4) Participate in a record APFT and height/weight verification semiannually and remedial APFT and weight control programs as determined by the PMS.

(5) Maintain full-time student status and a minimum semester/quarter cumulative academic grade point average of 2.0 on a 4.0 scale or equivalent.

(6) Participate in refresher/remedial professional development and technical proficiency requirements identified within the SROTC Program of Instruction necessary to successfully complete BOLC.

(7) Completion Cadets who desire to transfer to another 4-year institution to complete their undergraduate requirements must submit a request for transfer in writing to the PMS in accordance with the cadet contract and current regulatory guidance. The PMS will forward the Completion Cadet's file, by transmittal letter, to the gaining PMS of the SROTC program at the new institution. The gaining PMS will be responsible for managing the Completion Cadet until graduation and until the accession process is complete. If the Completion Cadet transfers to a school without an Army SROTC program, the Completion Cadet will be required to maintain contact with the PMS at the closest Army SROTC program to the new institution. The Completion Cadet and the gaining PMS will initiate a new MOU.

Chapter 7 – Health Benefits and Cadet Liability Coverage

7-1. General

The policies and procedures for Cadet health benefit and liability coverage are outlined in this chapter, AR 145-1, Chapter 3, and Publication CA-550, Federal Injury Compensation.

7-2. Basic Policy

a. All applicants for enrollment and Cadets who suffer injury and/or illness while participating in authorized, scheduled, and supervised training or instruction in the SROTC Program are eligible for coverage under the Federal Employees' Compensation Act through the Office of Workers' Compensation Programs (OWCP) and/or through the Department of Veterans' Affairs (VA). Applicants for enrollment or Cadets traveling to or from scheduled training in government or government procured transportation, or traveling in response to government issued orders are also eligible for the above coverage. Coverage under the Federal Employees' Compensation Act (FECA) is authorized for injury or illness incurred under the above circumstances whose nature is temporary and is processed by the Department of Labor (DOL). Claims in cases of death or permanent disability are submitted to the Department of Veterans' Affairs. (See USACC Form 136-R for additional briefing information.)

b. The term enrolled Cadets is defined as those Cadets who have completed and signed the USACC Form 139-R and/or contracted (either scholarship or non-scholarship). Applicants for enrollment (membership) are defined as those students who may have been conditionally contracted IAW AR 145-1, military college advanced course Cadets who have signed the loyalty oath, and non-contracted basic camp attendees.

c. Auditing students as defined in AR 145-1, other participating students with a non-waivable disqualification for entry into the SROTC Program and non-enrolled students are not eligible for this coverage. The training discussed above may be conducted on or off campus, to include basic camp, advanced camp, Nurse Summer Training Program (NSTP), and Cadet Professional Development Training (e.g., Airborne, Northern Warfare Training, CTLT, Air Assault etc.).

7-3. Department of Labor (DOL) Claims

a. When injury or illness occurs to a student/Cadet in the cases stated above, it is the responsibility of the individual concerned to immediately advise the PMS or cadre. It is the responsibility of the PMS or cadre to assist the student/Cadet in submitting a Form CA-1, Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation, or a Form CA-2, Notice of Occupational Disease and Claim for Compensation.

b. The applicable form must be completed by the student/Cadet, with the assistance of the responsible cadre, expeditiously but in no case can it be **more than 30** days subsequent to the injury or illness onset. Failure to submit the appropriate form within the stated suspense may result in the loss of compensation rights and the denial of the claim by the DOL. In those cases where the student/Cadet is incapacitated and physically unable to complete the form, someone should complete it on the student/Cadet's behalf. This can be a parent, spouse, PMS, or other cadre member. The form, regardless of the source of the report, must contain the original signature of the person giving notice of the claim (either the student/Cadet or his/her agent in cases of incapacitation).

(1) Form CA-1 (injury claims). A sample form is at Figure 7-1. The form, which contains specific instructions and notes, should be reviewed by the Cadet prior to completion. The Cadet must ensure that items 1 through 15 are fully and accurately completed. The description of the cause of the injury in Item 13 and nature of the injury in Item 14 should contain concise but complete descriptions as to preclude the necessity of obvious follow-on questions, which will delay processing. If the injury was witnessed, Item 16 should be completed. The cadre should include a line of duty statement before submission directly to DOL.

(2) Form CA-2 (illness claims). A sample form is at Figure 7-2. The Cadet is responsible for the completion of Items 1 through 18 on this form. The instructions, which accompany Form CA-2, give specific guidelines as to the statement of illness,

which the Cadet is required to make, and the medical report from the attending physician. Cadets submitting Form CA-2 need to follow these instructions in order to facilitate processing of the claim.

(3) Forms. All required forms may be obtained through your support installation. DOL forms may also be obtained through your local civilian personnel office or the local DOL office or the following internet address:

<https://www.dol.gov/owcp/dfec/regs/compliance/forms.htm>. Injury/illness type and source codes required on the forms can be found at Figure 7-3 or Publication CA-810, Injury Compensation for Federal Employees which can be located at site:

<https://www.dol.gov/owcp/>, then click on Division of Federal Employees Compensation (DFEC).

c. Upon completion of the claimant's (Cadet's) portion and signature, the Form CA-1 or Form CA-2 is given to the PMS for review, and a line-of-duty statement (sample at Figure 7-4) must be completed and attached. If applicable items on the form are blank or improperly completed, or if required statements are missing or incomplete, the PMS will assist the Cadet in correcting the deficiency. The PMS review will utilize the supervisor's guidelines listed in the instruction pages, which are a part of Form CA-1 and Form CA-2.

d. Form CA-16. If the Cadet requires additional medical treatment, the PMS will initiate and complete the front of Form CA-16, Authorization for Examination and/or Treatment. For other than emergency care, this form must be obtained **before** treatment is provided. Retroactive authorization is allowable only in the case of emergency care. This form will be expeditiously provided to the Cadet and **hand carried** to the attending physician/medical facility. Instruction pages also accompany this form in guiding its proper preparation by the PMS (as employee's supervisor) and the attending physician. The attending physician will complete the reverse side of CA-16 and will return it to the PMS. The physician's report on Part B may be submitted in narrative format and attached as a separate sheet with the form. The CA-16 is valid for sixty days after issuance, unless a shorter period is later determined by OWCP. Additionally the PMS will ensure that the Cadet also takes Form OWCP-1500 with the CA-16 to the attending physician or medical facility. This form is used in obtaining payment in injury and illness cases and all bills (less those from hospitals and pharmacies) must be signed and stamped by the physician on this form. The physician's original signature must appear on both the CA-16 and the OWCP-1500. (NOTE: *OWCP-1500 is also known as HCFA-1500*).

e. Upon compilation of the above forms and review by the PMS, the forms will be forwarded by the PMS directly to **US Department of Labor, Office of Workers Compensation Program, 1240 E. 9th Street, Room 851, Cleveland, OH 44199**. On the lower left hand side of the envelope, type: "**DO NOT OPEN IN MAIL ROOM.**" A copy of the CA-1 or CA-2 should be provided to the Cadet Command Safety Manager. To be considered for payment, bills must be submitted to OWCP within one year after the end of the calendar year in which the expense was incurred or the service provided.

CA-16 is a controlled form and must be obtained through your local civilian personnel office or the local DOL office.

f. Once the claim is received by OWCP they will notify the Cadet directly of the receipt of the claim and whether it has been accepted for compensation. OWCP will also directly contact the Cadet if additional information or documentation is required. Cadets must respond to OWCP whenever queried concerning injury and illness claims. Failure to do so will jeopardize the Cadet's right to compensation. All cadre will familiarize himself or herself with Publication CA-550, Federal Injury Compensation (Rev July 2002). This pamphlet provides detailed information on the processing of injury and illness claims under FECA. It contains answers to questions often asked about FECA and describes the basic provisions of FECA in simple language. A copy of this Publication can be located at <https://dma.wi.gov/DMA/hr/regs/CA-550.pdf>, for a status of claims that have been submitted to DOL, call 1 (866) 692-7487, the general help line number for OWCP claims.

g. Emergency treatment in military medical facilities. Emergency care for Cadets injured or becoming ill while participating in Army SROTC authorized, scheduled, and supervised training may be sought from military medical facilities. Such care should be sought only if the military medical facility is the most proximate to the training site. Follow-on care is not authorized for Cadets (less those authorized through appropriate enrollment in DEERS). Subsequent treatment will be authorized and sought through civilian physicians and medical facilities by initiation of claims and authorization forms under FECA as described above.

7-4. Department of Veterans' Affairs (VA) Claims

a. Cadets who are permanently disabled as a result of authorized, scheduled, and supervised training, or during authorized travel to and from training, are eligible for compensation through the Department of Veterans' Affairs. This includes treatment in Department of Veterans Affairs medical facilities. Department of Veterans Affairs compensation also applies in case of death. SROTC Cadets engaged in authorized military training qualify as veterans for disabilities and death benefits by statute, Title 38, U.S. Code, Section 101.

b. Compensation is sought in disabling and death cases through the submission by the Cadet or his/her agent of VA Form 21-526EZ, Veteran's Application for Compensation or Pension. This form is submitted by the Cadet or agent directly to the Department of Veterans' Affairs regional office. Cadre will assist the Cadet or agent for the Cadet in making such a claim by ensuring they have available for submission with the VA Form 21-526EZ all pertinent medical records as well as accident/injury/illness reports, orders assigning the Cadet to training, or training schedule as appropriate. Additionally a cover memorandum from the PMS to the regional Department of Veterans Affairs office will assist the Cadet in obtaining compensation. VA Form 21-526EZ can be downloaded from the following site: <https://www.va.gov/disability/how-to-file-claim/>

c. In case of death, if the Cadet has had prior active duty service or was a member of the Guard or Reserve, the Cadet's agent should contact the local VA office. The local office will contact the Regional VA to determine if the deceased Cadet qualifies for VA death benefits.

Chapter 8 – Disenrollment Procedures

8-1. General

a. Non-scholarship Cadets may be disenrolled by the brigade commander. A scholarship Cadet may be disenrolled only by the CG, USACC. Disenrollment authority does not include the discharge authority for SMP participants.

b. References. The following references apply to Cadet disenrollments. Appointing authority and board members will read applicable Army references prior to taking actions relating to disenrollment —

(1) AR 145-1. Reserve Officers Training Corps Program: Organization, Administration, and Training.

(2) AR 15-6. Procedures for Administrative Investigations and Boards of Officers.

(3) AR 635-200. Active Duty Enlisted Separations, Chapter 16

(4) AR 600-43. Conscientious Objection.

(5) DOD Directive 1215.08 Senior Reserve Officers' Training Corps (ROTC) Programs

c. Disenrollment checklists. Disenrollment actions forwarded to Cadet Command must comply with the checklists at Figure 8-4

d. Relationship between this chapter and AR 15-6. **In cases where AR 15-6 conflicts with this chapter, boards will follow the procedures of this chapter.** Specific modifications to AR 15-6 are--

(1) In addition to situations defined in AR 15-6, paragraph 2-3b, a military exigency exists when no field grade officer is assigned to or available at the SROTC program conducting the disenrollment board.

(2) In addition to individuals listed in AR 15-6, paragraph 2-1, the PMS may appoint a board.

e. Board President will use the scripts at Figure 8-5 or 8-6 when conducting the proceedings. The transcripts of proceedings will be a typed summary of proceedings and testimony unless sworn statements were used.

8-2. PMS Actions When Disenrollment is Required

a. AR 145-1 requires initiation of Cadet disenrollment actions for the bases listed in paragraph 3-43a (1)-(16). The PMS or other Appointing Authority will identify the reason(s) for disenrollment as listed in AR 145-1, paragraph 3-43a.

b. In cases where there is more than one basis for disenrollment, each basis should be listed in the notification memorandum. This helps ensure that the disenrollment authority may take final disenrollment action under the appropriate disenrollment provisions in AR 145-1. Boards must coordinate with the office of the Staff Judge Advocate, USACC in determining appropriate procedures in disenrollments, especially when more than one basis for disenrollment exists. A complete disenrollment notification ensures that the disenrollment authority may take appropriate action if one basis for disenrollment is legally deficient or otherwise inappropriate. If only one basis for disenrollment is listed, then only information related to that reason should be in the disenrollment packet.

c. The PMS will notify the Cadet in writing of his/her intention to initiate disenrollment action and place the Cadet on LOA Pending Disenrollment. This action will also suspend scholarship benefits and subsistence allowance.

d. Notification of disenrollment-acknowledgment memorandum and Addendum to Part II, Agreement of Cadet Contract offering the Cadet the active duty option, is at Figure 8-1 and Figure 8-1a. The Notification will be generated by ACA or any subsequent processing system to ACA. The notification must include at a minimum the following:

(1) all specific bases upon which the disenrollment is based, the specific dollar amount expended on the Cadet's behalf in the form of scholarship assistance (including bonuses received. This applies to non-scholarship Cadets as well),

(2) that the Cadet has the right to dispute the basis of disenrollment and the amount and validity of the debt by presenting evidence on the matter during the disenrollment board; and

(3) That if disenrolled, the Cadet may appeal the debt by forwarding a written appeal to the Commander, U.S. Army Cadet Command within 14 days of notification that the disenrollment action has been approved, unless the Cadet waived his/her rights to a hearing. The Commander, U.S. Army Cadet Command will forward the appeal to Army G-1, if appropriate.

e. Provide information to the Cadet. The PMS will enclose the following with the notification/acknowledgment:

(1) A copy of **all documentary evidence** that supports the disenrollment action.

(2) A Privacy Act Release Statement (USACC Form 133-R).

(3) The Addendum to Part II, Agreement of Cadet Contract (Figure 8-1a). This Agreement provides the Cadet the option to be ordered to active duty, if eligible, (within **60 days** after the current projected graduation date, or dismissal/withdrawal from the school in which enrolled, whichever occurs first) in fulfillment of the Cadet contractual obligation.

(4) A copy of the DA Form 5315-E. FOR SCHOLARSHIP CADETS AND NONSCHOLARSHIP CADETS WHO RECEIVED A BONUS: Placing a Cadet on a Leave of Absence (LOA -F) pending disenrollment will generate an email to USACC, G8. Once the automated email is received USACC, G8 will complete a DA Form 5315-E, (U.S. Army Advanced Education Financial Assistance Record). FOR ECP CADETS ONLY: Request DA 5315-E, from Cadet Command, G8, Pay Operations Division via e-mail address: usarmy.knox.usacc.mbx.hq-g8-debt-mgmt-disenrollment@mail.mil Include Cadet's name, SSN, contract date, current status, school FICE code, and an SROTC POC. Allow 10 working days for receipt of the certified form.

NOTE: HRA must validate/certify A24C transaction in CCIMM before DA Form 5315-E can be issued.

f. Once a Cadet has notified the ROTC program that he/she has retained an attorney all documents and notifications must also be sent to the Cadet's attorney.

g. Notification procedures.

(1) General. Notification procedures apply whenever this chapter requires that cadre provide notice or rebuttal opportunities to a Cadet. When a Cadet fails to respond to a required notification, such failure does not justify failing to provide the Cadet with subsequent notifications required by this pamphlet. Therefore, if the Cadet fails to respond to notification of initiation of disenrollment, the board must still provide notification to the Cadet of his/her opportunity to appear before the board and the board appointment authority must ensure that the Cadet is provided an opportunity to rebut the findings and recommendations upon completion of the board.

(2) Service of process should be accomplished by personal delivery or by certified mail, return receipt requested, or other commercial delivery system to the Cadet's last known mailing address. **When practicable, personal delivery is preferred.** E-mail is not an approved method of delivery because it does not provide proof of delivery. E-mail may be used to ascertain the Cadet's physical address for service.

(3) Alternate addresses. Should the Postal Service or commercial delivery system fail to make delivery because the Cadet no longer resides at the mailing address used, the PMS will forward the notification to the Cadet's home of record/address listed when the Cadet enrolled/contracted, and all known addresses previously provided by the Cadet.

(4) Non-Delivery. Should reasonable efforts fail to result in documented delivery to the Cadet, the person who made the efforts should complete a memorandum for record to record exactly what specific attempts were made to ensure delivery and the results of those attempts. Reasonable efforts include, but are not limited to calling the Cadet's phone number(s) and sending e-mails to all known e-mail addresses to ascertain the Cadet's current address. As indicated above, failure of a Cadet to respond to a required notification does not justify failing to provide the Cadet with subsequent opportunities to respond or provide rebuttal when required during or following these disenrollment procedures.

h. Waiver of board proceedings. If the Cadet responds to the notification and elects to waive the right to a hearing, and does not dispute the scholarship debt, the procedures of paragraph 8-9 of this chapter apply and the PMS need not appoint a board.

i. Appoint board. The PMS or other Appointing Authority will appoint a board of officers IAW paragraph 8-3, below if:

(1) After **10** working days of the acknowledged receipt by the Cadet or a member of his/her family at the Cadet's address, or

(2) The acknowledgment memorandum is not received by the PMS, or

(3) The notification-acknowledgment memo is undeliverable (*Note* the program will still have to make reasonable efforts to contact the Cadet as outlined above).

8-3. Appointment of Board

a. Appointment memorandum. Appointment memos will be generated through the ACA or subsequent system (see Figure 8-2 appointment memorandum example), to appoint a board of officers. The PMS is normally the appointing authority, unless the PMS may be called as a witness or may not be impartial due to past involvement with the Cadet. Brigade commanders may appoint a board if the PMS has a conflict of interest as described above; however, such cases are exceptions to the norm.

b. Board composition. A board may be comprised of one, three or more (i.e., uneven) commissioned officers as voting members. Reserve officers will be either in an active duty or active reserve status. Army National Guard officers will not be appointed to disenrollment boards unless they also possess a USAR commission and are in active duty or active reserve status. The PMS may not appoint himself/herself to the board. Under no circumstances will civilian cadre, enlisted cadre, institutional representatives, or faculty members be appointed to a board of officers. Contract cadre may not be appointed to boards. Officers appointed must be in impartial, unbiased, and objective.

c. Recorder. While not required, a nonvoting recorder should be designated, especially if a single member board is appointed. In any event, a recorder must be a commissioned officer.

d. Board president. The board president shall be a field grade officer unless the appointing authority determines that this is not practical due to military exigencies (see paragraph 8-1d(1)). If this determination is made, it will be made in writing at the time of appointment and included in the file.

e. Oral Appointments. Although, in rare instances, appointments may be verbal due to time constraints, an appointment memorandum must be issued in writing as soon as practical thereafter.

8-4. Actions Taken Prior To Board

a. The Board President will contact Cadet Actions Branch, Office of Staff Judge Advocate, USACC once he or she is appointed for a legal briefing.

b. Notify the Cadet. The board president, if a one person board, junior member of a multi-member board, or recorder is responsible for ensuring a Cadet notification memorandum is generated from ACA which shall comply with Figure 8-3. This notice informs the Cadet-respondent of the time, place and exact purpose(s) of the board. It also provides a list of witnesses the Program plans to have at the board and his/her rights at the board.

c. Notification procedures. The board president, if a one person board, junior member of the board, or recorder will utilize the methods listed under "Notification Procedures" at paragraph 8-2g, above and will sign the notification. The Cadet-respondent should receive this notice at least 5 working days in advance of the first session of any board. Proof of delivery, along with a copy of the notice, will be included in the report of proceedings. All reasonable efforts should be made to ensure that the Cadet is given actual notice of the impending board action and all contact efforts will be documented. If the Cadet-respondent requests a delay for good cause, at least one reasonable (e.g., one week) delay should be granted and documented in the file. Retain a copy of every delay, contact and attempted contact in the Cadet's disenrollment file. The Board President should be reasonable in granting delays.

d. Distribute information to board members. Ensure that all records and documents regarding the case are furnished, when appropriate, to the members of the board and, subject to security requirements, to any named Cadet-respondent or his/her counsel.

e. Notify witnesses. Provide 5 working days minimum written notice to the Cadet-respondent's witnesses, and all others concerned (including, when appropriate, members of the board) of the date, hour, and exact place of convening.

f. Secure witnesses. Arrange to have witnesses present at the hearing who are to testify in person (including witnesses desired by the Cadet-respondent) and a recorder and interpreter, if required. At least one university representative (an administrator or faculty member appointed by the institution) will be permitted to observe any hearings that may arise from the investigation. The invitation and acceptance/declination must be included in the file. Should the representative decline the invitation, no other review by the institution is required, except that cadre should honor any specific request for review of the completed file. The university employee who works for any ROTC program is not an appropriate university representative.

g. Secure location. Obtain a suitable room for the hearing, and see that it is in order. Procure requisite stationery and other supplies to include electronic recording device if one is necessary. All electronic recordings must be maintained with the file.

8-5. Board Proceedings

The following procedures apply to all boards. Boards will be conducted IAW AR 15-6, Chapter 7 as modified here. All board members will read AR 145-1, paragraph 3-43 and this chapter of the pamphlet prior to the board convening.

a. Advise Cadet of rights. The Cadet-respondent is entitled to be present at all open sessions of the board. As a preliminary matter, the president should advise the Cadet of the following rights and document doing so in the report of proceedings.

(1) Examine and object to the introduction of any real or documentary evidence.

(2) Cross-examine and object to the testimony of government witnesses.

(3) Call witnesses and otherwise introduce evidence.

(4) Testify as a witness, and that no adverse inference may be drawn from the exercise of the privilege against self-incrimination or election not to testify. DA Form 3881 (Rights Warning Procedure/Waiver Certificate) should be used (AR 15-6, paragraph 3-7d(7)(d)). If the Cadet refuses to answer a question, the basis for refusal must be noted for the record.

(5) Challenge/object to any board member. However, the president makes final determination in this regard.

(6) Dispute the amount or validity of the scholarship debt as listed on the DA Form 5315-E.

b. Right to counsel. In addition to the rights above, the board president will remind the Cadet of the right to counsel, as follows:

(1) Cadets are entitled to any reasonably available non-attorney military officer to serve as an advisor. Cadets may also hire their own civilian counsel. They are not entitled to representation by a JAG officer or a civilian counsel at military expense.

(2) Counsel is entitled to be present at all open sessions of the board, but is not allowed to speak/introduce evidence, make statements, or question witnesses during proceedings.

(3) If the Cadet-respondent waives the right to counsel that fact must be recorded in the summary of the board proceedings.

(4) Counsel will be given a reasonable opportunity to consult with the Cadet-respondent. Reasonable opportunity does not include consulting before or after each and every question or statement.

c. University representative. Invite a university representative to attend the proceedings or to review the record of proceedings, if not in attendance. The university representative is there to observe the proceedings. He/She is not a participant in the board proceedings (for example, does not ask questions, make statements, or opine/vote on the outcome of the board).

d. Evidence.

(1) Standard. The evidentiary standard is preponderance of the evidence (more likely than not). The proceedings will be conducted to obtain the best evidence reasonably available. Boards will use AR 15-6, paragraph 3-7 in determining whether evidence is proper or admissible. The evidence should be relevant in that it tends to make the existence of any fact that is of consequence to the determination more or less probable than it would be without the evidence. Any information submitted by the Cadet should be accepted and given the weight the Board determines it deserves based on its content.

(2) Required evidence. Evidence must be obtained to support disenrollment or retention, as appropriate, and to support recommendations regarding call to active duty, recoupment of scholarship funds, or waiver of recoupment. At a minimum, evidence must be included to support the findings and recommendations required in paragraph 8-6 below.

e. Cadet's presence. The Cadet should be present at the hearing; however, if after proper notice, he/she does not appear for the hearing, the board of officers may proceed with the hearing and make findings and recommendations in the Cadet's absence. If the board is held in the Cadet's absence, all efforts to secure the Cadet's presence and reason for absence (if known) must be made part of the record.

f. Testimony.

(1) A Privacy Act Statement, SROTC USACC Form 133-R, will be furnished to and signed by the Cadet respondent prior to making statements or giving testimony. A copy of the statement will be enclosed with the report of proceedings. The statement may also be provided orally; however, the officer who provided the statement will prepare a memo to that effect for inclusion into the report of proceedings.

(2) During the board proceeding, witness statements should be under oath and be elicited by questions and answers. These statements shall be summarized and included in the report required by the appointing authority (a tape or video recorder may be used for that purpose; however, witnesses will be informed prior to being taped) – Further if the testimony is voice or video recorded, it must be maintained with the file, sent to the Cadet for rebuttal and included with the packet when submitted to Brigade and HQ, USACC.

g. Attendees. Disenrollment boards are not open to the public or to observers other than the university representative. The only individuals who may attend a board are the appointed board members, the Cadet, his/her representative or attorney, the university representative, and the recorder. Witnesses will be present in the board room only during his or her testimony.

h. Report. At the completion of board proceedings, the board president (or recorder, if appointed) will prepare the report of proceedings IAW paragraph 8-6 below.

8-6. Report of Proceedings

a. Findings and recommendations. Findings and recommendations must be supported by the facts contained in the record. Personal knowledge, outside of the facts contained in the record provided to the Cadet cannot form the basis for findings and recommendation,

(1) Findings. A finding is a statement of fact or conclusion based on the evidence of record. Findings must be supported by substantial evidence and that evidence must be of greater weight than the evidence that would support another conclusion. The findings will be stated in a form that gives a coherent and clear recital of the facts established by the evidence and should relate to and must be sufficient to support the recommendation. Findings should be arranged in a logical order. The board or investigating officer must establish and make the following findings. The board may also make additional findings as appropriate: That the Cadet—

(a) Did/Did not enter into a valid Army Senior Reserve Officers' Training Corps (SROTC) Cadet Contract (DA Form 597/597-3).

(b) Did/Did not receive advanced educational assistance in the form of SROTC scholarship monies from the U.S. Government in the amount of \$_____. Such educational assistance constitutes a valid debt to the U.S. Government.

(c) Did/Did not voluntarily fail to complete the requirements of the SROTC Cadet Contract. Voluntary failure was/was not found in that the Cadet did/did not (reasons).

(2) Recommendations. Recommendations must be appropriate to and warranted by the findings. Recommendations must be based on the reason for disenrollment provided to the Cadet in the Notification of Disenrollment and not additional bases that were not noticed. Based on the above required findings, the board must recommend that the Cadet—

(a) Should/Should not be retained in SROTC as a Scholarship Cadet. Why or why not.

(b) Should/Should not be retained in SROTC as a non-scholarship Cadet. Why or why not.

(c) Should/Should not be disenrolled from SROTC program IAW AR 145-1, paragraphs 3-43 (a) () and/or ().

(d) Should/Should not be released from the contractual obligation. Why or why not.

(e) Should/Should not be ordered to active duty in an enlisted status for a period of () years (see contract for active duty obligation).

(f) Should/Should not be ordered to repay his or her valid debt to the U.S. Government comprised of advanced educational assistance received in the form of scholarship benefits. If not, provide reasons for concluding that the Cadet should not be ordered to repay monies expended for advanced educational assistance.

b. Recoupment/active duty. For disenrollments in accordance with AR 145-1, paragraph 3-43a (4), (6) and (8) through (16), recoupment or call to active duty is generally appropriate. Recommendation not to repay or be ordered to active duty will be the exception and must be thoroughly documented with complete written justification.

c. Disenrollments IAW AR 145-1, paragraph 3-43a (2), (3), (5) and (7) do not normally call for recoupment or active duty, except for failure to disclose a fact or condition that will be processed in accordance with paragraph 8-10 below, Special Situations. (See AR 145-1 paragraph 3-43a **Disenrollment reasons (2) – to receive training under Army Medical Department programs, such as Health Professional Scholarship Program (HPSP) or United States Uniform Health Services (USUHS); (3) At their own request; (5) Medical Disqualification; (7) Personal hardship IAW AR 635-200, chapter 6.**)

d. **Minority Report.** A board composed of more than one officer arrives at its findings and recommendations by voting. A majority vote of the voting members present makes the determinations on the questions before the board (note quorum must be present for votes IAW AR 15-6). A minority report may be prepared by any member who disagrees with the majority's decision (AR 15-6, paragraph 3-15).

e. **Final Board action.**

(1) **DA Form 1574-2.** The report of the proceedings of a board of officers shall be prepared on the current edition of DA Form 1574-2. All documents related to the disenrollment, to include but not limited to, notices and the appointment memorandum, evidence relied upon by the board, all documents submitted by or on behalf of the Cadet, and the summary of the proceedings will be marked as exhibits and attached to the DA Form 1574-2. A list of exhibits will also be prepared and attached to the DA Form 1574-2.

(a) The record will be clear and legible.

(b) Erasures, insertions, and other changes will be initialed by the recorder or another member of the board officers.

(c) Additional pages will be numbered at the bottom, and a reasonable margin will be left at the top, bottom and sides of each page.

(2) **Approval Authority.** For approval authority of disenrollment proceedings, see Appendix B.

8-7. Appointing Authority Actions after Receiving Report of Proceedings

a. **Review.** The appointing authority will review the proceedings to ensure they comply with Figure 8-4 prior to taking any action.

b. **Concur or modify.** The PMS (or other appointing authority) will specifically indicate whether each recommendation concerning disenrollment, recoupment, and/or call to active duty are approved on DA Form 1574-2 or an attached sheet. The appointing authority will explain in writing the basis for any non-concurrence.

c. **Forward to Cadet for rebuttal.** After the above action, the PMS (or other appointing authority) will forward a copy of the record to the Cadet giving him/her an opportunity to rebut the findings and recommendations.

(1) **Notification of rebuttal rights.** The PMS (or other appointing authority) must use the same procedures to notify the Cadet of his/her rebuttal rights as listed under "Notification Procedures" at paragraph 8-2d, above. The Cadet/respondent will have **10 working days from receipt to submit a rebuttal**, if he/she decides to do so. A

Cadet's failure to respond to earlier notifications during the disenrollment process does not justify failure to make reasonable efforts to provide the Cadet with an opportunity to rebut the board findings and recommendations.

(2) In all cases, the PMS will include a record of the Cadet's rebuttal notice and any rebuttal received as an exhibit to the DA Form 1574-2.

d. Complete DA Form 1574-2. The PMS (or other appointing authority) will record his/her action as final approval authority on DA Form 1574-2, Section VIII (provided the PMS was not a witness). If the PMS was a witness, the board must be forwarded to the next echelon for approval authority. The appointing authority will review the rebuttal (if any) prior to completing this section and forwarding his/her recommendation(s) for approval and final action as required below. The appointing authority will address the Cadet's rebuttal in the final recommendation by stating if the rebuttal changed his/her recommendation and an explanation of why the rebuttal changed the initial recommendation.

8-8. Processing Completed Disenrollment Board Actions

a. Prior to sending the disenrollment packet to HQ, USACC, brigade S1 will conduct a quality assurance review to ensure all required documents are in the file. Completed board actions whether recommending retention or disenrollment, will be processed for approval as follows:

(1) Non-scholarship Cadets. PMS will forward the disenrollment packet to include copies of the board proceedings to the brigade commander for final decision. If the PMS recommends active duty (for non-scholarship bonus recipients) and the brigade commander concurs then forward action to HQ, USACC IAW Appendix B, (Approval Authority/Flow of Cadet Actions and Supporting Documentation for Cadet Actions matrixes).

(2) Scholarship Cadets. The brigade commander/PMS will forward copies of the board proceedings required documents and evidence to Headquarters, Cadet Command for final decision. (NOTE: *All disenrollment determinations concerning scholarship Cadets and bonus recipients are made by CG, USACC. In these cases, the appointing authority's actions serve as a recommendation.*)

b. Administrative matters. Payment of scholarship benefits and subsistence allowance will be stopped on the date the Cadet is placed on leave of absence pending disenrollment action. The disenrollment information will also be updated in the CCIMM within **5** working days once the final disenrollment decision is received.

c. Cadet disposition after boards.

(1) A Cadet pending disenrollment will not be authorized to participate in SROTC activities. Cadets who are enrolled in the ROTC course may be allowed to continue the

course for “academic credit” only. USACC cannot prevent a student from attending class without college/university agreement.

(2) Cadet disposition will be based on the approved recommendations in paragraph 8-6a(2) above. If active duty is not ordered, non-scholarship Cadets will:

(a) If non-prior service, be discharged upon disenrollment. Effective date of discharge will be the date of disenrollment from SROTC.

(b) If prior service, be transferred to the IRR.

(c) If SMP participant, remain obligated to complete their Military Service Obligation (MSO) with their Reserve/ARNG unit upon disenrollment from the SROTC program. Procedures governing disenrolled SMP participants are outlined in AR 601-210 and NGR 600-100.

(3) Scholarship Cadets subject to recoupment will be processed IAW paragraph 8-11 below.

(4) Any scholarship or non-scholarship Cadet under consideration for call to active duty will not be discharged from SROTC until determination has been received from Headquarters Cadet Command. If determined that the Cadet will be ordered to active duty, the Cadet will not be discharged, and appropriate active duty orders will be issued by Headquarters, Cadet Command.

(5) Call to active duty will be processed in accordance with AR 135-210 and paragraph 8-11 below.

8-9. Waiver of Board Procedures

The following procedure serves as an alternative method for disenrollment of scholarship and non-scholarship SROTC Cadets. Under this procedure Cadets who are being disenrolled may waive their right to a board of officers as required by directives and regulations (see Figure 8-1 for sample memorandum). The Cadet’s waiver must be knowing (all documents relied upon to initiate disenrollment must be provided to Cadet prior to waiver of rights) and voluntary (it is the Cadet’s decision whether to waive).

a. No university official participation is required.

b. Cadet statements with waiver. If the Cadet submits statements with the response to notification, the PMS will review and determine if a board of officers should be appointed. If a scholarship Cadet disputes the debt during the waiver process a board must be convened to hear the facts of the case, and make recommendations concerning disenrollment and the validity of the debt.

c. Actions following Cadet waiver of board procedures. If the Cadet responds to the notification and elects to waive the right to a hearing, the following applies:

(1) The PMS will forward the USACC Form 131-R with appropriate documentation through channels to HQ, USACC for final decision IAW Appendix B.

(2) Non-scholarship Cadets. HQ, USACC is the disenrollment approval authority for all non-scholarship Cadets who meet criteria set by the Secretary of the Army or his or her designee for involuntary call to active duty - MS II, MS III, MSIV, MSV, MSVI, and Completion Cadets. The brigade commander is the disenrollment approval authority for non-scholarship Cadets who do not meet the criteria.

d. Copies of the disenrollment action will be retained in the Cadet's file for two (2) years. Legal review of these cases is not required. If active duty is not ordered, the following applies –

(1) If a non-prior service Cadet, the PMS will finalize the disenrollment and discharge the Cadet with no further obligation.

(2) If a member of the SMP, the PMS will release to the control of ARNG unit or USAR TPU for fulfillment of current enlistment obligation and any outstanding statutory obligation.

(3) If prior service (non-SMP) with any remaining statutory military service obligation (MSO), the Cadet will be transferred by PMS to the IRR for completion of their contractual obligation.

e. If the Cadet (whether scholarship or non-scholarship) elects and is eligible for the active duty option, forward the disenrollment action to Headquarters, Cadet Command. An active duty order will be produced by the Brigade S-1 and accompany the disenrollment action. If it is determined that the Cadet will be ordered to active duty, a copy of the orders will be furnished to the Brigade. The Brigade S-1 will assign an order number and distribute the order to the SROTC Program once complete.

f. Action by higher Headquarters. If the case is determined administratively or legally insufficient, the file will be returned to the brigade commander/ PMS for corrective action which may include appointment of a board or retention of the Cadet in the program as appropriate.

g. Revocation of waiver of board procedures. If the Cadet having previously waived the right to a hearing by a board, subsequently elects to appear before a board as appropriate, prior to a final decision being made, the action will be processed with a board in accordance with this chapter.

8-10. Special Situations

a. Medical disenrollments. Medically disqualified Cadets are handled as follows:

(1) Scholarship Cadets. PMS will forward the USACC Form 131-R (ensuring blocks 18 and 19 are signed and dated by the Cadet) when requesting a medical determination/waiver to HQ, USACC.

(a) If the USACC Command Surgeon determines that the Cadet is medically disqualified and not eligible for waiver, and there is no failure to disclose, the Cadet will be disenrolled without obligation (CG, USACC is the approval authority for all scholarship and bonus recipient Cadets).

(b) Failure to disclose. If the USACC Command Surgeon, or other staff or cadre, suspect that the Cadet may have failed to disclose a pre-existing medical condition on his or her entrance physical or at the time of contracting, the PMS will appoint a board and follow the disenrollment procedures applicable to breach of contract. The board will make specific findings to support or refute the failure to disclose and will specifically make a determination whether any failure to disclose constituted a breach of contract. Whether the findings support or refute failure to disclose, the board will make a recommendation on recoupment in accordance with paragraph 8-6a(2) & b above.

(c) Recoupment/active duty. Cadets disenrolled only for medical disqualification (not failure to disclose) will not be ordered to active duty or recommended for recoupment, except as directed above. Recoupment would be proper if the medical condition resulted from an act of misconduct, however in that case the disenrollment will not be processed as a medical disqualification.

(2) Non-scholarship Cadets. The PMS will submit a request for medical determination to Headquarters, Cadet Command. The USACC Command Surgeon is the reviewing authority concerning medical qualification. Appointment of a board is not required (brigade commander is the approval authority).

b. Conscientious Objector.

(1) The requirements of AR 600-43 must be strictly followed for Conscientious Objector disenrollments. Note that AR 600-43 imposes special board notification and other procedures not contained in this pamphlet. Any deviation from AR 600-43 requirements will cause the record to be returned for corrective action.

(2) If a contracted Cadet makes a request for conscientious objector status, the PMS will:

(a) Immediately place the Cadet on LOA.

(b) Instruct the Cadet to submit an application for discharge/conscientious objector status on DA Form 4187 in accordance with AR 600-43, Chapter 2.

(c) Arrange for the Cadet to be interviewed by a military chaplain and a military contracted psychiatrist regarding the application and obtain their professional opinions in writing.

(d) Appoint an investigating officer to conduct a hearing in accordance with AR 600-43, paragraph 2-5, to determine if the declaration of conscientious objection is bona fide, and make appropriate recommendations.

(e) Submit the findings of the investigating officer, the Cadet's completed DA Form 4187, chaplain and psychiatric evaluation, and appropriate Cadet records through Brigade to Headquarters, Cadet Command. The PMS will ensure that the application is administratively correct in accordance with AR 600-43 (to include the required number of copies) prior to endorsing the request and forwarding to Brigade headquarters. If the Cadet making the application is a scholarship Cadet, the PMS will also include a completed USACC Form 131-R requesting scholarship termination.

(3) Cadets whose request for conscientious objector status is approved will be disenrolled and are ineligible for any further or future participation in the SROTC Program. Waivers for this ineligibility are not authorized.

(4) Recoupment/active duty. Cadets disenrolled for Conscientious Objector status will not be ordered to active duty; however recoupment of scholarship benefits is normally appropriate. Any recommendation to waive recoupment must be specifically explained in the findings and recommendations.

c. Personal hardship/dependency.

(1) AR 635-200. Personal Hardship or Dependency. These individuals will be processed under the provisions of AR 635-200, Chapter 6. The evidence required in AR 635-200, Chapter 6 must be included in the disenrollment packet.

(2) Recoupment/active duty. The 4-year Scholarship Cadet who has not reached their obligation point (MS II class) may withdraw from the program or be disenrolled by the PMS without initiation of disenrollment procedures. If 4-yr, MS I scholarship Cadets are disenrolled prior to entering the first class of MS II, repayment of scholarship funds expended is not required. (**EXCEPTION:** *Four-year Green-to-Gold scholarship Cadets are obligated from the first class of MS I year.*)

d. Disenrollment at Cadet's own request.

(1) Non-scholarship basic course Cadets. The brigade commander may disenroll these Cadets upon their request.

(2) Scholarship Cadets who have not reached their obligation point may withdraw from the program or be disenrolled from the SROTC program by the PMS without initiation of disenrollment procedures. **EXCEPTION:** *Four-Year Green-to-Gold scholarship Cadets are obligated from the first class of MS 1 year.*

(3) Obligated Cadets may not withdraw at their own request without obligation except as specified in this chapter.

e. USMA Appointments. Cadets who accept USMA appointments are viewed as accessing into the Army and, as such, must request release for the specific purpose of entering USMA, which disenrollment authorities will generally approve. However, such approval does not relieve the student of the service obligation incurred under any SROTC scholarship contract. Should the Cadet fail to complete the USMA program, accept a commission when tendered, or serve the SROTC service obligation, the Cadet will be obligated to satisfy his or her contractual obligation through either active enlisted service or repayment of all scholarship financial assistance.

8-11. Recoupment or Order to Active Duty

a. Scholarship Cadets.

(1) Once the disenrollment packet / action is approved by Headquarters, Cadet Command, the Cadet will be notified of the final results and his/her obligation in accordance with appropriate regulations. SMP scholarship Cadets are required to repay scholarship funds expended on their behalf, in addition to completing the military service obligation in their unit.

(2) Scholarship Cadets and bonus recipient Cadets will not be disenrolled or discharged without directive from Headquarters, Cadet Command.

b. Non-scholarship Cadets. Once disenrollment procedures are approved by the appropriate approval authority (Headquarters, Cadet Command, for non-scholarship bonus recipients and Cadets who are involuntarily called to active duty), the following guidance applies –

(1) If Cadet is subject to active duty, Headquarters, Cadet Command will issue orders placing the Cadet on active duty in accordance with AR 135-210.

(2) When non-scholarship Cadets are disenrolled without active duty, the PMS will discharge the Cadet. The effective date of discharge will be the date of disenrollment from the SROTC program. SMP participants remain obligated to complete their Military Service Obligation (MSO) with their Reserve Component unit upon disenrollment from the SROTC program.

8-12. Procedures Prior To Discharge

Cadets will not be disenrolled/discharged without authorization from appropriate authority. In any instance, whether board or waiver of board procedures are used, the PMS will ensure

a. CCIMM is updated within 5 working days after receipt of decision by disenrollment authority, termination authorization control number, reason for and date of disenrollment, etc.

b. All issued uniforms and equipment items are recovered.

c. Discharge order is published and mailed to Cadet.

d. DD Form 785, along with a copy of the USACC Form 139-R, is prepared and retained in the Cadet's Individual military personnel records.

e. Disenrollment memorandum, DD Form 785 and Discharge order will be submitted to the Army Military Human Resource Record (AHMRR) through iPERMS.

Chapter 9 – Reenrollment

9-1. Reenrollment Eligibility

a. Eligibility. Although former Cadets may meet all of the eligibility requirements, they are still considered ineligible for re-enrollment in the SROTC Program if they-

(1) Have satisfactorily completed all portions of the SROTC Program. No waiver is authorized. Applicants may apply for a direct commission under the provisions of AR 135-100.

(2) Were disenrolled for any of the reasons given in AR 145-1, paragraphs 3–43a(8) through (16). Some of the reasons include:

(a) Disenrolled as a conscientious objector under the provisions of AR 145-1, Chapter 3.

(b) Disenrolled as a result of a board action for failure to satisfactorily complete advanced camp.

(c) Discovery or admission of a fact or condition existing that bars the Cadet from appointment as an officer.

(d) Disenrolled for substantiated misconduct as defined in AR 145-1, paragraph 3-43a.(12).

(e) Were disenrolled as a result of board action for the categories listed in AR 145-1, subparagraphs 3-43 (13) through (16). No waiver is authorized.

(3) The time lapse from disenrollment to the time of requested re-enrollment is more than **3** years. A waiver may be granted for those disenrolled Cadets who subsequently served on active duty and were granted an honorable discharge. For these, the total time between disenrollment and enlistment plus the time between discharge from active duty and re-enrollment may not exceed 3 years; only the period of active duty may be waived. In addition, all other enrollment eligibility requirements of AR 145-1, Chapter 3 and in this section must be met.

(4) Former obligated scholarship Cadets who desire re-enrollment must repay all financial assistance expended on their behalf prior to contracting, in addition to meeting all of the above stated re-enrollment criteria. The Battalion Commander/PMS will not conditionally contract or fully contract any former obligated scholarship Cadets until they ensure that repayment has been made and all other re-enrollment criteria are met. Requests for exception to this policy will be forwarded to the CG, USACC, for consideration.

b. Students who have previously been disenrolled may be reenrolled in the SROTC Program provided that they meet all of the following criteria:

(1) Have not been disenrolled for more than three years from the SROTC Program.

(2) Still meet the original eligibility criteria except for the two academic years remaining requirement.

(3) Provide documentary evidence that the reason for disenrollment has been corrected in cases involving a medical condition, financial or personnel hardship or academic deficiency.

(4) Have at least one semester/term of the advanced course remaining to complete. If any of the uncompleted portion is within advanced camp, the student must retake the entire CST advanced camp.

(5) Have not less than one semester/term and not more than two years of academic requirements remaining, except those who were pursuing a five-year program may not have more than three years remaining.

(6) Have a cumulative GPA of at least 2.00 and a 4.00 scale, or equivalent if on a different scale.

(7) If a disenrolled and otherwise eligible scholarship Cadet, he/she must have completely satisfied the contractual obligation, specifically full repayment of financial assistance expended or active duty service.

9-2. Reenlistment (RE) Codes.

Eligibility criteria are addressed in AR 601-210, AR 145-1, Chapter 4 and in this paragraph. If a waiver is required IAW AR 601-210, refer to the waiver procedures outlined in Chapter 4 of this pamphlet.

a. Applicants for contracting must clearly identify the circumstances and specific reasons for the disqualifying RE code. If UCMJ action was involved, those offenses must be discussed and considered as part of the brigade commander/PMS recommendation.

b. RE code for qualitative management separations require a waiver. Qualitative management type separations pertain to individuals discharged for--

- (1) Civil court convictions.
- (2) Concealment of arrest record.
- (3) DA bar to reenlistment.
- (4) Personality disorder.
- (5) Failure to meet the Army Body Composition standards.
- (6) Fraudulent entry.
- (7) Rehabilitation failure.
- (8) For the good of the service.
- (9) Misconduct.
- (10) Unsatisfactory trainee performance (entry level status) and/or conduct (Trainee Discharge Program).

c. An applicant who has a disqualifying RE code that was assigned as a result of a hardship separation IAW AR 635-200, Chapter 6, must present evidence of the removal of the hardship condition. This evidence will be in the form of a statement from the dependent or family member whose previous condition served as basis for the hardship separation. In cases where that person may have died, an affidavit from the student will serve this purpose. This statement must cite the nature of the previous hardship and the manner in which the hardship was removed. The brigade commander has the authority to approve waivers for hardship or compassionate separation imposed RE codes when such condition no longer exists.

d. If the disqualifying RE code resulted from medical reasons, the applicant must clearly and completely state the reasons and produce an SF 88 and SF 93 stating the condition. Examining and reviewing physician statements must address the condition(s) that resulted in the disqualifying RE code. A copy of the disqualifying medical examination, or Medical Waiver Review Board results and current medical examination showing the condition no longer exists are also needed.

APPENDIX A – References

Section I – Required Publications

AR 15-6

Procedures for Administrative Investigations and Boards of Officers

AR 27-10

Military Justice

AR 135-175

Separation of Officers

AR 145-1

Senior Reserve Officers' Corps Program: Organization, Administration, and Training

AR 600-43

Conscientious Objection

AR 600-110

Identification, Surveillance, and Administration of Personnel Infected with Human Immunodeficiency Virus (HIV)

AR 601-210

Regular Army and Reserve Components Enlistment Program

AR 601-280

Army Reenlistment Program

AR 635-100

Officer Personnel

AR 635-200

Active Duty Enlisted Administrative Separations

Section II – Prescribed Publications

AR 40-3

Medical, Dental, and Veterinary Care

AR 40-330

Rated Codes and General Policies for Army Medical Department Activities

AR 40-501

Standards of Medical Fitness

AR 135-91

Service Obligations, Methods of Fulfillment, Participation, Requirements, and Enforcement Procedures

AR 135-175

Separation of Officers

AR 135-178

Separation of Enlisted Personnel

AR 135-210

Order to Active Duty as Individuals for Other than a Presidential Reserve Call-up, Partial or Full Mobilization

AR 140-10

Army Reserve: Assignments, Attachments, Details, and Transfers

AR 335-15

Management Information Control System

AR 350-1

Army Training and Education

AR 600-8-2

Suspension of Favorable Personnel Actions (Flags)

AR 600-9

The Army Body Composition Program

AR 621-5

Army Continuing Education System (ACES)

Cadet Command Regulation 145-1

Army ROTC Scholarship Army ROTC Incentives Policy

Cadet Command Regulation 145-3

Army Senior Reserve Officers Training Corps Basic Officer Leader Course-A (BOLC-A)
- On-Campus Training and Leadership Development

Cadet Command Regulation 145-5

U.S. Army ROTC Leader Training Course

Cadet Command Pamphlet 145-37

ROTC Retention Guide

Section III – Prescribed Forms

DA Form 134

Military Training Certificate - Reserve Officers' Training Corps (Prescribed in paragraph 2-2)

DA Form 597

Army Senior Reserve Officers' Training Corps (SROTC) Non-scholarship Cadet Contract. (Prescribed in paragraphs 2-3, 2-11, 5-2, 5-5, 5-7, 8-6)

DA Form 597-1

Alternate Entry Option (AEO) Addendum to Army Senior Reserve Officers' Training Corps (SROTC) Cadet Contract. (Prescribed in paragraph 2-9)

DA Form 597-3

Army Senior Reserve Officers' Training Corps (SROTC) Scholarship Cadet Contract. (Prescribed in paragraphs 2-11, 5-6, 5-7)

DD Form 4

Enlistment/Reenlistment Document Armed Forces of the United States (Prescribed in paragraph 2-3, 2-11, 5-2, 5-3, 5-4, 5-5, 5-6, 5-7, 6-4)

USACC Form 131-R

Cadet Action Request
(Prescribed in paragraph 4-4, 4-14, 5-2, 5-27, 8-9, 8-10)

USACC Form 136-R

Briefing on Government Sponsored Benefits for SROTC Cadets. (Prescribed in paragraph 3-3, 3-4, 5-3, 5-4, 7-2)

USACC Form 137-R

Authorization for Access to Student Records. (Prescribed in paragraph 3-4, 5-4)

USACC Form 139-R

Cadet Application and Enrollment Card (Prescribed in paragraph 2-7, 3-3, 4-1, 5-10, 6-12, 7-2)

DD Form 785, Record of Disenrollment from Officer Candidate-Type Training
(Prescribed in paragraph 5-16, 8-12)

Section IV – Glossary and Terms

AEO

Alternative Entry Option

AHRC

Army Human Resources Command

AIDS

Acquired Immunodeficiency Syndrome

APMS

Assistant Professor of Military Science

APFT

Army Physical Fitness Test

ARNGUS

Army National Guard of the United States

BOLC

Basic Officer Leader Course

CGPA

Cumulative Grade Point Average

CORB

Conscientious Objector Review Board

CST

Cadet Summer Training (Basic and Advanced Camp)

CTLT

Cadet Troop Leader Training

DCC

Deputy Camp Commander

DENTAC

Army Medical Department Dental Activity

DFAS-D

Defense Finance and Accounting Service Denver Center

DODMERB

Department of Defense Medical Examination Review Board

ECL
English Comprehension Level

EEO
Enrollment Eligibility Officer

FECA
Federal Employees Compensation Act

GPA
Grade Point Average

HIV
Human Immunodeficiency Virus

IRR
Individual Ready Reserve

ITO
Immediate Training Officer

LOA
Leave of Absence

MEDCEN
Army Medical Department Medical Center

MEDDAC
Army Medical Department Medical Activity

MJC
Military Junior College

MOS
Military Occupational Specialty

MSO
Military Service Obligation

MS
Military Science

MWRB
Medical Waiver Review Board

OSB

Officer Selection Battery

OWCP

Office of Workers Compensation Program

PE

Physical Examination

PMS

Professor of Military Science

RE

Reenlistment Eligibility

RMD

Resource Management Division

SIR

Senior Institutional Representative

SMP

Simultaneous Military Program

SROTC

Senior Reserve Officers' Training Corps

THC

Cannabis (marijuana/Hashish)

TPU

Troop Program Unit

USACC

United States Army Cadet Command

UCMJ

Uniform Code of Military Justice

USAR

United States Army Reserve

VA

Veterans Affairs

TERMS

Academic term

The period of time into which the education institution divides the academic year for the purpose of instruction.

Academic year

Two consecutive semesters or three consecutive quarters, during which a student is expected to complete one-fourth of the requirements for a baccalaureate degree under a 4-year college curriculum or one-fifth of the requirements under a 5-year curriculum.

Acceleration

Two military science classes of the same skill level taken in the same semester or quarter, for example, MS 301 and 302.

Active status

The status of an ARNGUS or USAR commissioned officer, other than a commissioned warrant officer, who is not in the inactive ARNG, in the Standby Reserve (Inactive List), or in the Retired Reserve.

Advanced camp

Required field training period conducted at a military installation. Advanced camp is a part of the advanced course that is usually attended between MS III and MS IV.

Advanced course

The last 2 years of the Senior ROTC Program (MS III and MS IV) including advanced camp. This is normally pursued by the cadet during the junior and senior years in college. For MJC cadets, the advanced course includes freshman and sophomore years.

Auditing student

A student who is attending military science classes for academic credit only or for personal enlightenment. Auditing students are not enrolled in the ROTC commissioning program and will not receive credit towards commissioning.

Basic camp

The 6-week ROTC training course conducted at a military installation, normally attended before the applicant's junior academic year and a prerequisite to enrollment in the 2-year ROTC program.

Basic course

The 2-year senior ROTC primary course of study (MS I and MS II), normally pursued by the cadet during freshman and sophomore years in college.

Breach

Any conduct on the part of a student that breaches the terms of the contract regardless of whether the conduct was done with specific intent to breach the contract or whether the student knew that the conduct breached the contract.

Cadet

A term that applies to all enrolled members of the ROTC Program, including alien students enrolled in MS I or MS II. As a grade of rank, this term applies only to advanced course and scholarship cadets.

Compression

Two military science classes of different skill levels taken in the same semester or quarter, for example, MS 102 and 201.

Conditional student

A student who would like to enroll in the ROTC Program but is ineligible because of a temporary, correctable or waivable condition. Enrolled students may be placed in this category pending final determination of eligibility. If the condition is not corrected or waived within 12 months, the student will become a non-enrolled auditing student.

Contracted Cadets

Contracted Cadets are students who have signed the USACC Form 139-R to include the loyalty oath, DA Form 597/597-3, as applicable, and the DD Form 4. Contracted Cadets are enrolled in the SROTC program as non-scholarship Cadets or as scholarship Cadets. Completion Cadets are contracted Cadets who have completed ROTC requirements but still have remaining academic requirements. Cadets are required to sign the loyalty oath on the USACC Form 139-R at the time of contracting.

Dependent

A person who has one of the following relationships to the applicant or member:

a. *Spouse*. A lawful husband or wife. This does not include a common law spouse unless recognition has been adjudged by a civil court.

b. *Child*. An unmarried person less than 18 years old who has one of the following relationships to the applicant or member.

(1) Legitimate child.

(2) Adopted child whose adoption has been legally completed.

(3) A legitimate stepchild.

(4) An illegitimate child of a male member or applicant whose paternity has been judicially determined or an illegitimate child of record of a female member or applicant who has been judicially directed to support the child.

(5) An illegitimate child of a male applicant or member whose paternity has not been judicially determined, or an illegitimate child of record of a female member, (a) who resides with or in a home provided by the member, and (b) who is and continues to be dependent upon the member for over 50 percent of his or her support.

(6) An illegitimate child of the spouse of an applicant or member (that is, the member's stepchild) (a) who resides with or in a home provided by the member or the

parent who is the spouse of the member, and (b) who is and continues to be dependent upon the member for over 50 percent of his or her support.

English Comprehension Level Test

A general English test which measures student proficiency in listening and reading comprehension skills, but not in speaking and writing skills. It serves as an instrument for screening candidates in need of English language training and also serves as the final indicator of the language proficiency level attained after a period of language training has been accomplished.

Full-time student

A student who is enrolled in sufficient academic courses to attain sophomore, junior and senior academic status at the end of each appropriate one academic year increment. This includes any ROTC class that may be part of, or in addition to those courses required for a baccalaureate degree.

Immigrant

An immigrant is an alien who has been granted the right by the U.S. Citizenship and Immigration Services (USCIS) to reside permanently in the United States and to work without restrictions in the United States (Synonymous terms for immigrant status are: permanent resident, immigrant, green card holder, and resident alien).

Military science

The curriculum that constitutes the Senior ROTC Program.

Minor

A student under 18 years old unless the state where the student is or will be enrolled has set legal majority at a later age.

Misconduct

Includes but is not limited to misrepresentation (that is, failure to reveal a physical, mental or moral disqualifying factor), drug abuse, alcohol abuse, criminal conduct, and moral or professional dereliction. Also see 145-1 para 3-43a(12).

Non-Contracted Cadets

Non-contracted Cadets are students who have met all basic course enrollment requirements of AR 145-1 and who completed and signed the USACC Form 139-R.

Non-immigrant alien

Non-immigrant alien is an individual legally present in the U.S. who has not been granted permanent residence status.

Participating students

Academically enrolled students participating in military science classes in an ROTC non-enrolled status.

Professor of Military Science

The academic and military position title of the senior commissioned Army officer assigned to duty with a Senior ROTC detachment.

Refugee

An alien who has fled his home or country to establish residence elsewhere and who has been granted refugee status by the appropriate Federal officials (normally the INS). Refugees will be treated as immigrants for the purpose of this pamphlet.

Scholarship Cadet

A student enrolled in ROTC who has been awarded a scholarship under the Army ROTC Financial Assistance Program (10 USC 2107).

Senior Reserve Officers' Training Corps Program

The ROTC Program presented at college level institutions and at the college level element of Military Junior Colleges.

Simultaneous Membership Program

A program that enables ROTC cadets to participate in ARNG and USAR unit paid drills while enrolled in the ROTC advanced course.

Subsistence allowance

Money paid by the Army in lieu of rations for each cadet enrolled in the advanced course and for each scholarship cadet enrolled in the basic or advanced course.

APPENDIX B – Approval Authority Flow of Cadet Actions

| TYPE OF CADET ACTION | Approval Authority Program | Approval Authority Bde | Approval Authority HQ, USACC | Other Office (External) |
|---|----------------------------|------------------------|------------------------------|-------------------------|
| Age Waivers Non-Scholarship (30 thru 32) | | X | | |
| Age Waivers Non-Scholarship (33 – 39) | | | X | |
| Age Waivers Non-Scholarship (40+) | | | | X |
| Immigrant Alien Participation | X | | | |
| Non-Immigrant Alien Participation | | | | X |
| Civil Conviction-Minor Traffic: | | | | |
| - fine less than \$250 (Less than 6 offenses within 12 months) = No waiver required | | | | |
| - fine less than \$250 (6 or more within 12 months) | | X | | |
| Civil Conviction-Minor Traffic Fine Over \$250 | | X | | |
| Civil Conviction-Non- Traffic | | X | | |
| Civil Conviction-Misdemeanors/Misconduct That are Not Withheld to HQDA, and any level of offense where confinement was ordered (even if suspended) | | | X | |
| Civil Conviction-Serious/Major Misconduct Offenses and Certain Misdemeanor/Misconduct Offenses | | | | X |
| Self-Admitted Drug Use: | | | | |
| -Limited, experimental use of marijuana 12 months or more prior to contracting | | X | | |
| -Any drug use within 12 months of contracting | | | X | |
| -All other drug use, regardless of time | | | X | |
| Re-enlistment (RE) Codes: | | | | X |
| -Compassionate/Hardship/Parenthood | | X | | |
| -Medical Discharges | | | | X |
| All Others (excludes Misconduct, Dishonorable, and Other than Honorable as these cannot be waived) | | | | X |
| Re-enrollment | | | | |
| -No Remaining Scholarship Debt | | X | | |
| -Existing Scholarship Debt | | | | X |
| Dependency Waivers | | | | |
| - Sole/Joint Custody | | | X | |
| - All Others | | X | | |

APPENDIX B (Continued)

| TYPE OF CADET ACTION | Approval Authority Program | Approval Authority Bde | Approval Authority HQ, USACC | Other Office (External) |
|---|-----------------------------------|-------------------------------|-------------------------------------|--------------------------------|
| Exceptions to Policy and AR 145-1 | | | | |
| - Active Federal Service-10 years or more | | | X | |
| - Less than full-time status (last semester/quarter only) | | X | | |
| - Extension of Stipend | | | X | |
| -Tattoo | | | | X |
| -Religious Accommodation | | | X | X |
| Medical Waivers and Determinations | | X | X | |
| Scholarship Disenrollment Boards | | | X | |
| Scholarship Waiver of Rights | | | X | |
| Non-Scholarship Disenrollment Boards | | X | | |
| Non-Scholarship Waiver of Rights | | X | | |
| Administrative Suspension (Scholarship Cadets) | X | | | |
| | | | | |
| Scholarship Termination w/Retention | | X | | |
| | | | | |
| Leaves of Absence | X | X | | |
| Probations - 1 - 3 (for Non-Scholarship Cadets) | X | | | |
| Probations - Greater than 3 (for Non-Scholarship Cadets) | | X | | |

APPENDIX B (Continued)-Supporting Documentation for Cadet Actions

| Type of Actions and Supporting Documents Required by Cadet Command | CC 131-R (Note 1) | DD 214, DD220, NGB 22, DA 785 (as applicable) (Note 2) | CC 104-R | Transcript | Court Documents | Affidavit | Entrance Physical and Medical Documents | Financial Statement | CC 139-R | DA 5248-R (Note 3) | Checklist Items (as applicable) |
|--|-----------------------------------|--|----------|------------|-----------------|-----------|---|---------------------|----------|--------------------|---------------------------------|
| Age (Non-Scholarship) | x | | x | x | | | | | x | | |
| Non-Immigrant Alien* | x | | | | | | | | x | | |
| Civil Convictions: | | | | | | | | | | | |
| Misdemeanors-No jail/Confinement | x | | x | x | x | x | | | x | | |
| Misdemeanors-Jail/Confinement | x | | x | x | x | x | | | x | x | |
| Felony/Serious Misconduct | x | | | x | x | x | | | x | x | |
| Alcohol/Drug Related Driving Offenses -Accident/Traffic citation involving alcohol that results in arrest, charges, or adverse adjudication. (Alteration of initial offense due to later court proceedings does not alleviate requirement for waiver submission.) | x | | | x | x | x | | | x | x | |
| Self-Admitted Drug Use | x | | | x | | | | | x | | |
| Re-enlistment Code | x | x | | x | | x | x | | | | |
| Dependency** | x | | x | x | x | | | x | x | | |
| Dual Military/Dual ROTC | | | | | | | | | | | |
| Non-Custodial Parent (Child support only) | | | | | | | | | | | |
| Exceptions to Policy (Applies below) | x | If Appl | x | x | If Appl | | If Appl | If Appl | x | | |
| AFS 10 years or more | | | | | | | | | | | |
| Less than full-time status | | | | | | | | | | | |
| Extension of Stipend | | | | | | | | | | | |
| Medical Determinations (contracted) | x | | | | | | x | | | | |
| Medical Waivers (non-contracted) | x | | | | | | x | | | | |
| Disenrollment Boards | Refer to Chapter 8, Paragraph 8-5 | | | | | | | | | x | |
| Waiver of Rights | Refer to Chapter 8, Paragraph 8-9 | | | | | | | | | x | |
| Termination/Retention | x | | | x | | | | | x | | |

Note 1: Use USACC Form 131-R as the basic request/transmittal (vice memorandum or letter) for submission of most of Cadet Actions.

Note 2: Discharge documents must be legible and contain the RE Code and Narrative Reason for Separation (typically called the "Long Form". For SMP Cadets, include MFR from unit indicating if the Cadet is currently in a good status along with DA 4824-R or NGB 594-1 as applicable. The PMS must obtain and review the DD Form 785 before re-enrolling any applicant who was previously under contract, even if waiver/exception is not required.

Note 3: DA Form 5248-R must accompany request for waiver for all infractions committed after submission of the SF 86.

* PMS will verify possession of the following documents for non-immigrant alien participation: DoJ Form I-551, I-94, Letter from alien's country (Embassy) authorizing participation in ROTC, and documentation for medical qualification.

** Dual Military/ROTC Cadets must have an updated family care plan on file (DA Forms 5304 and 5305).

APPENDIX C – Preparation and Processing of Cadet Forms

C-1. Preparation instructions for completion of Army SROTC Non-Scholarship Cadet Contract (DA Form 597, July 2005).

| ITEM | TITLE / DESCRIPTION | EXPLANATION AND / OR ENTRY |
|---|--|--|
| A. | STUDENT'S NAME (Last, First, MI) | Enter applicant's complete last name (including compound full name, if applicable), full first name, middle initial, and any suffix including Jr., Sr., III, etc. If applicant's given initial(s) rather than first and/or middle name, enter each initial(s). |
| B. | SOCIAL SECURITY NUMBER (SSN) | Enter applicant's SSN, separating division with a hyphen: Example: 000-00-0000 |
| C. | DATE OF BIRTH (YYYYMMDD) | Enter year, month and day sequence. Example: 19800204 |
| D. | NAME OF EDUCATIONAL INSTITUTION | Enter the name of the degree-granting institution. If partnership school, enter the name of both. Example: Learn University/Staly College |
| E. | ADDRESS OF EDUCATIONAL INSTITUTION | Enter complete address of the degree-granting institution. |
| F. | DATE EDUCATION COMMENCES (YYYYMMDD) | Enter the date education begins under this contract. (DO NOT enter the date Cadet started college as a Freshman, unless 4yr. scholarship recipient). |
| G. | COMPLETION DATE (YYYYMMDD) | Enter projected graduation date under this contract. |
| H. | ADDRESS OF RECORD (include ZIP code) | Enter full mailing address of permanent home of record to include ZIP code. |
| I. | ACADEMIC MAJOR IN WHICH DEGREE IS TO BE ATTAINED | Enter academic major pursuing as a non-scholarship Cadet. If dual degree, enter both. Example: History/Religion |
| PART I - Agreement of the Department of the Army | | |
| PARA 1a. | PAY MONTHLY SUBISTENCE | Enter the dollar amount of monthly subsistence for Cadet's class at the rate authorized by Cadet Command. |
| PART II - Agreement of Non-Scholarship Cadet Contracting | | |
| J. | HOME ADDRESS (including ZIP code) | Enter complete mailing address where student's parents are residing, including zip code. |
| K. | SIGNATURE | Student will sign full name in first, middle and last name sequence. Example: John D. Doe, Jr. |
| L. | DATE (YYYYMMDD) | Enter date student signs the contract. |

| PART III - Consent of Parent or Guardian | | |
|--|--|--|
| M. | SIGNATURE OF PARENT OR GUARDIAN | If non-scholarship student is a minor, the parent or guardian, as appropriate, must sign this block. |
| N. | SIGNATURE OF WITNESS | Witness, other than applicant's contracting official, must attest to the signature of parent or guardian. |
| O. | DATE (YYYYMMDD) | Enter date of signature in Blocks Q and R |
| PART IV – Confirmation of Enrollment As An ROTC Non-Scholarship Cadet | | |
| P. | EFFECTIVE DATE OF ENROLLMENT (YYYYMMDD) | Enter the date student begins participating in ROTC (to include conditional contract). This date should be the same as the date in Block 18b of the DD Form 4 . (Exception: Conditional students, see paragraph 2-3 and conditional SMP Cadets, see paragraph 2-10.) |
| PART V – For the Secretary of the Army | | |
| Q. | NAME OF CONTRACTING OFFICIAL | Enter complete name/rank of accepting contracting official. |
| R. | SIGNATURE OF ROTC CONTRACTING OFFICIAL | Prior to signing, accepting contracting official will verify with student the correctness of entries and explain all applicable paragraphs of contract to the student. Individual identified in ITEM Q above will sign his/her name as typed/printed in that Block |
| S. | DATE (YYYYMMDD) | Date of signature of contracting official; not the date the PMS actually signs the contract. Example: 20020830 (Exception: Conditional students, see paragraph. 2-3 and paragraph 2-10 for conditional contracting of SMP Cadets.) |

C-2. Preparation instructions for completion of Army SROTC Scholarship Cadet Contract (DA Form 597-3, July 2005).

| ITEM | TITLE / DESCRIPTION | EXPLANATION AND / OR ENTRY |
|------|---|--|
| A. | STUDENT'S NAME (Last, First, MI) | Enter applicant's complete last name (including compound full name, if applicable), full first name, middle initial, and any suffix including Jr., Sr., III, etc. If applicant's given initial(s) rather than first and/or middle name, enter each initial(s). |
| B. | SOCIAL SECURITY NUMBER (SSN) | Enter applicant's SSN, separating division with a hyphen: Example: 000-00-0000 |
| C. | DATE OF BIRTH (YYYYMMDD) | Enter year, month and day sequence. Example: 19800204 |
| D. | NAME OF EDUCATIONAL INSTITUTION | Enter the name of the degree-granting institution. If partnership school, enter the name of both. Example: Learn University/Staly College |
| E. | ADDRESS OF EDUCATIONAL INSTITUTION | Enter complete address of the degree-granting institution. |
| F. | DATE EDUCATION COMMENCES (YYYYMMDD) | Enter the date education begins under this contract. (DO NOT enter the date Cadet started college as a Freshman, unless 4yr. scholarship recipient). |
| G. | COMPLETION DATE (YYYYMMDD) | Enter projected graduation date under this contract. |
| H. | ADDRESS OF RECORD (include ZIP code) | Enter full mailing address of permanent home of record to include ZIP code. |
| I. | ACADEMIC MAJOR IN WHICH DEGREE IS TO BE ATTAINED | Enter academic major in which awarded scholarship. |
| J. | EXTENDED BENEFITS RECEIVED | Enter the number of school terms for which HQ, USACC has approved scholarship benefits. Example: 2 semesters |
| K. | PERIOD COVERED | Enter date covered by approval of extended benefits. Example: 93/09/20 - 94/05/15 |
| L. | DATE APPROVED (YYYYMMDD) | Enter date of correspondence from HQ, USACC approving extension of scholarship benefits. |
| M. | AUTHORIZED | Enter HQ, USACC (HQ, USACC is the approving authority for extended scholarship benefits). |

| PART I - Agreement of the Department of the Army | | |
|---|--|---|
| PARA 1a. | PAY SCHOLARSHIP BENEFITS | Enter scholarship type. Example: Enter "4" (if student is being awarded a 4-Yr. scholarship, etc.) |
| PARA 1a. (1) | TUITION AND FEES | Enter the maximum dollar amount of the scholarship award. Example: \$17,000 or \$20,000 for full time school, enter corresponding rate. |
| PARA 1a. (2) | BOOKS & LABORATORY FEES | Enter the full dollar amount currently authorized by Cadet Command. |
| PARA 1b. | PAY MONTHLY SUBSISTENCE | Enter the dollar amount of monthly subsistence for Cadet's class at the rate authorized by Cadet Command. |
| PART II - Agreement of Scholarship Cadet Contracting | | |
| N. | HOME ADDRESS (including ZIP code) | Enter complete mailing address where student's parents are residing, including zip code. |
| O. | SIGNATURE | Student will sign full name in first, middle and last name sequence. Example: John D. Doe, Jr. |
| P. | DATE (YYYYMMDD) | Enter date student signs the contract. |
| PART III - Consent of Parent or Guardian | | |
| Q | SIGNATURE OF PARENT OR GUARDIAN | If scholarship is a minor, the parent or guardian, as appropriate, must sign this block. |
| R | SIGNATURE OF WITNESS | Witness, other than applicant's contracting official, must attest to the signature of parent or guardian. |
| S | DATE (YYYYMMDD) | Enter date of signature in Blocks Q and R |
| PART IV - Confirmation of Enrollment As A ROTC Scholarship Cadet | | |
| T | EFFECTIVE DATE OF ENROLLMENT (YYYYMMDD) | Enter the date student begins participating as a FULLY QUALIFIED Cadet (DO NOT back date the contract to the beginning of the school term if scholarship student's not fully qualified). This date should be the SAME as the date in Block 18b. of the DD Form 4. |
| PART V - For the Secretary of the Army | | |
| U | NAME OF CONTRACTING OFFICIAL | Enter complete name/rank of accepting contracting official. |
| V | SIGNATURE OF ROTC CONTRACTING OFFICIAL | Prior to signing, accepting contracting official will verify with student the correctness of entries and explain all applicable paragraphs of contract to the student. Individual identified in ITEM U above will sign his/her name as typed/printed in that Block. |
| W | DATE (YYYYMMDD) | Date of signature of contracting official. Example: 20020830 |

C-3. Preparation for the Planned Academic Program Worksheet (USACC Form 104-R) are as follows:

a. The USACC Form 104-R will be completed for each applicant/Cadet who is contracting to ensure academic alignment.

b. Preparation of this form is self-explanatory. When the various Blocks are chosen, a message block will appear which provides instructions for entering correct data in each block.

c. Block 5. Credit Hours. Items in Block 5 will automatically calculate when data is entered. Block 5 will calculate both semester and quarter hours. From the drop down menu box, select S for semester and Q for quarter system. A sample with instructions for completion of Block 5 is below:

| SAMPLE | |
|---|-------|
| 5. CREDIT HOURS | |
| a. Total hours required for degree Does not include ROTC) | 120 |
| (1) ROTC Hours that do not count (Include any ROTC hours that do not count towards the degree to ensure academic and military alignment is maintained | 20 |
| (2) Total Hours Required (automatically calculated) | 140 |
| Normal Academic Progression Standard (NAPS) (automatically calculated) (The Total Hours Required divided by the total number of semesters/quarters established in the school catalog to complete the degree + ROTC hours). In this sample, 120 hours (which is normally a 4year academic program), and eight (8) semesters was used to calculate the academics + ROTC hours required (e.g., $140/8 = 17.50$). This is the normal academic progression required per semester in order to remain academically aligned. | 17.50 |
| b. Transfer credits accepted toward degree (Based on institutional certifying official) | 45 |
| c. Credits toward degree completed to date | 30 |
| d. Remaining for Degree, e.g., $140 - (45 + 30) = 65$ (automatically calculated) | 65 |
| e. Number of authorized semesters (automatically calculated) (Remaining for Degree/Normal Academic Progression, e.g., $65/17.50 = 3.71$ (rounds up to 4)). (Any fraction equal to or less than .5 will be rounded down to the lower whole number and anything greater than .5 will be rounded up to the next higher whole number.) | 4 |

C-3. (continued)

d. An outline of all courses (term, year, course number, course title, number of credit hours per course (Hrs.), number of credit hours per course that counts towards the degree (Cts.), and grade (Grd) will be annotated for each term. This academic assessment should be designed to meet the Cadets academic ability while maintaining fulltime status. Block 7 will calculate the total credit hours and credit points per school term when the data is entered.

e. The registrar and examiner of credentials (or other institutional certifying official) and the Cadet must sign and date Blocks 10 thru 13.

f. The PMS and the Cadet will sign Page 3, Statement of Understanding, the date the Cadet is contracted.

g. The USACC Form 104-R will be reviewed with the Cadet at the end of each school term (upon receipt of grades) in order to monitor proper academic alignment and proper Mission Set.

h. The Cadet initial and date Block 8 beside each term to indicate they have been counseled.

i. If the Cadets initial Planned Academic Program Worksheet changes, initiate a change within **30** days. PMS will revalidate proper Mission Set alignment.

C-4. Processing of Cadet Action Request, USACC Form 131-R

a. The USACC Form 131-R is used to initiate Cadet actions originating from the PMS (including certain waiver requests, exceptions to policy, and disenrollment actions) forwarded to HQ, USACC

b. Each request for Cadet action will be comprised of USACC Form 131-R, and those documents required for the particular action (see matrix at Appendix B). The PMS (or representative) will, as a part of the recommendation, annotate the appropriate table used and verify the correctness and accuracy of the matters presented. Blocks should be filled out by the ROTC program administrative personnel based on the routing of the particular action.

c. Cadets requesting action will check the block and prepare the reason for the request in detail. Use a plain sheet of paper for continuation of the action.

d. The additional sheet may be used and attached if more space is required. The Cadet will sign and date the request and submit the request to the PMS. When received from the Cadet, he/she will complete the certification portion of the reverse side of the form, check the appropriate block, and prepare appropriate remarks in recommending approval or disapproval of the request. Once signed and dated, the request, with all appropriate documentation, will be forwarded to the approval authority for final determination (see matrix at Appendix B for approval flow and authority).

e. Actions being requested by the PMS, such as disenrollments will have the action checked with a short explanation prepared by the PMS (or representative). It will not be signed by the Cadet. With that exception, it will be prepared and processed in the same manner as those initiated by the Cadet. In the case of disenrollments, the 131-R will be completed after a disenrollment board is held or a waiver of rights is received, and before the action is sent to Brigade. In cases of medical determinations the Cadet is required to sign and date Blocks 18 and 19 of USACC Form 131-R.

Refer questions to your point of contact at Brigade S1.

C-5. Preparation of Cadet Enrollment Record, USACC Form 139-R

a. The purpose of this form is to obtain essential information from the student in order to establish his/her record in the Cadet Command Information Management Module (CCIMM), execute the loyalty oath, certify certain statements which impact on eligibility, acknowledge a Privacy Act statement, and verify enrollment eligibility. It is to be used to determine student eligibility for participation in the ROTC Program for commissioning credit and contracting. The student portion of the form will not be used by itself for the purpose of verifying enrollment eligibility and contracting. All portions of the form must be completed prior to contracting any Cadet. It will be completed by all students enrolling for commissioning credit or contracting on the first day of ROTC class. Retain a copy in the Cadet's ROTC file.

b. Most blocks are self-explanatory; However, page 6 contains instructions and reference notes to regulations and Cadet Command Pamphlet to determine eligibility policies.

c. Preparation of form.

(1) If completed manually (handwritten), the Cadet will legibly print information in Part I, page 1. (Recommend using a pencil in case of subsequent changes).

(2) If completing the form electronically, click on the various blocks and a "What's This?" message block will appear to provide instructions for entering correct data in each block. Once the name and SSN have been entered on the first page, the last name and SSN will automatically populate on Pages 2 thru 5.

(3) Allow the student to come back later if there are blanks or unanswered questions on specific information.

(4) Height/weight information should be approximate and in inches/pounds.

(5) The completion of the Cadet Statements portion, Part IV, Page 2, is essential for later determination of eligibility and compliance with statutory requirements. Have the student fill his/her name and SSN at the top of this portion. Explain the purpose of the Privacy Act statement in that it establishes a code of fair information practices that governs the collection, maintenance, use, and dissemination of information about individuals that is maintained in systems of records by federal agencies. Further explain that disclosure is voluntary, however, failure to provide complete information and provide responses will suspend the enrollment process into the ROTC Program. Have the student read the statement concerning verification. In filling out this portion have the student check the appropriate block and initial by the check. It is important to explain that the student's certification of the statements and execution of the loyalty oath are

C-5. (Continued)

required in order for a student to be eligible for contracting in the ROTC Program. The Cadets signature and date will be done in ink.

d. Subsequent to the completion of Pages 1 and 2 of the form by the student, the Enrollment Eligibility Officer will complete the Enrollment Eligibility Checklist portion, as appropriate. This action must be undertaken immediately for all scholarship students and prior to contract consideration for non-scholarship Cadets. Match the student's status against each criteria area and check the appropriate answer. There is space on the Eligibility Checklist for appropriate notes (such as when a waiver has been approved, etc.). Refer to Appendix B, Approval Authority/Flow of Cadet Actions matrix, to determine where the waiver approval authority rests in the case of a waivable ineligibility.

e. Once each area is checked, the Enrollment Eligibility Officer will check the appropriate box as to the student's eligibility for full participation and contracting. The Enrollment Officer will sign and date Page 5 when eligibility status is verified as indicated.

f. Data on the forms will be re-verified by the cadre with the Cadet during required periodic counseling. A statement to this effect will be made on the counseling record and signed by the Cadet.

C-6. Affidavit Format/Sample

a. The purpose of the affidavit is to obtain essential information from the student in order to establish the facts surrounding any incident, civil conviction, when requesting a waiver or exception to policy. The affidavit should include any and all specific facts.

b. General. This form should be typewritten. Care should be taken to ensure all facts are revealed. Any corrections or typewritten strikeouts should be initialed by pen and ink by the person making the statement.

Affidavit Format/Sample

I, John P. Penny, do solemnly swear this statement of my record of conviction(s) and of the circumstances surrounding said conviction(s) is true and accurate to the best of my knowledge and belief, and that I have not been convicted of any violation(s) other than a minor traffic violation(s) or those as reported below:

DATE OF OFFENSE(S): 31 Aug 2020

OFFENSE(S): Minor in possession/driving under the influence

SENTENCE(S): \$475.00 fine; \$72.50 Court Costs; and mandatory nine (9) weeks alcohol awareness class.

STATEMENT OF FACTS:

On the evening of 31 Aug 2020, three teammates from our high school football team and I were invited to a graduation party at the house of a mutual friend. We drove in my car to the party and arrived at about 10:00 PM. When we got there we found that there must have been 70 to 80 students from our high school there. Our friend's parents were out of town. Everyone seemed to be having a good time and some of the graduating seniors who looked older used some fake ID to get a couple of kegs of beer. Though my teammates and I knew better, we decided to go ahead and each had a couple of beers. We thought we'd just hang around for a little bit and then leave.

The party started to get really loud about 11:30 PM and my friends and I thought it might be a good idea to leave. We each had a beer in our hand. Just about then we saw police car lights flashing through the living room windows. I said that we'd better get out of the house through the back door. If we were caught it meant that we would be kicked off the team and placed on suspension from school. We ran out the back door and went around the corner to where my car was parked. We didn't think to throw the beers away but threw the can down on the floor of the back seat and half covered them with a jacket. In my hurry to leave, I squealed my tires. That must have gotten the attention of one of the police officers as we were met two blocks away by another police car that stopped us. I was told by the officer to get out of the car.

C-6. (Continued)

When I was standing behind the car, the officer shined his flashlight into the car and saw the beers. He then told my friends to get out of the car. We were taken in police cars to the police station. I was given a breathalyzer test, which registered .10. I was charged with driving under the influence and with being a minor in possession of alcohol. My teammates were also charged with minor in possession. They charged approximately 75 students with various offenses at the party, which included most of the senior class, some juniors, and a few sophomores.

Due to the backlog created my case was not heard by a judge until June 2021. I pled guilty and was given the find stated in above as well as having to pay court costs and attend a nine-week class. The fine and court costs were paid on 18 June 2021 and I completed class on 9 October 2021. Additionally, I was required to sit out the football season and was placed on probation by the school superintendent for one term. My past record of school activities was taken into account and I was allowed to come back to the football team.

I certify that the above statement was duly taken and subscribed in my presence at Pomfret, Oregon this (date) day of (MM/YY).

Typed name of person making affidavit

Signature of person making affidavit

Typed name of PMS or EEO

Signature of PMS or EEO

Grade and Organization

APPENDIX D

| TRAFFIC OFFENSES | |
|------------------|---|
| OFFENSE CODE | OFFENSE TITLE |
| 100 | Bicycle ordinance violation. |
| 101 | Blocking or retarding traffic. |
| 102 | Contempt of court for minor traffic offenses. |
| 103 | Crossing yellow line; driving left of center. |
| 104 | Disobeying traffic lights, signs, or signals. |
| 105 | Driving on shoulder. |
| 106 | Driving uninsured vehicle. |
| 107 | Driving with blocked vision and/or tinted window. |
| 108 | Driving with expired plates or without plates. |
| 109 | Driving with suspended or revoked license. |
| 110 | Driving without license. |
| 111 | Driving without registration or with improper registration. |
| 112 | Driving wrong way on one-way street. |
| 113 | Failure to appear for traffic violations. |
| 114 | Failure to comply with officer's directive. |
| 115 | Failure to have vehicle under control. |
| 116 | Failure to signal. |
| 117 | Failure to stop or yield to pedestrian. |
| 118 | Failure to submit report after accident. |
| 119 | Failure to yield right-of-way. |
| 120 | Faulty equipment such as defective exhaust, horn, lights, mirror, muffler, signal device, steering device, tail pipe, or windshield wipers. |
| 121 | Following too closely. |
| 122 | Hitchhiking. |
| 123 | Improper backing such as backing into intersection or highway, backing on expressway, or backing over crosswalk. |
| 124 | Improper blowing of horn. |
| 125 | Improper passing such as passing on right, passing in no-passing zone, passing stopped school bus, or passing pedestrian in crosswalk. |
| 126 | Improper turn. |
| 127 | Invalid or unofficial inspection sticker or failure to display inspection sticker. |
| 128 | Jaywalking. |
| 129 | Leaving key in ignition. |
| 130 | Leaving scene of accident (when not considered hit and run). |
| 131 | License plates improperly displayed or not displayed. |
| 132 | Operating overloaded vehicle. |
| 133 | Racing, dragging, or contest for speed. |
| 134 | Reckless, careless, or imprudent driving (considered a traffic offense when the fine is less than \$300 and there is no confinement). Court costs are not part of a fine. |
| 135 | Reserved for future use. |
| 136 | Seat belt and/or child restraint violation. |
| 137 | Skateboard, roller skate, or inline skate violation. |
| 138 | Speeding. |
| 139 | Spilling load on highway. |
| 140 | Spinning wheels, improper start, zigzagging, or weaving in traffic. |
| 141 | Violation of noise control ordinance. |
| 142 | Other traffic offenses not specifically listed. |
| 143 | Reserved for future use. |
| 144 | Reserved for future use. |

Figure D-1 Traffic Offenses

Army Directive 2018-12 New Policy Regarding Waivers for Appointment and Enlistment Applicants.

Figure D-1 Traffic Offenses Continued

| TRAFFIC OFFENSES | |
|------------------|---|
| OFFENSE CODE | OFFENSE TITLE |
| 100 | Bicycle ordinance violation. |
| 101 | Blocking or retarding traffic. |
| 102 | Contempt of court for minor traffic offenses. |
| 103 | Crossing yellow line; driving left of center. |
| 104 | Disobeying traffic lights, signs, or signals. |
| 105 | Driving on shoulder. |
| 106 | Driving uninsured vehicle. |
| 107 | Driving with blocked vision and/or tinted window. |
| 108 | Driving with expired plates or without plates. |
| 109 | Driving with suspended or revoked license. |
| 110 | Driving without license. |
| 111 | Driving without registration or with improper registration. |
| 112 | Driving wrong way on one-way street. |
| 113 | Failure to appear for traffic violations. |
| 114 | Failure to comply with officer's directive. |
| 115 | Failure to have vehicle under control. |
| 116 | Failure to signal. |
| 117 | Failure to stop or yield to pedestrian. |
| 118 | Failure to submit report after accident. |
| 119 | Failure to yield right-of-way. |
| 120 | Faulty equipment such as defective exhaust, horn, lights, mirror, muffler, signal device, steering device, tail pipe, or windshield wipers. |
| 121 | Following too closely. |
| 122 | Hitchhiking. |
| 123 | Improper backing such as backing into intersection or highway, backing on expressway, or backing over crosswalk. |
| 124 | Improper blowing of horn. |
| 125 | Improper passing such as passing on right, passing in no-passing zone, passing stopped school bus, or passing pedestrian in crosswalk. |
| 126 | Improper turn. |
| 127 | Invalid or unofficial inspection sticker or failure to display inspection sticker. |
| 128 | Jaywalking. |
| 129 | Leaving key in ignition. |
| 130 | Leaving scene of accident (when not considered hit and run). |
| 131 | License plates improperly displayed or not displayed. |
| 132 | Operating overloaded vehicle. |
| 133 | Racing, dragging, or contest for speed. |
| 134 | Reckless, careless, or imprudent driving (considered a traffic offense when the fine is less than \$300 and there is no confinement). Court costs are not part of a fine. |
| 135 | Reserved for future use. |
| 136 | Seat belt and/or child restraint violation. |
| 137 | Skateboard, roller skate, or inline skate violation. |
| 138 | Speeding. |
| 139 | Spilling load on highway. |
| 140 | Spinning wheels, improper start, zigzagging, or weaving in traffic. |
| 141 | Violation of noise control ordinance. |
| 142 | Other traffic offenses not specifically listed. |
| 143 | Reserved for future use. |
| 144 | Reserved for future use. |

| NON-TRAFFIC OFFENSES | |
|----------------------|--|
| OFFENSE CODE | OFFENSE TITLE |
| 200 | Altered driver's license or identification. |
| 201 | Assault (simple assault with fine or restitution of \$500 or less and no confinement). |
| 202 | Carrying concealed weapon (other than firearm); possession of brass knuckles. |
| 203 | Check, worthless, making or uttering, with intent to defraud or deceive (less than \$500). |
| 204 | Committing a nuisance. |
| 205 | Conspiring to commit misdemeanor. |
| 206 | Curfew violation. |
| 207 | Damaging road signs. |
| 208 | Discharging firearm through carelessness or within municipal limits. |
| 209 | Disobeying summons; failure to appear (other than traffic). |
| 210 | Disorderly conduct; creating disturbance; boisterous conduct. |
| 211 | Disturbing the peace. |
| 212 | Drinking alcoholic beverages on public transportation. |
| 213 | Drunk in public. |
| 214 | Dumping refuse near highway. |
| 215 | Failure to appear, contempt of court (all offenses except felony proceedings). |
| 216 | Failure to appear, contempt of court (felony proceedings). |
| 217 | Failure to stop and render aid after accident. |
| 218 | Fare and/or toll evasion. |
| 219 | Harassment, menacing, or stalking. |
| 220 | Illegal betting or gambling; operating illegal handbook, raffle, lottery, or punchboard; cockfighting. |
| 221 | Indecent exposure. |
| 222 | Indecent, insulting, or obscene language communicated directly or by telephone to another person. |
| 223 | Jumping turnstile (to include those States that adjudicate jumping a turnstile as petty larceny). |
| 224 | Juvenile adjudications such as beyond parental control, incorrigible, runaway, truant, or wayward. |
| 225 | Killing a domestic animal. |
| 226 | Littering. |
| 227 | Loitering. |
| 228 | Malicious mischief (fine or restitution of \$500 or less and no confinement). |
| 229 | Pandering. |
| 230 | Poaching. |
| 231 | Purchase, possession, or consumption of alcoholic beverages or tobacco products by minor. |
| 232 | Removing property from public grounds. |
| 233 | Removing property under lien. |
| 234 | Robbing an orchard. |
| 235 | Shooting from highway. |
| 236 | Throwing glass or other material in roadway. |
| 237 | Trespass (non-criminal or simple). |
| 238 | Unlawful assembly. |
| 239 | Unlawful manufacture, sale, possession, or consumption of liquor in public place. |
| 240 | Unlawful use of long-distance telephone calling card. |
| 241 | Using or wearing unlawful emblem and/or identification. |
| 242 | Vagrancy. |
| 243 | Vandalism (fine or restitution of \$500 or less and no confinement). |
| 244 | Violation of fireworks laws. |
| 245 | Violation of fish and game laws. |
| 246 | Violation of leash laws. |
| 247 | Violation of probation. |
| 248 | Other non-traffic offenses not specifically listed. |
| 249 | Reserved for future use. |

Figure D-2 Non-Traffic Offenses

| MISCONDUCT OFFENSES | |
|---------------------|---|
| OFFENSE CODE | OFFENSE TITLE |
| 300 | Aggravated assault, fighting, or battery (more than \$500 fine or restitution or confinement). |
| 301 | Carrying of weapon on school grounds (other than firearm). |
| 303 | Contributing to delinquency of minor. |
| 304 | Crimes against the family (non-payment of court-ordered child support and/or alimony). |
| 305 | Criminal mischief (more than \$500 fine or restitution or confinement). |
| 306 | Criminal trespass. |
| 307 | Desecration of grave. |
| 309 | Driving while drugged or intoxicated; driving while ability impaired; permitting driving under the influence. |
| 310 | Illegal or fraudulent use of a credit card or bank card (value less than \$500). |
| 311 | Larceny or conversion (value less than \$500). |
| 312 | Leaving scene of an accident or hit and run. |
| 313 | Looting. |
| 314 | Mailbox destruction. |
| 318 | Reckless, careless, or imprudent driving (considered a misdemeanor when the fine is \$300 or more or when confinement is imposed; otherwise, considered a minor traffic offense). |
| 319 | Reckless endangerment. |
| 323 | Throwing rocks on a highway; throwing missiles at sporting events; throwing objects at vehicles. |
| 324 | Unauthorized use or taking of a vehicle or conveyance from family member; joy riding. |
| 326 | Unlawful entry. |
| 327 | Use of telephone, Internet, or other electronic means to abuse, annoy, harass, threaten, or torment another. |
| 328 | Vandalism (more than \$500 fine or restitution or confinement). |
| 330 | Other misconduct offenses not specifically listed. |
| 331 | Reserved for future use. |
| 332 | Reserved for future use. |

Figure D-3 Misconduct Offenses

| SERIOUS MISCONDUCT AND MAJOR MISCONDUCT OFFENSES | |
|--|--|
| OFFENSE CODE | OFFENSE TITLE |
| 302 | Concealment of or failure to report a felony. |
| 308 | Domestic battery and/or violence not considered covered by section 922 of Title 18, U.S.C. |
| 315 | Mailing of obscene or indecent matter (including e-mail). |
| 316 | Possession of marijuana or drug paraphernalia. |
| 317 | Prostitution or solicitation for prostitution. |
| 320 | Resisting arrest or eluding police. |
| 321 | Selling or leasing weapons. |
| 325 | Unlawful carrying of firearms or carrying concealed firearm. |
| 329 | Willfully discharging firearm so as to endanger life; shooting in public. |
| 400 | Aggravated assault; assault with dangerous weapon; maiming. |
| 401 | Arson. |
| 402 | Attempt to commit a felony. |
| 403 | Breaking and entering with intent to commit a felony. |
| 404 | Bribery. |
| 405 | Burglary. |
| 406 | Carjacking. |
| 407 | Carnal knowledge of a child. |
| 408 | Carrying of weapon on school grounds (firearm). |
| 409 | Check, worthless, making or uttering, with intent to defraud or deceive (over \$500). |
| 410 | Child abuse. |
| 411 | Child pornography. |
| 412 | Conspiring to commit a felony. |
| 413 | Criminal libel. |
| 414 | Domestic battery and/or violence as defined in the Lautenberg Amendment. (Waiver not authorized if applicant was convicted of this offense.) |
| 415 | Embezzlement. |
| 416 | Extortion. |
| 417 | Forgery, knowingly uttering or passing forged instrument (except for altered identification cards). |
| 418 | Grand larceny or larceny (value of \$500 or more). |
| 419 | Grand theft auto. |
| 420 | Hate crimes. |
| 421 | Illegal and/or fraudulent use of a credit card, bank card, or automated card (value of \$500 or more). |
| 422 | Indecent acts or liberties with a child; molestation. |
| 423 | Indecent assault. |
| 424 | Kidnapping or abduction. |
| 425 | Mail matter; abstracting, destroying, obstructing, opening, secreting, stealing, or taking (not including the destruction of mailboxes). |
| 426 | Manslaughter. |
| 427 | Murder. |
| 428 | Narcotics or habit-forming drugs, wrongful possession or use (not including marijuana). |
| 429 | Negligent or vehicular homicide. |
| 430 | Perjury or subornation of perjury. |
| 431 | Possession or intent to use materials in a manner to make a bomb or explosive device to cause bodily harm or destruction of property. |
| 432 | Public record; altering, concealing, destroying, mutilating, obligation, or removing. |
| 433 | Rape, sexual abuse, sexual assault, criminal sexual abuse, incest, or other sex crimes. (See Section 2.h.(3) of Enclosure 3 of this instruction; waivers for these offenses are not authorized.) |
| 434 | Riot. |
| 435 | Robbery (including armed). |

Figure D-4 Serious Misconduct Offenses

| SERIOUS MISCONDUCT AND MAJOR MISCONDUCT OFFENSES cont. | |
|---|--|
| 436 | Sale, distribution, or trafficking of cannabis (marijuana) or any other controlled substance (including intent). |
| 437 | Sodomy (only when it is nonconsensual or involves a minor). |
| 438 | Stolen property, knowingly received (value of \$500 or more). |
| 439 | Terrorist threats (including bomb threats). |
| 440 | Violation of civil rights. |
| 441 | Other major misconduct offenses not specifically listed. |
| 442 | Misconduct for criminal drug use, possession, or drug paraphernalia, to include marijuana |
| 443 | Positive Drug and Alcohol Test at the Military Entrance Processing Station. |
| 444 | Positive Drug and Alcohol Test for Prior Service Personnel |
| 445 | Reserved for Future Use |

Figure D-4 Serious Misconduct and Major Misconduct Offenses Continued

Figure 5-1, Initial Entry Weight Table for Males

| Initial Entry Weight Table for Males | | | | | |
|--|--|---|--------------|--------------|--------------------|
| Height (Inches) | Minimum Weight any age yielding BMI of 19 | Maximum weight by years of age | | | |
| | | 17-20 | 21-27 | 28-39 | 40 and over |
| 58 | 91 | 129 | 128 | 135 | 138 |
| 59 | 94 | 134 | 132 | 139 | 142 |
| 60 | 97 | 139 | 141 | 143 | 146 |
| 61 | 100 | 144 | 146 | 148 | 151 |
| 62 | 104 | 148 | 150 | 153 | 156 |
| 63 | 107 | 153 | 155 | 158 | 161 |
| 64 | 110 | 158 | 160 | 163 | 166 |
| 65 | 114 | 163 | 165 | 168 | 171 |
| 66 | 117 | 168 | 170 | 173 | 177 |
| 67 | 121 | 174 | 176 | 179 | 182 |
| 68 | 125 | 179 | 181 | 184 | 187 |
| 69 | 128 | 184 | 186 | 189 | 193 |
| 70 | 132 | 189 | 192 | 195 | 199 |
| 71 | 136 | 194 | 197 | 201 | 204 |
| 72 | 140 | 200 | 203 | 206 | 210 |
| 73 | 144 | 205 | 208 | 212 | 216 |
| 74 | 148 | 211 | 214 | 218 | 222 |
| 75 | 152 | 217 | 220 | 224 | 228 |
| 76 | 156 | 223 | 226 | 230 | 234 |
| 77 | 160 | 229 | 232 | 236 | 240 |
| 78 | 164 | 235 | 238 | 242 | 247 |
| 79 | 168 | 241 | 244 | 248 | 253 |
| 80 | 173 | 247 | 250 | 255 | 259 |
| | | Maximum body fat by years of age | | | |
| | | 17-20 | 21-27 | 28-39 | 40 and over |
| | | 24% | 26% | 28% | 30% |
| Note: | | | | | |
| ¹ If a male exceeds these weights, percent body fat will be measured by the method described in AR 600-9. | | | | | |
| ² If a male also exceeds this body fat, he will be rejected for service | | | | | |

Figure 5-2, Initial Entry Weight Table for Females

| Initial Entry Weight Table for females | | | | | |
|--|--|---|--------------|--------------|--------------------|
| Height (Inches) | Minimum Weight any age yielding BMI of 19 | Maximum weight by years of age | | | |
| | | 17-20 | 21-27 | 28-39 | 40 and over |
| 58 | 91 | 122 | 124 | 126 | 127 |
| 59 | 94 | 127 | 128 | 130 | 131 |
| 60 | 97 | 132 | 134 | 135 | 136 |
| 61 | 100 | 136 | 137 | 139 | 141 |
| 62 | 104 | 140 | 141 | 144 | 145 |
| 63 | 107 | 145 | 147 | 148 | 149 |
| 64 | 110 | 149 | 151 | 153 | 154 |
| 65 | 114 | 154 | 156 | 158 | 160 |
| 66 | 117 | 160 | 160 | 162 | 165 |
| 67 | 121 | 163 | 166 | 168 | 169 |
| 68 | 125 | 168 | 171 | 173 | 174 |
| 69 | 128 | 173 | 176 | 178 | 180 |
| 70 | 132 | 178 | 181 | 183 | 185 |
| 71 | 136 | 183 | 186 | 188 | 191 |
| 72 | 140 | 189 | 191 | 194 | 196 |
| 73 | 144 | 194 | 196 | 200 | 202 |
| 74 | 148 | 199 | 203 | 204 | 206 |
| 75 | 152 | 205 | 208 | 210 | 212 |
| 76 | 156 | 210 | 213 | 215 | 216 |
| 77 | 160 | 216 | 219 | 221 | 223 |
| 78 | 164 | 222 | 224 | 227 | 227 |
| 79 | 168 | 227 | 230 | 234 | 236 |
| 80 | 173 | 233 | 236 | 240 | 241 |
| | | Maximum body fat by years of age | | | |
| | | 17-20 | 21-27 | 28-39 | 40 and over |
| | | 30% | 32% | 34% | 36% |
| Note: | | | | | |
| ¹ If a female exceeds these weights, percent body fat will be measured by the method described in AR 600-9. | | | | | |
| ² If a female also exceeds this body fat, she will be rejected for service | | | | | |

Figure 6-1 Cadet Memorandum of Understanding (MOU) example



REPLY TO
ATTENTION OF

OFFICE SYMBOL

DEPARTMENT OF THE ARMY
ORGANIZATION
STREET ADDRESS
CITY STATE ZIP

MEMORANDUM OF UNDERSTANDING (MOU)

BETWEEN

COMPLETION CADET PROGRAM (CCP) CADETS AND CADET COMMAND

SUBJECT: Statement of Understanding of Responsibilities under Provisions of the Completion Cadet Program – Cadet Jane Doe

1. I understand that I am classified as a Completion Cadet under the provisions of my cadet contract and this Memorandum of Understanding (MOU), and I am still obligated to meet the following requirements:

- a. Remain a full-time student as defined in my cadet contract until I receive my degree.
- b. Complete my degree within 24 calendar months or as stipulated on the attached CC Form 104-R.
- c. Maintain a minimum semester/quarter cumulative grade point average of 2.0 on a 4.0 scale or equivalent.
- d. Maintain requirements of The Army Body Composition Program, as required by AR 600-9, and physical fitness standards as required by AR 350-1. I will participate in a semiannual record APFT with height/weight verification.
- e. Attend Physical Fitness Training with the MS IVs 3 or 4 times a week depending on APFT score IAW battalion policy letters 13-14 and 13-15.
- f. **Meet with the ROTC PMS on a monthly basis**, or as directed by the PMS, to provide a status report on academic progress, update address, telephone number and complete administrative records as required. I will monitor and correspond as necessary to all official correspondence using my AKO account and agree to keep it current.
- g. Undergo Drug and Alcohol Screening Tests and HIV tests as may be required by ROTC Cadet Command prior to commissioning.
- h. Participate in professional development and technical proficiency requirements necessary to successfully complete BOLC.

2. Special considerations:

- a. I acknowledge that according to my cadet contract I may not transfer to another institution without the written approval of the PMS and provide an official letter of acceptance from the new school at the time I submit my request to transfer. I further agree to complete a new MOU with the PMS of the gaining ROTC Program as soon as I arrive on campus. If there is no ROTC Program at the school, I agree to meet the aforementioned requirements with the PMS of the geographically closest ROTC Program to the new school.

Figure 6-1 Cadet Memorandum of Understanding (MOU) example (continued)

b. As an SMP cadet, I will provide the PMS with my RC Cdr's name, unit address, and unit telephone number. I further understand that whenever Cadet Command recommends any adverse action to be taken against me, it will be forwarded to my RC TPU Cdr.

c. I understand as a SMP Completion Cadet, I may remain in my RC TPU as long as I am a satisfactory participant with my RC unit up to a maximum of 24 months.

d. Should I fail to meet the academic, educational, physical, mental, or moral standards of my ROTC Cadet Contract, I will have breached my contract. I further understand and agree that as a consequence for this failure, I may be ordered to active or reserve forces duty in my designated enlisted rank, and if I am a scholarship cadet I may be required to repay the financial assistance received in fulfillment of my ROTC contract.

e. **As a Completion Cadet be prepared to support all and any Army ROTC activities when called upon by the Cadre to include but not limited to the following: Military Ball, LDXs, Fund Raising, Labs, APFTs, and zero week.**

3. As a Completion Cadet, I understand that upon completing my academic requirements and attaining my degree, I may be offered a commission. I further understand and agree the Professor of Military Science (PMS) will assist me in completing all commission and accession board packets. If accessed RFD, the PMS will assist me in locating a Point of Contact of the Reserve Components for placement in a RC unit.

4. I became a Completion Cadet on XX January 20XX and expect to obtain my degree on XX May 20XX. I will complete my degree at the University of _____ and my initial counseling session with the PMS is/was during the week of xxxx January 20XX in the PMS' office.

(Cadet Signature)

(Current Street Address)

(City, State, Zip)

(Telephone #)

JOHN DOE
LTC
Professor of Military Science

CF:
Cadet (orig)
Cadet's Personnel File
Brigade Commander

Figure 7-1 (Form CA-1) (Injury)

U.S. Department of Labor
Office of Workers' Compensation Programs



**Federal Employee's Notice of Traumatic Injury and
Claim for Continuation of Pay/Compensation**

Employee: Please complete all boxes 1 - 15 below. Do not complete shaded areas.

Witness: Complete bottom section 16.

Employing Agency (Supervisor or Compensation Specialist): Complete shaded boxes a, b, and c.

Employee Data

| | | | | |
|--|---|-------------------|--|------------|
| 1. Name of employee (Last, First, Middle) | | 1a. Email address | 2. Social Security Number | |
| 3. Date of birth Mo. Day Yr. | 4. Sex <input type="checkbox"/> Male <input type="checkbox"/> Female | 5. Home telephone | 6. Grade as of date of injury | Level Step |
| 7. Employee's home mailing address (include street address, city, state, and ZIP code) | | | 8. Dependents | |
| City State ZIP Code | | | <input type="checkbox"/> Wife, Husband <input type="checkbox"/> Children under 18 years <input type="checkbox"/> Other | |

Description of Injury

9. Place where injury occurred (e.g. 2nd floor, Main Post Office Bldg., 12th & Pine)

10. Date injury occurred Mo. Day Yr. Time a.m. p.m.

11. Date of this notice Mo. Day Yr.

12. Employee's occupation

13. Cause of injury (Describe what happened and why)

14. Nature of injury (identify both the injury and the part of the body, e.g., fracture of left leg)

| |
|----------------------------------|
| a. Occupation code |
| b. Type code c. Source code |
| OWCP Use - NOI Code |

Employee Signature

15. I certify, under penalty of law, that the injury described above was sustained in performance of duty as an employee of the United States Government and that it was not caused by my willful misconduct, intent to injure myself or another person, nor by my intoxication. I hereby claim medical treatment, if needed, and the following, as checked below, while disabled for work:

a. Continuation of regular pay (COP) not to exceed 45 days and compensation for wage loss if disability for work continues beyond 45 days. If my claim is denied, I understand that the continuation of my regular pay shall be charged to sick or annual leave, or be deemed an overpayment within the meaning of 5 USC 5584.

b. Sick and/or Annual Leave

I hereby authorize any physician or hospital (or any other person, institution, corporation, or government agency) to furnish any desired information to the U.S. Department of Labor, Office of Worker's Compensation Program (or to its official representative). This authorization also permits any official representative of the Office to examine and to copy any records concerning me.

Signature of employee or person acting on his/her behalf _____ Date _____

Any person who knowingly makes any false statement, misrepresentation, concealment of fact or any other act of fraud to obtain compensation as provided by the FECA or who knowingly accepts compensation to which that person is not entitled is subject to civil or administrative remedies as well as felony criminal prosecution and may, under appropriate criminal provisions, be punished by a fine or imprisonment or both.

Have your supervisor complete this receipt attached to this form and return it to you for your records.

Witness Statement

16. Statement of witness (Describe what you saw, heard, or know about this injury)

Name of witness _____ Signature of witness _____ Date signed _____

Address _____ City _____ State _____ ZIP Code _____

If you have a disability and are in need of communication assistance (such as alternate formats or sign language interpretation), accommodations and/or modifications, please contact OWCP.

Form CA-1
Revised October 2018

Figure 7-1 (Form CA-1) (Injury) continued

Official Supervisor's Report: Please complete information requested below:

Supervisor's Report

17. Agency name and address of reporting office (include street address, city, state, and ZIP code) OWCP Agency Code
OSHA Site Code

City State ZIP Code

18. Employee's duty station (include street address, city, state and ZIP code) City State ZIP Code

19 Employee's retirement coverage CSRS FERS Other, (identify) _____

20. Regular work hours From: a.m. p.m. To: a.m. p.m. 21. Regular work schedule Sun. Mon. Tues. Wed. Thurs. Fri. Sat.

22. Date of Injury Mo. Day Yr. 23. Date notice received Mo. Day Yr. 24. Date stopped work Mo. Day Yr. Time: a.m. p.m.

25. Date pay stopped Mo. Day Yr. 26. Date 45 day period began Mo. Day Yr. 27. Date returned to work Mo. Day Yr. Time: a.m. p.m.

28. Was employee injured in performance of duty? Yes No (If "No," explain) _____

29. Was injury caused by employee's willful misconduct, intoxication, or intent to injure self or another? Yes (If "Yes," explain) No

30. Was injury caused by third party? Yes No (If "No," go to Item 32.) 31. Name and address of third party (include street address, city, state, and ZIP code)
City State ZIP Code

32. Name and address of physician first providing medical care (include street address, city, state, ZIP code) 33. First date medical care received Mo. Day Yr.
City State ZIP Code

34. Do medical reports show employee is disabled for work? Yes No

35. Does your knowledge of the facts about this injury agree with statements of the employee and/or witnesses? Yes No (If "No," explain) _____

36. If the employing agency controverts continuation of pay, state the reason in detail. 37. Pay rate when employee stopped work _____ Per _____

Signature of Supervisor and Filing Instructions

38. A supervisor who knowingly certifies to any false statement, misrepresentation concealment of fact, etc. in respect of this claim may also be subject to appropriate felony criminal prosecution.
 I certify that the information given above and that furnished by the employee on the reverse of this form is true to the best of my knowledge with the following exception:

Name of supervisor (Type or print) _____

Signature of supervisor _____ Date _____

Supervisor's Title _____ Office phone _____

39. Filing instructions No lost time and no medical expense: Place this form in employee's medical folder (SF-66-D)
 No lost time, medical expense incurred or expected: forward this form to OWCP
 Lost time covered by leave, LWOP, or COP: forward this form to OWCP
 First Aid Injury

Figure 7-1 (Form CA-1) (Injury) continued: Instructions

Instructions for Completing Form CA-1

Complete all items on your section of the form. If additional space is required to explain or clarify any point, attach a supplemental statement to the form. Some of the items on the form which may require further clarification are explained below.

Employee (or person acting on the employees' behalf)

1a) Email address

Injured workers should provide an email address when completing this form. Pursuant to policy established by the Department of Labor, Office of Workers' Compensation Programs (OWCP), Division of Federal Employees' Compensation, email communication on case specific inquiries is not allowed due to security concerns. However, obtaining claimant email addresses at the point of filing will allow OWCP to share general, non-case specific information with injured workers earlier in the claims submission process. As a longstanding policy and in an effort to protect the identities and personal information of claimants under the Federal Employees' Compensation Act, and to allow better tracking of incoming communications, we do not use two-way email as a primary method of interaction with claimants and their representatives.)

13) Cause of injury

Describe in detail how and why the injury occurred. Give appropriate details (e.g.: If you fell, how far did you fall and in what position did you land?)

14) Nature of injury

Give a complete description of the condition(s) resulting from your injury. Specify the right or left side if applicable (e.g., fractured left leg; cut on right index finger).

15) Election of COP/Leave

If you are disabled for work as a result of this injury and filed CA-1 within thirty days of the injury, you may be entitled to receive continuation of pay (COP) from your employing agency. COP is paid for up to 45 calendar days of disability, and is not charged against sick or annual leave. If you elect sick or annual leave you may not claim compensation to repurchase leave used during the 45 days of COP entitlement.

Supervisor

As the time the form is received, complete the receipt of notice of injury and give it to the employee. In addition to completing Items 17 through 39, the supervisor is responsible for obtaining the witness statement in Item 16 and for filling in the proper codes in shaded boxes a, b, and c on the front of the form. If medical expense or lost time is incurred or expected, the completed form should be sent to OWCP within 10 working days after is received.

The supervisor should also submit any other information or evidence pertinent to the merits of this claim.

If the employing agency controverts COP, the employee should be notified and the reason for controversion explained to him or her.

17) Agency name and address of reporting office

The name and address of the office to which correspondence from OWCP should be sent (if applicable, the address of the personnel or compensation office).

18) Duty station street address and zip code

The address and zip code of the establishment where the employee actually works.

19) Employers Retirement Coverage.

Indicate which retirement system the employee is covered under.

30) Was injury caused by third party?

A third party is an individual or organization (other than the injured employee or the Federal government) who is liable for the injury. For instance, the driver of a vehicle causing an accident in which an employee is injured, the owner of a building where unsafe conditions cause an employee to fall, and a manufacturer whose defective product causes an employee's injury, could all be considered third parties to the injury.

32) Name and address of physician first providing medical care

The name and address of the physician who first provided medical care for this injury. If initial care was given by a nurse or other health professional (not a physician) in the employing agency's health unit or clinic, indicate this on a separate sheet of paper.

33) First date medical care received

The date of the first visit to the physician listed in Item 31.

36) If the employing agency controverts continuation of pay, state the reason in detail.

COP may be controverted (disputed) for any reason; however, the employing agency may refuse to pay COP only if the controversion is based upon one of the nine reasons given below:

- a) The disability was not caused by a traumatic injury.
- b) The employee is a volunteer working without pay or for nominal pay, or a member of the office staff of a former President;
- c) The employee is not a citizen or a resident of the United States or Canada;
- d) The injury occurred off the employing agency's premises and the employee was not involved in official "off premise" duties;
- e) The injury was proximately caused by the employee's willful misconduct, intent to bring about injury or death to self or another person, or intoxication;
- f) The injury was not reported on Form CA-1 within 30 days following the injury;
- g) Work stoppage first occurred 45 days or more following the injury;
- h) The employee initially reported the injury after his or her employment was terminated; or
- i) The employee is enrolled in the Civil Air Patrol, Peace Corps, Youth Conservation Corps, Work Study Programs, or other similar groups.

Print Form

Save Form

Reset Form

Form CA-1
Revised October 2018
Page 3

Figure 7-1 (Form CA-1) (Injury) continued: Instructions

Instructions for Completing Form CA-1 Continued

Employing Agency - Required Codes

| | |
|--|---|
| Box a (Occupation Code), Box b (Type Code), Box c (Source Code), OSHA Site Code | OWCP Agency Code |
| The Occupational Safety and Health Administration (OSHA) requires all employing agencies to complete these items when reporting an injury. The proper codes may be found in OSHA Booklet 2014, "Recordkeeping and Reporting Guidelines." | This is a four-digit (or four digit plus two letter) code used by OWCP to identify the employing agency. The proper code may be obtained from your personnel or compensation office, or by contacting OWCP. |

Benefits for Employees under the Federal Employees' Compensation Act (FECA)

The FECA, which is administered by the Office of Workers' Compensation Programs (OWCP), provides the following benefits for job-related traumatic injuries:

- | | |
|--|--|
| (1) Continuation of pay for disability resulting from traumatic, job-related injury, not to exceed 45 calendar days. (To be eligible for continuation of pay, the employee, or someone acting on his/her behalf, must file Form CA-1 within 30 days following the injury and provide medical evidence in support of disability within 10 days of submission of the CA-1. Where the employing agency continues the employee's pay, the pay must not be interrupted unless one of the provision's outlined in 20 CFR 10.222 apply. | (4) Vocational rehabilitation and related services where directed by OWCP. (5) All necessary medical care from qualified medical providers. The injured employee may choose the physician who provides initial medical care. Generally, 25 miles from the place of injury, place of employment, or employee's home is a reasonable distance to travel for medical care. |
| (2) Payment of compensation for wage loss after the expiration of COP, if disability extends beyond such point, or if COP is not payable. If disability continues after COP expires, Form CA-7, with supporting medical evidence, must be filed with OWCP. To avoid interruption of income, the form should be filed on the 40th day of the COP period. | An employee may use sick or annual leave rather than LWOP while disabled. The employee may repurchase leave used for approved periods. Form CA-7b, available from the personnel office, should be studied BEFORE a decision is made to use leave. |
| (3) Payment of compensation for permanent impairment of certain organs, members, or functions of the body (such as loss or loss of use of an arm or kidney, loss of vision, etc.), or for serious defringement of the head, face, or neck. | For additional information, review the regulations governing the administration of the FECA (Code of Federal Regulations, Chapter 20, Part 10) or pamphlet CA-810. |

Privacy Act

In accordance with the Privacy Act of 1974, as amended (5 U.S.C. 552a), you are hereby notified that: (1) The Federal Employees' Compensation Act, as amended and extended (5 U.S.C. 8101, et seq.) (FECA) is administered by the Office of Workers' Compensation Programs of the U.S. Department of Labor, which receives and maintains personal information on claimants and their immediate families. (2) Information which the Office has will be used to determine eligibility for and the amount of benefits payable under the FECA, and may be verified through computer matches or other appropriate means. (3) Information may be given to the Federal agency which employed the claimant at the time of injury in order to verify statements made, answer questions concerning the status of the claim, verify billing, and to consider issues relating to retention, rehire, or other relevant matters. (4) Information may also be given to other Federal agencies, other government entities, and to private-sector agencies and/or employers as part of rehabilitative and other return-to-work programs and services. (5) Information may be disclosed to physicians and other health care providers for use in providing treatment or medical/vocational rehabilitation, making evaluations for the Office, and for other purposes related to the medical management of the claim. (6) Information may be given to Federal, state and local agencies for law enforcement purposes, to obtain information relevant to a decision under the FECA, to determine whether benefits are being paid properly, including whether prohibited dual payments are being made, and, where appropriate, to pursue salary/administrative offset and debt collection actions required or permitted by the FECA and/or the Debt Collection Act. (7) Disclosure of the claimant's social security number (SSN) or tax identifying number (TIN) on this form is mandatory. The SSN and/or TIN, and other information maintained by the Office, may be used for identification, to support debt collection efforts carried on by the Federal government, and for other purposes required or authorized by law. (8) Failure to disclose all requested information may delay the processing of the claim or the payment of benefits, or may result in an unfavorable decision or reduced level of benefits.

Note: This notice applies to all forms requesting information that you might receive from the Office in connection with the processing and adjudication of the claim you filed under the FECA.

Receipt of Notice of Injury

This acknowledges receipt of Notice of Injury sustained by (Name of injured employee)

Which occurred on (Mo. Day, Yr.) _____

At (Location) _____

| | | |
|--------------------------------|-------|---------------------|
| Signature of Official Superior | Title | Date (Mo. Day, Yr.) |
| _____ | _____ | _____ |

*U.S. GPO: 1999-454-845/12704

Form CA-1
 Revised October 2018
 Page 4

Figure 7-2 (Form CA-2) (Illness)

Notice of Occupational Disease and Claim for Compensation

U.S. Department of Labor
Office of Workers' Compensation Programs



Employee: Please complete all boxes 1 - 18 below. Do not complete shaded areas.
Employing Agency (Supervisor or Compensation Specialist): Complete shaded boxes a, b, and c.

| Employee Data | | |
|---|---|--|
| 1. Name of Employee (Last, First, Middle) | | 1a. Email Address |
| 2. Social Security Number | | |
| 3. Date of birth Mo. Day Yr. | 4. Sex | 5. Home telephone |
| 6. Grade as of date of last exposure | | Level Step |
| 7. Employee's home mailing address (include street address, city, state, and ZIP code) | | 8. Dependents |
| City State ZIP Code | | <input type="checkbox"/> Wife, Husband <input type="checkbox"/> Children under 18 years <input type="checkbox"/> Other |
| Claim Information | | |
| 9. Employee's occupation | | a. Occupation code |
| 10. Location where you worked when disease or illness occurred (include street address, city, state, and ZIP code) | | 11. Date you first became aware of disease or illness |
| City State ZIP Code | | Mo. Day Yr. |
| 12. Date you first realized the disease or illness was caused or aggravated by your employment | 13. Explain the relationship to your employment, and why you came to this realization | |
| Mo. Day Yr. | | |
| 14. Nature of disease or illness | | OWCP Use - NOI Code |
| | | b. Type code c. Source code |
| 15. If this notice and claim was not filed with the employing agency within 30 days after date shown above in item #12, explain the reason for the delay. | | |
| 16. If the statement requested in item 1 of the attached instructions is not submitted with this form, explain reason for delay. | | |
| 17. If the medical reports requested in item 2 of attached instructions are not submitted with this form, explain reason for delay. | | |
| Employee Signature | | |
| 18. I certify, under penalty of law, that the disease or illness described above was the result of my employment with the United States Government, and that it was not caused by my willful misconduct, intent to injure myself or another person, nor by my intoxication. I hereby claim medical treatment, if needed, and other benefits provided by the Federal Employees' Compensation Act. | | |
| I hereby authorize any physician or hospital (or any other person, institution, corporation, or government, agency) to furnish any desired information to the U.S. Department of Labor, Office of Workers' Compensation Programs (or to its official representative). This authorization also permits any official representative of the Office to examine and to copy any records concerning me. | | |
| Signature of employee or person acting on his/her behalf | | Date |
| Have your supervisor complete the receipt attached to this form and return it to you for your records. | | |
| Any person who knowingly makes any false statement, misrepresentation, concealment of fact or any other act of fraud to obtain compensation as provided by the FECA or who knowingly accepts compensation to which that person is not entitled is subject to civil or administrative remedies as well as felony criminal prosecution and may, under appropriate criminal provisions, be punished by a fine or imprisonment or both. | | |
| If you have a disability and are in need of communication assistance (such as alternate formats or sign language interpretation), accommodations and/or modifications, please contact OWCP. | | |

Figure 7-2 (Form CA-2) (Illness), continued

Official Supervisor's Report of Occupational Disease: Please complete information requested below

| | |
|---|--|
| Supervisor's Report | |
| 19. Agency name and address of reporting office (include street address, city, state, and ZIP Code) | |
| OWCP Agency Code | |
| OSHA Site Code | |
| City | State ZIP Code |
| 20. Employee's duty station (include street address, city, state, and ZIP code) | |
| City | State ZIP Code |
| 21. Regular work hours From: <input type="text"/> a.m. <input type="text"/> p.m. To: <input type="text"/> a.m. <input type="text"/> p.m. | 22. Regular work schedule <input type="checkbox"/> Sun. <input type="checkbox"/> Mon. <input type="checkbox"/> Tues. <input type="checkbox"/> Wed. <input type="checkbox"/> Thurs. <input type="checkbox"/> Fri. <input type="checkbox"/> Sat. |
| 23. Name and address of physician first providing medical care (include city, state, ZIP code) | |
| 24. First date medical care received Mo. Day Yr | |
| 25. Do medical reports show employee is disabled for work? <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| City State ZIP Code | |
| 26. Date employee first reported condition to supervisor Mo. Day Yr | 27. Date and hour employee stopped work Mo. Day Yr Time <input type="text"/> a.m. <input type="text"/> p.m. |
| 28. Date and hour employee's pay stopped Mo. Day Yr Time <input type="text"/> a.m. <input type="text"/> p.m. | 29. Date employee was last exposed to conditions alleged to have caused disease or illness Mo. Day Yr |
| 30. Date returned to work Mo. Day Yr Time <input type="text"/> a.m. <input type="text"/> p.m. | |
| 31. If employee has returned to work and work assignment has changed, describe new duties | |
| 32. Employee's Retirement Coverage <input type="checkbox"/> CSRS <input type="checkbox"/> FERS <input type="checkbox"/> Other, (Specify) | |
| 33. Was injury caused by third party? <input type="checkbox"/> Yes <input type="checkbox"/> No If "No," go to Item 34. | 34. Name and address of third party (include street address, city, state, and ZIP code) |
| | City State ZIP Code |
| Signature of Supervisor | |
| 35. A supervisor who knowingly certifies to any false statement, misrepresentation, concealment of fact, etc., in respect to this claim may also be subject to appropriate felony criminal prosecution. | |
| I certify that the information given above and that furnished by the employee on the reverse of this form is true to the best of my knowledge with the following exception: | |
| Name of Supervisor (Type or print) | |
| Signature of Supervisor | Date |
| Supervisor's Title | Office phone |

Figure 7-2 (Form CA-2) (Illness), continued

Disability Benefits for Employees under the Federal Employees' Compensation Act (FECA)

The FECA, which is administered by the Office of Workers' Compensation Programs (OWCP), provides the following general benefits for employment-related occupational disease or illness:

- (1) Full medical care from either Federal medical officers and hospitals, or private hospitals or physicians of the employee's choice.
- (2) Payment of compensation for total or partial wage loss.
- (3) Payment of compensation for permanent impairment of certain organs, members, or functions of the body (such as loss or loss of use of an arm or kidney, loss of vision, etc.), or for serious disfigurement of the head, face, or neck.
- (4) Vocational rehabilitation and related services where necessary.

The first three days in a non-pay status are waiting days, and no compensation is paid for these days unless the period of disability exceeds 14 calendar days, or the employee has suffered a permanent disability. Compensation for total disability is generally paid at the rate of 2/3 of an employee's salary if there are no dependents, or 3/4 of salary if there are one or more dependents.

An employee may use sick or annual leave rather than LWOP while disabled. The employee may repurchase leave used for approved periods. Form CA-7b, available from the personnel office, should be studied BEFORE a decision is made to use leave.

If an employee is in doubt about compensation benefits, the OWCP District Office servicing the employing agency should be contacted. (Obtain the address from your employing agency.)

For additional information, review the regulations governing the administration of the FECA (Code of Federal Regulations, Title 20, Chapter 1) or Chapter 810 of the Office of Personnel Management's Federal Personnel Manual.

Privacy Act

In accordance with the Privacy Act of 1974, as amended (5 U.S.C. 552a), you are hereby notified that: (1) The Federal Employees' Compensation Act, as amended and extended (5 U.S.C. 8101, et seq.) (FECA) is administered by the Office of Workers' Compensation Programs of the U.S. Department of Labor, which receives and maintains personal information on claimants and their immediate families. (2) Information which the Office has will be used to determine eligibility for and the amount of benefits payable under the FECA, and may be verified through computer matches or other appropriate means. (3) Information may be given to the Federal agency which employed the claimant at the time of injury in order to verify statements made, answer questions concerning the status of the claim, verify billing, and to consider issues relating to retention, rehire, or other relevant matters. (4) Information may also be given to other Federal agencies, other government entities, and to private-sector agencies and/or employers as part of rehabilitative and other return-to-work programs and services. (5) Information may be disclosed to physicians and other health care providers for use in providing treatment or medical/vocational rehabilitation, making evaluations for the Office, and for other purposes related to the medical management of the claim. (6) Information may be given to Federal, state and local agencies for law enforcement purposes, to obtain information relevant to a decision under the FECA, to determine whether benefits are being paid properly, including whether prohibited dual Payments are being made, and, where appropriate, to pursue salary/administrative offset and debt collection actions required or permitted by the FECA and/or the Debt Collection Act. (7) Disclosure of the claimant's social security number (SSN) or tax identifying number (TIN) on this form is mandatory. The SSN and/or TIN, and other information maintained by the Office, may be used for identification, to support debt collection efforts carried on by the Federal government, and for other purposes required or authorized by law. (8) Failure to disclose all requested information may delay the processing of the claim or the payment of benefits, or may result in an unfavorable decision or reduced level of benefits.

Note: This notice applies to all forms requesting information that you might receive from the Office in connection with the processing and adjudication of the claim you filed under the FECA.

Receipt of Notice of Occupational Disease or Illness

This acknowledges receipt of notice of disease or illness sustained by:
(Name of injured employee)

I was first notified about this condition on (Mo., Day, Yr.)

At (Location)

Signature of Official Superior

Title

Date (Mo., Day, Yr.)

This receipt should be retained by the employee as a record that notice was filed.

Form CA-2
Rev. October 2018
Page 3

Figure 7- 2 (Form CA-2) (Injury) continued: Instructions

INSTRUCTIONS FOR COMPLETING FORM CA-2

Complete all items on your section of the form. If additional space is required to explain or clarify any point, attach a supplemental statement to the form. In addition to the information requested on the form, both the employee and the supervisor are required to submit additional evidence as described below. If this evidence is not submitted along with the form, the responsible party should explain the reason for the delay and state when the additional evidence will be submitted.

Employee (or person acting on the Employee's behalf)

Complete items 1 through 18 and submit the form to the employee's supervisor along with the statement and medical reports described below. Be sure to obtain the Receipt of Notice of Disease or Illness completed by the supervisor at the time the form is submitted.

1) Employee's statement

In a separate narrative statement attached to the form, the employee must submit the following information:

- a) A detailed history of the disease or illness from the date it started.
- b) Complete details of the conditions of employment which are believed to be responsible for the disease or illness.
- c) A description of specific exposures to substances or stressful conditions causing the disease or illness, including locations where exposure or stress occurred, as well as the number of hours per day and days per week of such exposure or stress.
- d) Identification of the part of the body affected. (If disability is due to a heart condition, give complete details of all activities for one week prior to the attack with particular attention to the final 24 hours of such period.)
- e) A statement as to whether the employee ever suffered a similar condition. If so, provide full details of onset, history, and medical care received, along with names and addresses of physicians rendering treatment.

2) Medical report

- a) Dates of examination or treatment.
- b) History given to the physician by the employee.
- c) Detailed description of the physician's findings.
- d) Results of x-rays, laboratory tests, etc.
- e) Diagnosis.
- f) Clinical course of treatment.
- g) Physician's opinion as to whether the disease or illness was caused or aggravated by the employment, along with an explanation of the basis for this opinion. (Medical reports that do not explain the basis for the physician's opinion are given very little weight in adjudicating the claim.)

3) Wage loss

If you have lost wages or used leave for this illness, Form CA-7 should also be submitted.

Supervisor (Or appropriate official in the employing agency)

At the time the form is received, complete the Receipt of Notice of Disease or Illness and give it to the employee. In addition to completing items 19 through 34, the supervisor is responsible for filling in the proper codes in shaded boxes a, b, and c on the front of the form. If medical expense or lost time is incurred or expected, the completed form must be sent to OWCP within ten working days after it is received. In a separate narrative statement attached to the form, the supervisor must:

- a) Describe in detail the work performed by the employee. Identify fumes, chemicals, or other irritants or situations that the employee was exposed to which allegedly caused the condition. State the nature, extent, and duration of the exposure, including hours per days and days per week, requested above.
- b) Attach copies of all medical reports (including x-ray reports and laboratory data) on file for the employee.
- c) Attach a record of the employee's absence from work caused by any similar disease or illness. Have the employee state the reason for each absence.
- d) Attach statements from each co-worker who has first-hand knowledge about the employee's condition and its cause. (The co-workers should state how such knowledge was obtained.)
- e) Review and comment on the accuracy of the employee's statement requested above.

The supervisor should also submit any other information or evidence pertinent to the merits of this claim.

Item Explanation: Some of the items on the form which may require further clarification are explained below.

1a. Email Address

Injured workers should provide an email address when completing this form. Pursuant to policy established by the Department of Labor, Office of Workers' Compensation Programs (OWCP), Division of Federal Employees' Compensation, email communication on case specific inquiries is not allowed due to security concerns. However, obtaining claimant email addresses at the point of filing will allow OWCP to share general, non-case specific information with injured workers earlier in the claims submission process. As a longstanding policy and in an effort to protect the identities and personal information of claimants under the Federal Employees' Compensation Act, and to allow better tracking of incoming communications, we do not use two-way email as a primary method of interaction with claimants and their representatives.

14. Nature of the disease or illness

Give a complete description of the disease or illness. Specify the left or right side if applicable (e.g., rash on left leg; carpal tunnel syndrome, right wrist).

19. Agency name and address of reporting office

The name and address of the office to which correspondence from OWCP should be sent (if applicable, the address of the personnel or compensation office).

23. Name and address of physician first providing medical care

The name and address of the physician who first provided medical care for this injury. If initial care was given by a nurse or other health professional (not a physician) in the employing agency's health unit or clinic, indicate this on a separate sheet of paper.

24. First date medical care received

The date of the first visit to the physician listed in item 23.

32. Employee's Retirement Coverage.

Indicate which retirement system the employee is covered under.

33. Was the injury caused by third party?

A third party is an individual or organization (other than the injured employee or the Federal government) who is liable for the disease. For instance, manufacturer of a chemical to which an employee was exposed might be considered a third party if improper instructions were given by the manufacturer for use of the chemical.

Figure 7-3 (Injury illness Type and Source Codes)

100 STRUCK

- 110: Struck by
- 111: Struck by falling object
- 129: Struck against

200 FELL, SLIPPED, TRIPPED

- 210: Fell on same level
- 220: Fell on different level
- 230: Slipped, tripped (no fall)

300 CAUGHT

- 310: Caught on
- 320: Caught in
- 330: Caught between

400 PUNCTURED, LACERATED

- 410: Punctured by
- 420: Cut by
- 430: Stung by
- 440: Bitten by

500 CONTACT

- 510: Contact with (motion of person)
- 520: Contact by (motion of object)

600 EXERTION

- 610: Lifted, strained by (single action)
- 620: Stressed by (repeated action)

700 EXPOSURE

- 710: Inhalation
- 720: Ingestion
- 730: Absorption

800 TRAVELING IN

999 UNCLASSIFIED OR INSUFFICIENT DATA

0100 BUILDING OR WORKING AREA

- 0110: Walking/working surface (floor, street, curbs, porches)
- 0120: Stairs, steps
- 0130: Ladder
- 0140: Furniture, furnishing, office equipment
- 0150: Boiler, pressure vessel
- 0160: Equipment layout (ergonomic)
- 0170: Windows, doors
- 0180: Electric, electricity

0200 ENVIRONMENTAL CONDITION

- 0210: Temperature extreme (indoor)
- 0220: Weather (ice, rain, heat, etc.)
- 0230: Fire, flame, smoke (not tobacco)
- 0240: Noise
- 0250: Radiation
- 0260: Light
- 0270: Ventilation
- 0271: Tobacco smoke
- 0280: Stress (emotional)
- 0290: Confined space

0300 MACHINE OR TOOL

- 0310: Hand tool (powered: saw, grinder, etc.)
- 0320: Hand tool (non-powered)
- 0330: Mechanical power transmission apparatus
- 0340: Guard, shield (fixed, moveable, deadman)
- 0350: Video Display Terminal
- 0360: Pump, compressor, air pressure tool
- 0370: Heating equipment
- 0380: Welding equipment

0400 VEHICLE

- 0410: Privately-owned vehicle (includes rental)
- 0411: As driver
- 0412: As passenger
- 0420: Government-owned vehicle
- 0421: As driver
- 0422: As passenger
- 0430: Common carrier (airline, bus, etc.)
- 0440: Aircraft (not commercially scheduled)
- 0450: Boat, ship, barge

0500 MATERIAL HANDLING EQUIPMENT

- 0510: Earthmover (tractor, backhoe, etc.)
- 0520: Conveyor (for material and equipment)
- 0530: Elevator, escalator, personnel hoist
- 0540: Hoist, sling chain, jack (for material & equip)
- 0550: Forklift, crane
- 0560: Handtrucks, dollies

0600 DUST, MIST, VAPOR, ETC.

- 0610: Dust (silica, coal, grain, cotton)
- 0620: Fibers
- 0621: Asbestos
- 0630: Gases
- 0631: Carbon monoxide
- 0640: Mist, steam, vapor, fume
- 0650: Particles (unidentified)

0700 CHEMICAL PLASTIC, ETC.

- 0710: Chemical dry
- 0711: Corrosive
- 0712: Toxic
- 0713: Explosive
- 0714: Flammable
- 0720: Chemical liquid
- 0721: Corrosive
- 0722: Toxic
- 0723: Explosive
- 0724: Flammable
- 0730: Plastic
- 0740: Water
- 0750: Medicine

0800 INANIMATE OBJECT

- 0810: Box, barrel, container, etc.
- 0820: Paper
- 0830: Metal item, mineral
- 0831: Needle
- 0840: Glass
- 0850: Scrap, trash
- 0860: Wood
- 0870: Food
- 0880: Personal clothing, apparel, shoes

0900 ANIMATE OBJECT

- 0910: Animal
- 0911: Bite (dog)
- 0912: Bite (other)
- 0920: Plant
- 0930: Insect
- 0940: Human (violence)
- 0950: Human (communicable disease)
- 0960: Bacteria, virus (not human contact)

1000 PERSONAL PROTECTIVE EQUIPMENT

- 1010: Protective clothing, shoes, glasses/goggles
- 1020: Respirator, mask
- 1021: Diving equipment
- 1030: Safety, belt, harness
- 1040: Parachute

9999 UNCLASSIFIED OR INSUFFICIENT DATA

Note: Select most specific type and source for event which initiated injury/illness. Use heading as "other" for that category. Use TYPE as "verb" and SOURCE as "noun" to describe incident. EXAMPLE: Employee slipped on ice, cut hand on rock. TYPE: 210, Fell on same level; SOURCE: 0220, weather.

Figure 7-4 (Line of Duty Statement)

(SROTC UNIT LETTERHEAD)

SROTC PROGRAM

DATE

US DEPARTMENT OF LABOR
OFFICE OF WORKERS COMPENSATION PROGRAMS
1240 E. 9TH STREET, ROOM 851
CLEVELAND OH 44199

Dear Sir:

Cadet Joan Doe, University of Iowa, injured herself while undergoing a field training exercise at Camp Hawkeye, Iowa, on January 15, 2020.

During Confidence Course training at Obstacle 2 (the Exterminator), Cadet Doe was hanging from a wood beam approximately 10 feet in the air. Having completed the assigned task, she dropped to a sawdust pit below. When she landed, her right ankle twisted and resulted in severe pain.

Cadet Doe was taken by ambulance to University of Iowa Hospital, where her ankle was examined and x-rayed. Through examination of the x-rays, it was determined that her right ankle was fractured. A cast was placed on the ankle. Cadet Doe is currently on profile against running, jumping, marching, or standing over 15 minutes for a period of six weeks.

It is my opinion that this injury was sustained in the line of duty and was the proximate result of performance of military training while attending a scheduled training exercise.

Sincerely,

(PMS Signature Block)

Figure 8-1 Disenrollment Notification-Acknowledgment Memorandum



DEPARTMENT OF THE ARMY

University Address
XX, XX XXXXX-XXXX

REPLY TO
ATTENTION OF

XX
MEMORANDUM FOR XXXXXXXXXXX, address, city, state, zip

Date

SUBJECT: Notification of Disenrollment from the Reserve Officers' Training Corps (ROTC) – Due Process and Appellate Rights of Scholarship/Nonscholarship - Cadet XXXXXX

1. As your professor of Military Science (PMS) or designee, under the provisions of Army Regulation 145-1, paragraph 3-43a (x), I am initiating your disenrollment from the ROTC program based on your request which constitutes, either individually or collectively, a breach of the terms of your SROTC contract with the U.S. Army. As a consequence, effectively immediately, I am placing you on leave of absence pending disenrollment. Supporting documents for disenrollment action, are enclosed.
2. You are entitled to and may request a hearing. If you request a hearing, the appointing authority will appoint a board of officers (which may consist of a single Officer) or an investigating officer to hear your case. You may appear before the board of officers or investigating officer and present matters regarding your disenrollment or indebtedness. However, if you fail to appear, such absence will be considered **constructive, irrevocable, clear, knowing and voluntary waiver** of your right to personally appear at the board. The case will be processed in your absence unless you request a delay and it is granted. Upon delivery by ROTC of any notice of any matter being delivered to your last known physical mailing address via USPS certified mail, return receipt requested, and/or via email with an electronic "read" or "display" receipt, or via personal service by an ROTC Cadre member as attested to by affidavit, you will be deemed to have been served with notice of the proceedings. Mailing by USPS or via e-mail, as described above, will constitute constructive service upon you and notice to you in fulfillment of your minimum administrative due process rights. In order for you to protect your rights, it is your responsibility to keep all your contact information current and **your failure to do so will constitute an irrevocable, clear, knowing and voluntary waiver of all your rights via constructive service** arising from or related to this disenrollment, even in the event of mere constructive notice.
3. You may consult with any reasonably available military officer (who need not be an attorney) or duly licensed civilian counsel at no expense to the Government to help you decide whether or not to waive a hearing and otherwise to assist you in exercising your rights. If you desire me to designate a non-lawyer military officer for you, you should make your request as soon as possible. Be advised that should you elect to use civilian counsel, your counsel may only advise you and is not allowed to "represent" you as in a court room. As your advisor only, your civilian counsel may not conduct any direct examination of any witness, nor cross-examine any witness, nor make any opening statement or closing argument. Failure of your counsel to adhere to the above requirements and the Board President's directives will result in their expulsion from the hearing should their behavior, in the sole, reasonable discretion of the Board President, result in a disruption of the board proceedings. Such expulsion will be an irrevocable waiver by you of your right to the assistance of counsel at the board, although you may continue to obtain the assistance of that counsel outside the board proceedings, such as for preparing documents and your rebuttal.

FOR OFFICIAL USE ONLY

Figure 8-1

Figure 8-1 Disenrollment Notification-Acknowledgment Memorandum-continued

XX

SUBJECT: Notification of Disenrollment from the Reserve Officers' Training Corps (ROTC) –
Due Process and Appellate Rights of Scholarship/Nonscholarship - Cadet XXXXXX

4. At the hearing, you may submit written statements in your behalf and witnesses whose testimony you believe will assist the Board President and subsequent processing officials in reaching an accurate conclusion regarding whether you should be disenrolled.

5. You must sign and return this notification within ten (10) working days of receipt of this memorandum. If you fail to respond to this notification or future notifications during the disenrollment process within a timely manner, proceedings will continue in your absence and without your input. Your failure to respond or appear at the appropriate times will be considered a constructive waiver of your right to attend the hearing and present information regarding your indebtedness or have witness's present testimony in opposition to your disenrollment.

6. If you request a hearing, you will be contacted by the appointed Board President or Investigating Officer, who will notify you of the date and time of the hearing, and will obtain from you a list of documents, evidence, exhibits, and witnesses whom you desire to testify on your behalf. Upon completion of the board proceedings and final action on the Department of the Army (DA) Form 1574, Section VIII by the Appointing Authority, you will have ten (10) working days from receipt via USPS, certified mail, return receipt requested, to submit any rebuttal matters prior to any final decision or recommendation by the Commanding General, United States Army Cadet Commander (USACC) or his designee. If you are disenrolled by the Commander, USACC or his designee, you will be given an opportunity to appeal the disenrollment, the resulting debt, if any, and the recoupment decision, through USACC, within fourteen (14) days working days of receiving the notice of disenrollment from USACC via USPS, certified mail, return receipt requested, to the Assistant Secretary of the Army (Manpower and Reserve Affairs (ASA(M&RA))). Appellate rights to the ASA(M&RA) through USACC are offered only if you elect to execute your right to an administrative disenrollment hearing.

a. In the event that a Board President/IO's finding and recommendations result in a "retain" recommendation, if the Appointing Authority agrees, the Appointing Authority shall terminate the disenrollment and reinstate you in CCIMS, with an effective date of the date you were placed on leave of absence (LOA) pending disenrollment.

b. If the Appointing Authority disagrees with a Board President/IO's findings and recommendations, the entire packet will be processed to the appropriate approval authority for final decision.

7. You may waive any or all of your rights as follows:

a. In writing: A written waiver will IRREVOCABLY, completely, voluntarily and knowingly waive all your rights to include, but not limited to, the right to:

- (1) A hearing;
- (2) Personally appear;
- (3) Present matters in mitigation, extenuation, and justification, in the form of personal statements (written or oral), information, documents and witnesses;
- (4) Object to your disenrollment;
- (5) Object to the establishment of your indebtedness (if any) to the U.S. Government;

Figure 8-1

FOR OFFICIAL USE ONLY

Page 2

Figure 8-1 Disenrollment Notification-Acknowledgment Memorandum-continued

XX

SUBJECT: Notification of Disenrollment from the Reserve Officers' Training Corps (ROTC) –
Due Process and Appellate Rights of Scholarship/Nonscholarship - Cadet XXXXXX

(6) Object to recoupment of any established indebtedness to the U.S. Government, or request forgiveness of the obligation to recoup any such indebtedness;

(7) Object to the method of recoupment (repayment in whole or in part, or active duty enlisted service); and

(8) Appeal any and all decisions made regarding the above rights, which waiver will constitute administrative finality, from which you retain the right to appeal to the ABCMR.

b. Constructively: A constructive waiver to the foregoing rights will occur when you:

(1) Fail to respond in writing to this Notification, whether sent via USPS, certified mail, return receipt requested or via e-mail with an electronic "read" or "display" receipt, by returning the attached acknowledgment within the allotted time, unless you have requested in writing and received an extension in writing;

(2) Fail to respond in writing to personal serviced by ROTC cadre member, as attested to by affidavit;

(3) Fail to keep your PMS and ROTC BN advised in writing of your current and accurate contact information, as required by your ROTC contract, if such failure results in the failure of the Army's attempts to contact you via USPS, return receipt requested, or via e-mail with either an electronic "read" or "display" receipt. The information that you are contractually required to keep current includes a good, valid:

(a) U.S. phone number;

(b) A USPS-recognized physical mailing address;

(c) A valid e-mail account; and

(d) An alternate point of contact, such as a family member, who will forward to you any correspondence they receive on your behalf.

8. All input from the PMS, the Battalion Commander and the Brigade Commander are recommendations only and are not binding upon the Commanding General, USACC, or designee, or the Army, in making a final decision on whether to disenroll you, or whether you have any indebtedness to the U.S. Government, or whether to either forgive or recoup any such indebtedness, including accrued interest, arising from your having received any bonuses, incentives and/or scholarship funds, either by repayment in whole or in part, or active duty enlisted service. Once a debt determination has been completed, you have the following options:

a. If a nonscholarship Cadet, you may be called to enlisted active duty as an enlisted Soldier or be required to repay any bonus and/or incentives in the amount of \$100.00 in lieu of call to active duty in fulfillment of your contractual obligation.

b. If a scholarship Cadet, you may be called to enlisted active duty as an enlisted Soldier or be required to repay any bonus, incentives and/or scholarship benefits in the amount of \$100.00 in lieu of call to active duty in fulfillment of your contractual obligation.

Figure 8-1

FOR OFFICIAL USE ONLY

Page 3

Figure 8-1 Disenrollment Notification-Acknowledgment Memorandum-continued

XX

SUBJECT: Notification of Disenrollment from the Reserve Officers' Training Corps (ROTC) – Due Process and Appellate Rights of Scholarship/Nonscholarship - Cadet XXXXXX

c. If you are a Simultaneous Membership Program (SMP) participant, in fulfillment of your contractual obligation to the U.S. Army you may be released from ROTC and returned to your Reserve or National Guard unit to satisfy your remaining contractual military service obligation; and, if you received a bonus, incentives and/or are a scholarship Cadet, you will be required to repay any bonus, incentive and/or scholarship benefits expended on your behalf in the amount stated in paragraph 8a or 8b above.

9. You will retain the status of “cadet” until your disenrollment (and discharge, if applicable) is complete, and as such, you shall not be able to enlist in any other military service or component. Additionally, you will not be able to use a subsequent period of military service to satisfy your ROTC indebtedness to the U.S. Government if that subsequent period of military service is not the direct result of being ordered onto active duty as a consequence of your disenrollment from ROTC.

10. If eligible, you may request permission to complete your current baccalaureate degree in the school in which you are currently enrolled before being ordered to serve on active duty following completion of your disenrollment as an enlisted Soldier. If you choose this option, you will be ordered to enlist active duty within sixty (60) days after you would normally complete your baccalaureate degree requirements, or after you withdraw/dismissed from the school/university, whichever occurs first. If you are a graduate student, you will be ordered to active duty when you complete the current academic school year in which you are enrolled, or upon withdrawal/dismissal from the school/university, whichever occurs first. To elect this option, complete and return the enclosed Addendum to Part II, Agreement of Cadet Contract (Active Duty Option).

11. Or, if eligible, you may request expeditious call to enlisted active duty following completion of your disenrollment, in order to satisfy your contractual obligation and recoup your indebtedness to the U.S. Government. If you request this option you will normally be ordered to active duty within thirty (30) days of approval of your disenrollment. Complete and return the enclosed Statement of Understanding (Special Active Duty Provision Statement of Understanding).

12. You must complete, sign and return the enclosed Privacy Act Statement, Special Active Duty Provision Statement of Understanding, or the Addendum to Part II, Agreement of Cadet Contract (Active Duty Option), if applicable, along with the below signed acknowledgment. Please note that if you fail to make the appropriate election on the applicable forms, by default that omission by you will be construed as indicating that you have “no preference” as to the manner by which your indebtedness is recouped and the Army will make a final decision without your input.

| | |
|---|----|
| Encls | jj |
| Privacy Act Statement | jj |
| Special Active Duty Provision Statement Of Understanding | jj |
| Addendum to Part II, Agreement of Cadet Contract | |

Figure 8-1

FOR OFFICIAL USE ONLY

Page 4

Figure 8-1 Disenrollment Notification-Acknowledgment Memorandum-continued

XX

SUBJECT: Notification of Disenrollment from the Reserve Officers' Training Corps (ROTC) – Due Process and Appellate Rights of Scholarship/Nonscholarship - Cadet XXXXXX

CADET ACKNOWLEDGMENT

I, XXXXXXXXXXXX acknowledge that:

_____ I have received and will thoroughly read the above Notification of Disenrollment from the Reserve Officers' Training Corps (ROTC) - Due Process and Appellate Rights of Scholarship/Nonscholarship memorandum, hereinafter "Notification."

_____ If I have any questions or concerns about my rights, responsibilities and obligations regarding my disenrollment from the ROTC Program, that I may seek answers from whatever lawful, appropriate source or authority I choose to consult about those questions or concerns.

_____ It is my responsibility to understand without any reservation, my rights, responsibilities and obligations, as well as to fully understand the nature, the process and the consequences of the proceedings, as explained in the above Notification, or as will be explained to me by the counselor or legal advisor of my choice, as applicable.

_____ If I elect to NOT exercise my right to consult with a counselor or legal advisor of my choice so that I may fully understand the nature, the process and the consequences of the disenrollment proceedings, that my failure to exercise that right will constitute and be deemed a full, final, knowing, voluntary and non-appealable waiver of that right. I further understand that I must avail myself of the opportunity to consult with a counselor or legal advisor of my choice before the date the board is held and that only one (1) continuance may be granted, in the exclusive discretion of the Board President, for reasonable and just cause or reasons that are not my fault.

_____ If I received from ROTC a bonus, any incentives and/or am a scholarship Cadet, that once the approval authority terminates my scholarship in accordance with applicable laws and regulations, my scholarship may be irreversibly offered to another qualified applicant as determined exclusively by the Army (USACC).

_____ The recommendations of my Professor of Military Science, my Brigade Commander and/or anyone else in my chain of command that are part of my disenrollment packet are not binding upon the final approval authority, who may reach a different conclusion after considering my entire disenrollment packet.

(Signature) (Date)

Printed Name: _____

Permanent Address: _____

Phone Number: (____) _____

Figure 8-1
FOR OFFICIAL USE ONLY

Page 5

Figure 8-1 Disenrollment Notification-Acknowledgment Memorandum-continued

XX

SUBJECT: Notification of Disenrollment from the Reserve Officers' Training Corps (ROTC) –
Due Process and Appellate Rights of Scholarship/Nonscholarship - Cadet XXXXXX

CADET WAIVER

DO NOT COMPLETE AND EXECUTE THIS SECTION IF YOU DO NOT UNDERSTAND
ITS CONTENTS AND MEANING.

By completing and executing this section, you acknowledge that you have a complete understanding of the meaning and effect of this document; and that you have either consulted with a counselor or legal advisor of your choice or are waiving the right to consult with counsel or legal advisor or your choice.

1. Being fully advised and informed, I hereby knowingly and voluntarily elect a hearing to review my proposed disenrollment. (If you have elected to have a hearing DO NOT fill out section 2 below.)
2. Being fully advised and informed, I hereby knowingly and voluntarily acknowledge and admit that I breached the terms of my ROTC contract and hereby elect to irrevocably waive my right to:
 - a. A hearing before a Board President.
 - b. Personally appear at the hearing.
 - c. Challenge the existence of a valid contract between myself and the Army ROTC.
 - d. Respond to and deny the allegation(s) that I breached the terms of my ROTC contract.
 - e. Present witnesses, evidence, and other information in my own defense or that might mitigate and/or extenuate my breach of my contract.
 - f. Dispute the basis for my disenrollment and/or the existence of any errors, omissions in processing my disenrollment.
 - g. Dispute the amount and validity of any indebtedness to U.S. Government as stated in the disenrollment notification and/or Army and/or university records.
 - h. Dispute or influence the Approving Authority's final conclusion on whether I breached my contract.
 - i. Dispute or influence the Approving Authority's final decision on whether to disenroll me.
 - j. Dispute or influence the Approving Authority's final decision on whether my indebtedness to the U.S.
 - k. Request forgiveness in whole or in part of my indebtedness to the U.S. Government.

Figure 8-1
FOR OFFICIAL USE ONLY

Page 6

Figure 8-1 Disenrollment Notification-Acknowledgment Memorandum-continued

XX

SUBJECT: Notification of Disenrollment from the Reserve Officers' Training Corps (ROTC) – Due Process and Appellate Rights of Scholarship/Nonscholarship - Cadet XXXXXX

1. _____ The assistance of non-lawyer counsel or a licensed legal counsel of my choice to assist me in this matter.

m. _____ Have the Commanding General, or designee, re-consider my case and/or make a supplemental recommendation or provide additional input/information whatsoever to any appellate agency on my behalf. NOTE: This means that if I later attempt to appeal to any U.S. Army agency any matter or issue reasonably seen to arise from or out of my disenrollment from ROTC, any request for information or reconsideration from that appellate agency submitted to the USACC will result in the USACC forwarding that appellate agency a copy of this waiver evincing that you have irrevocably waived that right.

n. _____ Appeal my disenrollment and my indebtedness to all U.S. Army agencies above the U.S. Army Cadet Command except the Army Board For The Correction Of Military Records (ABCMR). NOTE: There is no guarantee that the ABCMR will hear my appeal. This waiver will constitute "administrative finality" for purposes of satisfying the ABCMRs jurisdictional pre-requisite that an appellant first exhaust all administrative remedies before appealing to the ABCMR, thus giving the ABCMR the jurisdictional authority, if it so chooses, to hear my appeal, without having first submitted the matter to any other Army agency.

3. Having knowingly and voluntarily elected to have a hearing or waived my rights to a hearing, I make the following elections in order to fulfill my contractual obligation with the U.S. Army, in the event I am disenrolled. I hereby: (NOTE: Cadet must write the words "Request" or "Decline" in the spaces below, as appropriate.)

a. _____ a DELAYED call to active duty, which will take effect:

1. Within sixty (60) days after my currently projected graduation date as specified on the Addendum to Part II, Agreement of Cadet Contract (Active Duty Option), attached; or

2. Upon either withdrawal/dismissal from my current university/school;

3. Whichever comes first; or

b. _____ an EXPEDITED call to active duty, which will take effect:

1. Within thirty (30) days of the date my disenrollment is approved by the Commanding General, USACC, or designee, and completed as specified in the Statement of Understanding (Special Active Duty Provision, CC Form 139-R), attached; or

2. Upon either withdrawal/dismissal from my current university/school;

3. Whichever comes first; or

4. I further understand that in order to fulfill my contractual obligation to the U.S. Government, that:

Figure 8-1

FOR OFFICIAL USE ONLY

Page 7

Figure 8-1 Disenrollment Notification-Acknowledgment Memorandum-continued

XX

SUBJECT: Notification of Disenrollment from the Reserve Officers' Training Corps (ROTC) – Due Process and Appellate Rights of Scholarship/Nonscholarship - Cadet XXXXXX

a. _____ If my request for either a DELAYED or EXPEDITED call to active duty, above, is not guaranteed and that being allowed to serve on active duty to fulfill my contractual obligation with the Army is contingent on my continued eligibility for active duty

b. _____ If for any reason whatsoever it is determined that I am unqualified for enlistment under the standards in effect at the time of my enlistment that I will not be allowed to enlist and will have to repay the full amount of my indebtedness to the U.S. Government, plus applicable accrued interest, duty service, as determined exclusively by the Army in determining its needs and in setting the standards in effect at the time of my enlistment; and that

c. _____ If I am called to active duty, I will generally be ordered to active duty based on the year during in which I breached my ROTC contract. However, in the event that the Army only has training slots available for new recruits like myself and that limitation requires that my accession onto active duty take longer than the duration of my enlistment obligation, I agree hereby knowingly, voluntarily and freely agree to accept an additional service obligation that will accommodate the Army's normal training requirements and assignment needs related to the particular military occupational specialty (MOS) to which I am assigned throughout my enlistment.

d. _____ If I am arrested, charged, or cited for any civil criminal offense prior to reporting on active duty, I will immediately (within 48 hours of being cited; or charged; or being released from custody after arrest) inform the PMS at my former ROTC unit and will provide copies of all documents related to that incident (the citation, arrest reports, court documents and any other relevant documents). Charges or citations for any civil offense can adversely affect eligibility to serve on active duty.

e. _____ I may not enlist in the active Army, another military service, or in a military academy until I am properly released from my ROTC Cadet status.

Signature Certification: With my signature below, I, XXXXXX, certify that I have reviewed the entirety of this document (pages 1-8), I have initialed every column as required, and initials and certifying signatures are my own.

_____ on this day _____
Signature of Cadet Date

Figure 8-1

FOR OFFICIAL USE ONLY

Page 8

**Figure 8-1a Addendum to Part II, Agreement of Cadet Contract (Active Duty Option)
Memorandum**

**ADDENDUM TO PART II
AGREEMENT OF CADET CONTRACT
(ACTIVE DUTY OPTION)**

I, Cadet XXXXXX, xx UNIVERSITY, having been briefed on the terms of my SROTC contract and found to be in breach of my contract, request to be ordered to active duty in an enlisted status in fulfillment of my contractual obligation, if eligible.

I understand that in lieu of monetary repayment, the Commander, United States Army Cadet Command, or designee, will issue active duty orders for 4 years in accordance with the terms of my contract and/or Army regulations. The orders will be published with my reporting date being within sixty (60) days after my current projected graduation date, 09 May 2020.

I further agree to continue to pursue my current baccalaureate degree at the school in which I am enrolled. If I am dismissed or withdraw from school prior to my graduation, I will be ordered to active duty within sixty (60) days of such withdrawal or dismissal. If a graduate student, I understand I will be ordered to active duty when I complete the current academic school year in which currently enrolled 2018 - 2019, or upon withdrawal/dismissal from school, whichever occurs first.

If I am a scholarship cadet and I fail to fulfill this active duty service obligation, which includes meeting the physical standards for accession, I will be subject to the terms of repayment as specified in my scholarship contract.

If I am a nonscholarship cadet, I understand I am not subject to monetary repayment under the terms of my SROTC contract. However, if I accepted monetary incentives, bonuses and/or scholarship funds, I will be subject to the terms of repayment as specified in any addendum to the SROTC contract I signed. Additionally, failure to fulfill my active duty as a prior nonscholarship cadet will subject me to being placed in the IRR to complete my Military Service Obligation.

| | |
|--------------------------|-------------|
| _____ | _____ |
| (Signature) | (Date) |
| Permanent Address: _____ | |
| _____ | |
| _____ | |
| Witness: _____ | Date: _____ |

Figure 8-1a.
FOR OFFICIAL USE ONLY

Figure 8-2 Board Appointment Memorandum



DEPARTMENT OF THE ARMY

xx UNIV
xx, xx XXXXX-XXXX

REPLY TO
ATTENTION OF

Office Symbol

Date

MEMORANDUM FOR XXXXXX, City, State xxxxx-xxxx

SUBJECT: Appointment of a Formal Board of Officers to Determine Suitability for retention in the Army ROTC Program and Amount and Validity of Scholarship Debt

1. A board of Officers is hereby appointed pursuant to AR 15-6, AR 145-1 and CC Pam 145-4 to hear evidence and determine if Cadet XXXXXX should be disenrolled for (insert disenrollment reason) and should be required to repay a debt of \$0.00 and if so, whether he/she should be ordered to active duty in his or her Reserve enlisted grade or, in the alternative, should be required to repay funds expended on his/her behalf.
2. The following members are appointed:
3. The board will make the following **findings** that determine whether the cadet:
 - a. Did/Did not enter into a valid Army Senior Reserve Officers' Training Corps Cadet Contract (DA Form 597/597-3).
 - b. Did/Did not receive advanced educational assistance in the form of ROTC scholarship monies or financial incentives from the U.S. Government in the amount of \$0.00 that constitutes a valid debt to the U.S. Government.
 - c. Did/Did not breach the terms of the ROTC contract due in whole or in part to (insert disenrollment reason).
 - d. Should/Should not be required to repay the Army (recoupment), the indebtedness identified in paragraph 3b above, and why or why not.
4. Based on the board findings, the board will/shall **recommend** whether the Cadet:
 - a. Should/Should not be retained in ROTC as a scholarship cadet. Why or why not.
 - b. Should/Should not be retained in ROTC as a non scholarship cadet. Why or why not.
 - c. Should/Should not be disenrolled from ROTC UP AR 145-1, paragraph(s) 3-43(a) (x).
 - d. Should/Should not be released from ROTC contractual obligation. Why or why not.
 - e. Should/Should not be ordered to active duty in an enlisted status for a period of 4 years (**see contract for active duty obligation**).
 - f. Should/Should not be ordered to repay his or her valid debt to the U.S. Government comprised of advanced educational assistance received in the form of scholarship benefits or financial incentives.
5. The board may make additional recommendations as appropriate.

Figure 8-2

Figure 8-2 Board Appointment Memorandum-continued

6. You will completely familiarize yourself with applicable provisions of AR 15-6, AR 145-1 and Chapter 6 of Cadet Command Pamphlet 145-4.

7. The report of proceedings will be prepared on DA Form 1574-2 and submitted to me no later than 4 days after the close of proceedings. You must also attach to the DA Form 1574-2 a narrative summary of the board proceedings or of the face-to-face meeting with the cadet if a transcript is not included.

8. The board will serve until final action has been taken by the disenrollment authority, and the PMS has been notified of the decision. Should you discover any evidence during your investigation that circumstances require a more senior officer review, you will cease your investigation and notify me immediately.

9. Although no legal advisor is appointed to the board, the board may seek the advice of the Cadet Command Judge Advocate as necessary before and after the board or investigation.

Signature
Signature
Signature

Figure 8-2
FOR OFFICIAL USE ONLY

Figure 8-3 Notification of Respondent to a Board



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY

UNIV
XX, XX XXXXX-XXXX

Office Symbol

Date

MEMORANDUM FOR Cadet XXXXXXXX, Address, State xxxxx-xxxx

SUBJECT: Notification of Respondent to a Board of Officers

1. A board of officers has been appointed to hear evidence and determine whether you breached the terms of your Army Senior Reserve Officers' Training Corps (ROTC) Cadet Contract and your suitability for retention in the Army ROTC Program. The board officer may recommend to the Professor of Military Science or Appointing Authority that you be retained in the ROTC Program, or that you be disenrolled from the ROTC Program for breach of the terms of your ROTC contract.

2. At the hearing, you may submit written statements in your behalf and witnesses whose testimony you believe will assist the Board President and subsequent processing officials in reaching an accurate conclusion regarding whether you should be disenrolled. The Board President will examine whether the evidence reasonably establishes, by a simple preponderance of the evidence, the following factors, and recommend accordingly:

- a. Whether a valid ROTC contract exists between the Army and the Cadet;
- b. Whether the Cadet breached any of the terms of the contract and if so, how;
- c. Whether you received advanced educational assistance from the U.S. Government in the

form of scholarship or reimbursable incentives while enrolled in ROTC in the amount of \$xx.00, **which constitutes a valid debt to the United States.**

d. Whether there are grounds for your disenrollment in accordance with AR 145-1, paragraph 3-43a(xx), i.e., request.

e. Whether the U.S. Government should recoup the amount of indebtedness in the amount of \$xx.00 or order repayment via enlisted active duty.

f. If recoupment via repayment is appropriate vice enlisted active duty, whether you should repay in whole or partial forgiveness of the resulting debt. In the event of partial forgiveness, what amount and why forgiveness is appropriate.

3. In addition to investigating whether you should be disenrolled from ROTC for breach of the

FOR OFFICIAL USE ONLY

Figure 8-3

Figure 8-3 Notification of Respondent to a Board-continued

SUBJECT: Notification of Respondent to a Board of Officers.

terms of your ROTC contract, it will be determined the validity of any indebtedness you may have to the U.S. Government. The Board President will submit their findings and recommendations to the Commanding General, USACC, or designee, for appropriate disposition. Scholarship Cadets or nonscholarship Cadets who have received any bonuses or other reimbursable incentives only: If you are disenrolled and are directed to repay any bonuses, incentives and/or ROTC scholarship funds you received, you may appeal the decision. Nonscholarship Cadets who have not received any bonuses or other reimbursable incentives: you have no appellate rights except to the ABCMR following receipt of the final notice of disenrollment.

4. You are entitled to any reasonably available military counsel who need not be a lawyer. As an alternative, you may retain civilian counsel at your own expense. Although this counsel is not required to be a lawyer, the individual selected should be sufficiently mature and experienced to be of assistance to you. Your counsel may assist you in the preparation of your case and be present with you at all open sessions of the board. Counsel is not permitted to take part in the board proceedings, in a representative capacity.

5. Unless you request and receive additional time, a hearing will be held at xx:xx am, date, place. Please note that you will have to consent to allow me to take any testimony via telephone, and no witness is entitled to travel expenses paid by the government and no travel expenses will be paid by the government. If you do not provide me any witness information, you will be responsible for arranging your own witness testimony.

6. I will endeavor to arrange for the presence of any witnesses you may desire. It is anticipated that the following witnesses will be present: XXXX XXXX

7. Upon completion of the board proceedings and final action on the Department of the Army (DA) Form 1574-2, Section VIII by the Appointing Authority, you will have ten (10) working days from receipt via USPS, certified mail, return receipt requested, to submit any rebuttal matters prior to any final decision or recommendation by the Commanding General, USACC or his designee. If you are disenrolled by the Commander, USACC or his designee, you will be given an opportunity to appeal the disenrollment, the resulting debt, if any, and the recoupment decision, through USACC, within fourteen (14) days working days of receiving the notice of disenrollment from USACC via USPS, certified mail, return receipt requested, to the Assistant Secretary of the Army (Manpower and Reserve Affairs (ASA(M&RA))). Appellate rights to the ASA(M&RA) through USACC are offered only if you elect to execute your right to an administrative disenrollment.

Figure 8-3
FOR OFFICIAL USE ONLY

Figure 8-3 Notification of Respondent to a Board-continued

SUBJECT: Notification of Respondent to a Board of Officers/Investigating Officer.

8. You must keep the PMS informed of your current address and phone number until this action is resolved. Contact me immediately if you have any questions, if you find any of these instructions unclear, or if you need any other assistance.

Signature Block

Figure 8-4 Checklist for Disenrollment Actions

Part I

Actions by PMS (CC PAM 145-4, para 8-2)

- _____ Determine one or more bases for disenrollment action
 - AR 145-1 para 3-43a; Include all applicable bases in notice to Cadet.

- _____ Gather all supporting documentation
 - Transcript, Privacy Act Form, Counseling Statements, etc.
 - Obtain certified copies.

- Place Cadet on Leave of Absence (LOA Pending Disenrollment-F)
Note ensure there are NO additional payments made during the term the Cadet is placed in F-Status

- _____ FOR ECP CADETS: Request DA form 5315-R, U.S.Army Advanced Education Financial Assistance Record from Cadet Command, RMD, Pay Operations Division, via e-mail address: usarmy.knox.usacc.mbx.hq-g8-debt-mgmt-disenrollment@mail.mil . Include Cadet's name, SSN, contract date, current status, school FICE code, and an ROTC POC. Allow ten working days for receipt of the certified form.

- _____ Provide disenrollment notification **with all supporting documents** to Cadet.

- _____ Retain evidence of notification in the file (certified mail receipt, etc.)

- _____ If Cadet waives right to a Board, follow the process in CC PAM 145-4, para. 6-11. Waivers of rights to a Board by non-scholarship Cadets who received a bonus must be sent through Brigade to HQ, USACC for review and approval.

- _____ If the Cadet does not respond within 10 days or the notification is undeliverable, document all efforts made to contact Cadet in a memorandum for record and maintain in the Disenrollment file.

- _____ If Cadet does not waive right to a Board, respond within 10 working days, or if the notification is undeliverable, proceed to Part II.

Figure 8-4 Checklist for Disenrollment Actions-continued

Part II Actions by Appointing Authority

- _____ Determine if a Board is needed. Determine if a recorder is needed.
 - A Board must be appointed for all disenrollments where the Cadet does not waive his/her rights.
 - Recorders are recommended for all Boards.
 - IMPORTANT: The Cadet has the right to be present for all interviews/proceedings and to cross-examine all witnesses. This is not like an AR 15-6 investigation.

- _____ Appoint a Field Grade Officer for Board.
 - Recommend Board President and two additional voting members if possible
 - If a Field Grade is not available because of a military exigency, an exigency memorandum must be written at the time of appointment.

- _____ Appoint a Recorder (nonvoting commissioned officer).

- _____ Forward appointment memorandum and the Notice of Disenrollment with all enclosures to the Board President

Actions of Board Prior to Hearing (CC PAM 145-4, para 8-2, 8-3 and 8-4)

- _____ **Contact USACC OSJA** for guidance when appointment and packet are received and throughout the process (<mailto:usarmy.knox.tradoc.mbx.sja-adminlaw@mail.mil>).

- _____ Notify the Cadet of the board (Figure 6-3). This notice informs the Cadet of the time, place and exact purpose(s) of the board. Cadet must receive notice 5 working days prior to the Board. Retain copy in file. *Make reasonable efforts to contact Cadet and document all contact efforts.*

- _____ Notify/secure both Cadet's and Board's witnesses. Provide 5-day minimum written notice to the Cadet-respondent's witnesses, and all others concerned. Reasonable attempts should be made to assist the Cadet in getting witnesses to appear.

- _____ Notify the University Representative. Retain notification/response in file.

- _____ Retain documentation showing Cadet had notice 5 working days in advance of Board, which includes:
 - Mail receipt, receipt acknowledgment; MFR of phone conversation; e-mail; If the above is not available, ensure notification sent via

Figure 8-4 Checklist for Disenrollment Actions-continued

certified mail to last known address and any permanent address.
Attempt to contact by phone and e-mail, document all efforts.
Obtain a signed Privacy Act Statement if Cadet attends hearing.
Retain in file.

Part III

Board Proceedings (CC PAM 145-4 Para 8-5; Figure 8-5 and 8-6)

- _____ Place Board and Recorder under oath.
- _____ Explain board proceedings to Cadet and inform of possible outcomes to include recoupment of scholarship funds or call to Active Duty.
- _____ Inform Cadet of his or her rights listed in Paragraph 8-5a. **THESE ARE NOT THE SAME RIGHTS INCLUDED ON A DA 3881. DO NOT USE THE DA 3881** because all of the rights listed in the DA 3881 do not apply at disenrollments. (For example, we are not going to provide them an attorney if they cannot afford one.)
- _____ Provide for opening statements. Allow Cadet to make opening statement.
- _____ Provide for evidence presentation. Allow Cadet to present evidence.
- _____ Swear and question witnesses. Allow Cadet to be present for all questioning and to question all witnesses.
- _____ Provide for closing statements. Allow Cadet to make a closing statement.
- _____ Conduct deliberations in closed session. Do not announce decision to Cadet at the board. Inform Cadet the findings and recommendations will be communicated in writing.

Part IV

Board Findings and Recommendations (CC PAM 145-4 Para 8-6; DA Form 1574-2)

- _____ Include verbatim transcript or summarize the testimony of all witnesses and the Cadet.
- _____ List evidence reviewed by Board as exhibits.
- _____ You must address the following in your findings:
 - Was there a valid contract

Figure 8-4 Checklist for Disenrollment Actions-continued

- Did the Cadet receive advanced educational assistance through an ROTC scholarship and the amount of the debt
- Did the Cadet breach the terms of the contract through his/her actions
- If more than one reason for disenrollment in Notification of Disenrollment, indicate which paragraphs the disenrollment is based on and which it is not based on (e.g. The Notice of Disenrollment states disenrollment on the basis of paragraphs (14) and (16). There is evidence supporting disenrollment for (16) but not (14). The recommendation should read: "Should be disenrolled from ROTC pursuant to AR 145-1, paragraph 3-43(16). However, there is not sufficient evidence to support disenrollment based on undesirable character." Cadet will still be disenrolled for (16).

_____ Make recommendations based on the questions listed in appointment memo.

- Cite subparagraph of AR 145-1, para. 3-43 which applies.
- Limited to the reasons listed in the Notification of Disenrollment.
- Make recommendation for recoument and call to active duty; if not recommended, explain why.

Part V

Appointing Authority Actions after Receiving Recommendations of the Board (CC PAM 145-4, para. 8-7)

_____ Circle the appropriate determination approving or disapproving findings and recommendations on DA Form 1574-2. If the Appointing Authority does not concur with the Board, he/she must provide a detailed explanation why.

_____ If disenrollment is recommended without recoument or call to Active Duty, specifically address why (para 8-6b).

_____ Forward record to University representative if they did not attend the board if requested. Retain copy of correspondence in file.

_____ Forward a copy of the entire record to Cadet for opportunity for rebuttal.

Rebuttal (CC PAM 145-4, para. 8-7)

_____ Forward record, including all exhibits to Cadet with rebuttal notice regardless of whether or not cadet appeared or has responded to previous notifications.

Figure 8-4 Checklist for Disenrollment Actions-continued

_____ Forward rebuttal if received, with packet to approving authority. Approving authority must comment on the rebuttal in previous finding and explain why it persuaded you or not. Then submit to Cadet Command through ACA.

Additional Guidance

- Board President and members should always read applicable portions of AR 145-1, AR 15-6, and CC PAM 145-4, and the contract prior to the Board. Board President must contact USACC, OSJA for guidance prior to the Board.
- All information must be made a matter of record and included in the report of findings.
- Notification to the Cadet of the impending board action must be documented in the record. The notification memorandum must be presented or received by the Cadet at least five (5) working days prior to the hearing. The notification must address who, what, when, where, and why.
- A copy of the report of proceedings must be given/sent to the Cadet after the Appointing Authority takes action and the action is documented in the record, with comments on any rebuttal submitted by Cadet.
- Subsistence allowance, as deemed by Congress, is not recoupable and as such, repayment is not required, unless erroneously expended.
- The Cadet must be notified he/she may challenge the appointment of board members for cause.
- The Cadet will be given a reasonable amount of time to prepare his/her case. A request of 15 days extension is reasonable. **All** records and documents will be made available to the Cadet and provided in advance with Notification of Disenrollment (document everything).
- After the conclusion of the board, the voting members will deliberate in closed session.
- The Cadet is allowed to be present for all open sessions of the hearing, has the right to present evidence, and ask questions of all witnesses (ROTC and Cadet).
- Recommendations must include recommendation regarding recoupment of scholarship funds or active duty service.

- DA Form 1574-2 will be used in all cases. An index of all exhibits must be attached to the 1574-2.
- The Appointing Authority will not attend the Board except if it is necessary for him/her to testify, in which he/she cannot be the Approving Authority or make a recommendation as set forth in CC PAM 145-4, paragraph 8-7. If this happens, contact USACC, OSJA prior to the Board.
- If any questions arise during the processing of the Board action, refer to the USACC, OSJA.

Figure 8-5 Script without Recorder

SCRIPT WITHOUT RECORDER

PRES: It is (time) on (date) at (location). This hearing will come to order. This board of officers has been called to determine whether Cadet _____ should be disenrolled from the ROTC Program for the following reasons: STATE REASON(S) FOR DISENROLLMENT

This Board's role is to review the evidence, listen to witnesses, if required make credibility determinations and make recommendations on disenrollment and recoupment to the Appointing Authority. This Board cannot make any final decisions. If the recommendation is made to disenroll, then this board will also recommend if you will be required to pay back any scholarship monies or be ordered to active duty in lieu of recoupment.

The following individuals are present: State name, title, and role in Board (Cadet, Counsel, Board President, Board Member, University Representative, Recorder)

When CADET is without counsel:

PRES: You may, if you desire, obtain civilian counsel at no expense to the Government for this hearing. This counsel may not represent you at this hearing but may provide you advice. Do you have counsel?

CADET: No/Yes

PRES: At your request, you are also entitled to have a military officer (not Trial Defense Services Counsel or other member of the JAG Corps) appointed to assist you with your board. Have you requested an Officer to assist you or do you desire one?

CADET: No/Yes

If CADET has requested an Officer to assist and one has not been provided or requests one at the Board, suspend the Board and call USACC OSJA for guidance.

If CADET has counsel, the PRES should identify counsel at this point for the record.

Rules pertaining to counsel should be stated at this time. Counsel may advise and consult with Cadet during the hearing, but cannot represent or provide advocacy (as questions of witnesses, Board; Make verbal statements/arguments on behalf of Cadet

(including opening and closing statements)). Inform Cadet of his or her rights listed in Paragraph 6-7a. THESE ARE NOT THE SAME RIGHTS INCLUDED ON A DA 3881.

DO NOT USE THE DA 3881 because all of the rights listed in the DA 3881 do not apply at disenrollments. (For example, we are not going to provide them an attorney if they cannot afford one.)

PRES: The board is appointed by Memorandum of Appointment, Headquarters, dated _____. Have all members of the board read the memorandum of appointment? (If not the Memorandum of Appointment is read aloud by PRES or silently by any member who has not read it.) Cadet should be handed the document to review.

The same procedure applies to the Letter of Notification to the CADET.

PRES: The memorandum of appointment will be attached as Exhibit_____?

PRES: The Letter of Notification will be attached as Exhibit_____?

PRES: The following members of the board are present:

The following members are absent:

PRES should account for all personnel of the board, including CADET and COUNSEL, if any, as present or absent at each session. PRES should state the reason for any absence, if known, and whether the absence was authorized by the appointing

authority.

PRES: You may challenge any member of the board for lack of impartiality. Do you desire to make a challenge?

CADET No/yes with explanation for challenge *If CADET challenges for impartiality, the PRES, or next senior member, as appropriate, determines the challenge. See paragraph 6-7.*

PRES swears board members, if required. PRES then swears as follows:

PRES: The board will be sworn.

All persons on the Board stand while PRES administers the oath. Each voting member raises his or her right hand as PRES calls his or her name in administering the following oath.

PRES: Do you, Colonel____, Lieutenant Colonel_____, Major_____, swear (affirm) that you will faithfully perform your duties as a member of this board; that you will impartially examine and inquire into the matter now before you according to the evidence, your conscience, and the laws and regulations provided; that you will make such findings of fact as are supported by the evidence of record; that, in determining those facts, you will use your professional knowledge, best judgment, and common sense; and that you will make such recommendations as are appropriate and warranted by your findings, according to the best understanding of the rules, regulations, policies, and customs of service, guided by your concept of justice, both to the Government and to individuals concerned, (so help you God)?

MEMBERS: I do.

The board members lower their hands but remain standing while the oath is

administered to PRES, if required.

PRES: I, _____, swear (affirm) that I will faithfully perform your duties as a member of this board; that I will impartially examine and inquire into the matter now before me according to the evidence, my conscience, and the laws and regulations provided; that I will make such findings of fact as are supported by the evidence of record; that, in determining those facts, I will use my professional knowledge, best judgment, and common sense; and that I will make such recommendations as are appropriate and warranted by your findings, according to the best of my understanding of the rules, regulations, policies, and customs of service, guided by my concept of justice, both to the Government and to individuals concerned, (so help me God).

All personnel now resume their seats.

PRES may now give general advice concerning applicable rules for the hearing. Repeat rules regarding Counsel; Address general rules such as Don't talk over one another; Allow the question to be fully stated before answering; Maintain professional behavior, and similar instructions to insure decorum.

PRES: The Cadet was notified of this hearing on _____.

PRES presents a copy of the memorandum of notification with a certification that the original was delivered (or dispatched) to CADET (para 5-5). A copy of the memorandum should be handed to Cadet for review. NOTE: The Cadet should have received a copy of all documentary evidence, including sworn statements with the Notice of Disenrollment.

PRES: The copy of the memorandum of notification will be attached as Exhibit _____.

Presentation of Evidence by the PRES:

PRES may make an opening statement at this point to clarify the consideration of evidence that was attached to the Letter of Notification. This is a good opportunity for the President of the Board to review what they have in the disenrollment packet and ensure the Cadet has an identical packet. If any discrepancies are discovered, remedy them at this point and get consent from all parties to continue. At this point also ensure all members have a copy of the disenrollment packet and have had an opportunity to review it.

PRES then calls witnesses and obtain other evidence relevant to the subject of the proceedings. PRES should logically present the facts to help the board understand what happened. The following examples are intended to serve as a guide to the manner of presentation, but not to sequence.

PRES: I am considering this statement of (witness) be marked Exhibit___and received in evidence. The witness will not appear in person because_____.

A copy of the statement should be given to Cadet to review so they know what statement is being presented. NOTE: Cadet should have received a copy of all documentary evidence, including sworn statement with the Notice of Disenrollment. The Cadet should acknowledge they were given a copy of the statement prior to the board and have no objections to it being used in the board proceeding. If the Cadet has an objection the President will consider the objection and make a decision. Call USACC OSJA if questions.

PRES conducts direct examination of each witness called by PRES or at the request of members. CADET may then cross-examine the witness. PRES and members of the

board may then question the witness, but PRES may control or limit questions by board members.

PRES: The board calls as a witness,_____.

A military witness approaches and salutes PRES, then raises his or her right hand while PRES administers the oath. A civilian witness does the same but without saluting.

PRES: Do you swear (or affirm) that the evidence you shall give in the case now in hearing shall be the truth, the whole truth, and nothing but the truth, (so help you God)?
If the witness desires to affirm rather than swear, the words “so help you God” will be omitted.

WITNESS: I do.

The witness then takes the witness chair, PRES asks every witness the following question no matter who called the witness.

PRES: What is your full name (grade, branch of service, organization, and station) (and address)?

If the report of proceedings will be filed in a system of records under the witness's name, the board must advise that witness in accordance with the Privacy Act. See paragraph 3-7e. Normally this requirement applies only to CADET.

PRES then asks questions to develop the matter under consideration.

PRES: The Board has no further questions.

CADET may cross-examine the witness. PRES may then conduct a redirect examination.

PRES: Does the board have any questions?

Any board member wishing to question the witness should first secure the permission

of PRES. If PRES and CADET wish to ask further questions after the board has examined the witness, they should seek permission from the PRES. PRES should normally grant such requests unless the questions are repetitive or go beyond the scope of questions asked by the board. NOTE: University Representatives are not allowed to ask questions or participate.

When all questioning has ended, PRES announces:

PRES: The witness is excused.

PRES may advise the witness as follows:

PRES: Do not discuss your testimony in this case with anyone other than the, the Cadet, or his or her counsel. If anyone else attempts to talk with you about your testimony, you should tell the person who originally called you as a witness. You must remain outside the Hearing Room as you are subject to recall as a witness until expressly excused by me.

Verbatim proceedings should indicate that the witness (except CADET) withdrew from the room. Unless expressly excused from further attendance during the hearing, all witnesses remain subject to recall until the proceedings have ended. When a witness is recalled, the PRES reminds such witness, after he or she has taken the witness stand:

PRES: You are still under oath.

The procedure in the case of a witness called by the board is the same as outlined above for a witness called by PRES.

PRES: I have nothing further to offer relating to the matter under consideration.

Presentation of Cadet's Evidence:

CADET: The Cadet has (an) (no) opening statement.

CADET presents his or her witnesses and other evidence in the same manner as did PRES. PRES administers oath to all witnesses and asks the first question to identify the witness.

The CADET should be sworn in before he/she testifies on his/her behalf. The PRES will administer the oath and ask the following preliminary questions, after which the procedure is the same as for other witnesses:

PRES: What is your name, (grade, branch of service, organization, and station) (address, position, and place of employment)?

CADET: (Answers)

PRES: Are you the Cadet in this case?

CADET: Yes.

The board must advise CADET in accordance with the Privacy Act. See USACC Pamphlet 145-4, paragraph 6-7f. When CADET has concluded his or her case, CADET announces.

CADET: The Cadet rests.

PRES: The Board has no further evidence to offer in this hearing. Does the board wish to have any witnesses called or recalled?

PRES: It does (not).

Closing Arguments and Deliberations:

PRES: You may proceed with closing arguments.

PRES: The president (has no) (will make a) closing statement.

CADET: (Makes argument or the Cadet submits the case without argument)

PRES may make the closing statement and, if any, statement is made on behalf of CADET, the rebuttal argument. Statements are not required. If no argument is made by CADET or PRES or after statements, PRES may say:

This concludes the disenrollment proceedings. The Board will now deliberate to consider the evidence presented. My recommendations are due to the Appointing Authority in XX days. You will be given the opportunity to respond to the findings and recommendation before a final decision is made. *Stress again that the board only makes recommendations to the Appointing Authority. In addition, take this opportunity to ensure the program has the most current contact information for the Cadet and include it in your findings.*

PRES: The hearing is adjourned.

Figure 8-6 Script with Recorder

SCRIPT WITH RECORDER

PRES: This Disenrollment Board will come to order. It is (time) on (date) at (location).

This board of officers has been called to determine whether Cadet _____ should be disenrolled from the ROTC Program for the following reasons: STATE REASONS FOR DISENROLLMENT

This Board's role is to review the evidence, listen to witnesses, if required make credibility determinations and make recommendations on disenrollment and recoupment to the Appointing Authority. This Board cannot make any final decisions. If the recommendation is made to disenroll, then this board will also recommend if you will be required to pay back any scholarship monies or be ordered to active duty in lieu of recoupment.

The following individuals are present: State name, title, and role in Board (Cadet, Counsel, Board President, Board Member, University Representative, Recorder)

When Cadet is without counsel:

PRES: You may, if you desire, obtain civilian counsel at no expense to the Government for this hearing. This counsel may not represent you at this hearing but may provide you advice. Do you have counsel?

CADET: No/Yes

PRES: At your request, you are also entitled have a military Officer (not a Trial Defense Services Counsel or other member of JAG Corps) appointed to assist you with your board. Have you requested an Officer to assist you or do you desire one?

CADET: No/Yes

[If the Cadet has requested an Officer to assist and one has not been provided or requests one at the board, suspend the board and call USACC OSJA for guidance] *If CADET has counsel, the RCDR should identify counsel at this point for the record. Rules pertaining to counsel should be stated at this time. Counsel may advise and consult with the Cadet during the hearing, but cannot represent or provide advocacy (ask questions of witnesses, Board; Make verbal statements/arguments on behalf of Cadet (including opening and closing statements)). Inform Cadet of his or her rights listed in Paragraph 6-7a. THESE ARE NOT THE SAME RIGHTS INCLUDED ON A DA 3881. DO NOT USE THE DA 3881 because all of the rights listed in the DA 3881 do not apply at disenrollments. (For example, we are not going to provide them an attorney if they cannot afford one.)*

PRES: The board is appointed by Memorandum of Appointment, Headquarters, , dated_____. Have all members of the board read the memorandum of appointment? *(If not the Memorandum of Appointment is read aloud by RCDR or silently by any member who has not read it.) The Cadet should also be given a chance to review the document. The same procedure applies to the Letter of Notification to the CADET.*

PRES: The memorandum of appointment and Letter of Notification of Board appointment will be attached as exhibits.

RCDR: The following members of the board are present:

The following members are absent:

RCDR should account for all personnel of the board, including CADET and COUNSEL, if any, as present or absent at each session. RCDR should state the reason for any

absence, if known, and whether the absence was authorized by the appointing authority.

PRES: You may challenge any member of the board for lack of impartiality. Do you desire to make a challenge?

CADET: No/Yes with explanation for challenge.

If CADET challenges for impartiality, the PRES, or next senior member, as appropriate, determines the challenge. See USACC PAM 145-4, paragraph 6-7

RCDR swears board members, if required. PRES then swears RCDR, if required.

RCDR: The board will be sworn.

All persons on the Board stand while RCDR administers the oath. Each voting member raises his or her right hand as RCDR calls his or her name in administering the following oath.

RCDR: Do you, Colonel____, Lieutenant Colonel_____, Major_____, swear (affirm) that you will faithfully perform your duties as a member of this board; that you will impartially examine and inquire into the matter now before you according to the evidence, your conscience, and the laws and regulations provided; that you will make such findings of fact as are supported by the evidence of record; that, in determining those facts, you will use your professional knowledge, best judgment, and common sense; and that you will make such recommendations as are appropriate and warranted by your findings, according to the best understanding of the rules, regulations, policies, and customs of service, guided by your concept of justice, both to the Government and to individuals concerned, (so help you God)?

MEMBERS: I do.

The board members lower their hands but remain standing while the oath is administered to RCDR, if required.

PRES: Do you,_____, swear (or affirm) that you will faithfully perform the duties of recorder of this board, (so help you God)?

RCDR: I do.

All personnel now resume their seats.

PRES may now give general advice concerning applicable rules for the hearing.

Repeat rules pertaining to Counsel if Counsel is present; Other rules may include:

Don't talk over one another; Remain professional during the proceedings; and similar instructions to insure decorum.

PRES: The Cadet was notified of this hearing on_____.

PRES presents a copy of the memorandum of notification with a certification that the original was delivered (or dispatched) to CADET (para 5-5). Provide copy to Cadet for review. NOTE: The Cadet should have received a copy of all documentary evidence, including sworn statements with the Notice of Disenrollment.

PRES: The copy of the memorandum of notification will be attached as an Exhibit.

Presentation of Evidence by the PRES:

PRES may make an opening statement at this point to clarify the expected presentation of evidence. This is a good opportunity for the President of the Board to review what they have in the disenrollment packet and ensure the Cadet has an identical packet. If any discrepancies are discovered remedy them at this point and get consent from all

parties to continue. At this point also ensure all members have a copy of the disenrollment packet and have had an opportunity to review it.

PRES then calls witnesses and presents other evidence relevant to the subject of the proceedings. PRES should logically present the facts to help the board understand what happened. The following examples are intended to serve as a guide to the manner of presentation, but not to sequence.

PRES: The statement of (witness) is marked as Exhibit____. The witness will not appear in person because_____. Exhibit_____ will (not) be accepted.

PRES may read the statement to the board if it is accepted. Copy of statement should be given to the Cadet to review so they know what statement is being presented.

NOTE: The Cadet should have received a copy of all documentary evidence, including sworn statements with the Notice of Disenrollment. The Cadet should acknowledge they were given a copy of the statement prior to the board and have no objections to it being used in the board proceeding. If the Cadet has an objection the President will consider the objection and make a decision. Call USACC OSJA if questions.

PRES conducts direct examination of each witness called by PRES or at the request of members. CADET may then cross-examine the witness. PRES and members of the board may then question the witness, but PRES may control or limit questions by board members.

PRES: The board calls as a witness,_____.

A military witness approaches and salutes PRES, then raises his or her right hand while RCDR administers the oath. A civilian witness does the same but without saluting.

RCDR: Do you swear (or affirm) that the evidence you shall give in the case now in hearing shall be the truth, the whole truth, and nothing but the truth, (so help you God)?

If the witness desires to affirm rather than swear, the words “so help you God” will be omitted.

WITNESS: I do.

The witness then takes the witness chair, RCDR asks every witness the following question no matter who called the witness.

RCDR: What is your full name (grade, branch of service, organization, and station) (and address)?

If the report of proceedings will be filed in a system of records under the witness’s name, the board must advise that witness in accordance with the Privacy Act. See Cadet Command Pamphlet paragraph 6-7f. Normally this requirement applies only to CADET.

PRES then asks questions to develop the matter under consideration.

PRES: No further questions.

CADET may cross-examine the witness. PRES may then conduct a redirect examination.

RCDR: Does the board have any questions?

Any board member wishing to question the witness should first secure the permission of PRES.

If PRES and CADET wish to ask further questions after the board has examined the witness, they should seek permission from the PRES. PRES should normally grant such requests unless the questions are repetitive or go beyond the scope of questions

asked by the board. NOTE: University Representatives are not allowed to ask questions or participate.

When all questioning has ended, PRES announces:

PRES: The witness is excused.

PRES may advise the witness as follows:

PRES: Do not discuss your testimony in this case with anyone other than the recorder, the Cadet, or his or her counsel. If anyone else attempts to talk with you about your testimony, you should tell the person who originally called you as a witness. You must remain outside the Hearing Room as you are subject to recall as a witness until expressly excused by me.

Verbatim proceedings should indicate that the witness (except CADET) withdrew from the room. Unless expressly excused from further attendance during the hearing, all witnesses remain subject to recall until the proceedings have ended.

When a witness is recalled, the RCDR reminds such witness, after he or she has taken the witness stand:

RCDR: You are still under oath.

The procedure in the case of a witness called by the board is the same as outlined above for a witness called by PRES.

PRES: I have nothing further to offer relating to the matter under consideration.

Presentation of Cadet's Evidence:

CADET: The Cadet has (an) (no) opening statement.

CADET presents witnesses and other evidence in the same manner as did PRES.

RCDR administers oath to all witnesses and asks the first question to identify the

witness.

The CADET will be sworn in prior to him/her testifying on his/her behalf, the RCDR will administer the oath and ask the following preliminary questions, after which the procedure is the same as for other witnesses:

RCDR: What is your name, (grade, branch of service, organization, and station) (address, position, and place of employment)?

CADET: _____

RECR: Are you the Cadet in this case?

CADET: Yes.

The board must advise CADET in accordance with the Privacy Act. See paragraph 3-7e. When CADET has concluded his or her case, CADET announces.

CADET: The Cadet rests.

PRES: The Board has no further evidence to offer in this hearing. Does the board wish to have any witnesses called or recalled?

PRES: It does (not).

Closing Arguments and Deliberations:

PRES: You may proceed with closing arguments.

PRES: The president (has no) (will make a) closing statement. CADET: (Makes argument or the Cadet submits the case without argument)

PRES may make the closing statement and, if any statement is made on behalf of CADET, the rebuttal argument. Statements are not required. If no argument is made by CADET or PRES, or after statements are made, PRES may say:

This concludes the disenrollment proceedings. The Board will now deliberate to

consider the evidence presented. My recommendations are due to the Appointing Authority in XX days. You will be given the opportunity to respond to the findings and recommendation before a final decision is made. *Stress again that the board only makes recommendations to the Appointing Authority. In addition, take this opportunity to ensure the program has the most current contact information for the Cadet and include it in your findings and recommendations.*

PRES: The hearing is adjourned.

APPENDIX E Religious Accommodation



DEPARTMENT OF THE ARMY
ORGANIZATION
STREET ADDRESS
CITY STATE ZIP

OFFICE SYMBOL

MEMORANDUM THRU

Intermediate commanders as necessary

FOR GCMCA

SUBJECT: Religious Accommodation Request – Requestor's Rank (if applicable)
Name, Unit (if applicable)

1. On [date] I received [requestor's name] request for a religious accommodation. I provided initial notification to the Office of the Deputy Chief of Staff, G-1 Command Policy Division on [date]. A copy of the request [and supporting documents] is enclosed.

[Para 2 for a brigade-level request pursuant to AD 2018-19]

2. [Requestor] is seeking a religious accommodation to wear [a beard] [a beard, turban, and uncut hair] [a hijab] in accordance with the standards provided in the enclosure to Army Directive 2018-19 (Approval, Disapproval, and Elevation of Requests for Religious Accommodation), 8 Nov 2018.

or

[Para 2 for a request requiring a waiver of AR 670-1]

2. [Requestor] is seeking a religious accommodation to wear describe the uniform and/or grooming accommodation requested. This request requires a waiver of Army Regulation (AR) 670-1 standards
3. [Chaplain] interviewed [requestor] on [date]. A copy of the interview memorandum is attached.
4. I recommend [approval/disapproval] of the request. Must provide explanation if recommending disapproval. Recommendations for disapproval of GCMCA-level requests pursuant AD 2018-19 may only be based on (1) a determination that the request is not based on a sincerely held religious belief or (2) identification of a specific, concrete hazard not otherwise addressed in Army policy that cannot be mitigated by reasonable measures after coordinating with the branch or MOS proponent.
5. The point of contact for this memorandum is the undersigned at xxx-xxx-xxxx or xxx.xx.mil@mail.mil.

APPENDIX E Religious Accommodation-continued

OFFICE SYMBOL

SUBJECT: Religious Accommodation Request – Requestor's Rank (if applicable)
Name, Unit (if applicable)

Encls
as

JOHN D. DOE
RANK, BR
Position

APPENDIX E Religious Accommodation-continued



DEPARTMENT OF THE ARMY
ORGANIZATION
STREET ADDRESS
CITY STATE ZIP

OFFICE SYMBOL

MEMORANDUM FOR GCMCA for waiver request

SUBJECT: Religious Accommodation Request Chaplain Interview – Requestor's Rank (if applicable) Name, Unit (if applicable)

1. On [date] I conducted a[n] [telephonic] [in-person] interview with [requestor] regarding [his] [her] request for religious accommodation.

[Use this para 2 for a GCMCA-level request pursuant to AD 2018-19]

2. [Requestor's name] requests a religious accommodation to wear [a beard] [a beard, turban, and uncut hair] [a hijab] in accordance with the standards provided in the enclosure to Army Directive 2018-19 (Approval, Disapproval, and Elevation of Requests for Religious Accommodation), 8 Nov 2018.

OK

[Use this para 2 for a request requiring a waiver of AR 670-1]

2. [Requestor's name] requests a religious accommodation to wear describe the uniform and/or grooming accommodation requested. This request requires a waiver of Army Regulation (AR) 670-1 standards

3. Address the religious basis for the request

4. Address sincerity of the request

5. Recommendation is optional

5 or 6. The point of contact for this memorandum is the undersigned at xxx-xxx-xxxx or xxx.xx.mil@mail.mil.

JOHN D. DOE
RANK, CH
Position

APPENDIX E Religious Accommodation-continued



DEPARTMENT OF THE ARMY
ORGANIZATION
STREET ADDRESS
CITY STATE ZIP

OFFICE SYMBOL

MEMORANDUM FOR Immediate commander

SUBJECT: Request for Religious Accommodation – Rank (if applicable) Name, Unit (if applicable)

[Para 1 for a brigade-level request pursuant to AD 2018-19]

1. I request a religious accommodation to wear [a beard] [a beard, turban, and uncut hair] [a hijab] in accordance with the standards provided in Army Directive 2018-19 (Approval, Disapproval, and Elevation of Requests for Religious Accommodation), 8 Nov 2018.

or

[Para 1 for a request requiring a waiver of AR 670-1]

1. I request a religious accommodation for a waiver of Army Regulation (AR) 670-1 standards to wear describe the uniform and/or grooming accommodation requested.

2. This request is based on describe the religious basis for the request.

[Para 3 for Soldiers currently serving]

3. I understand that I must continue to comply with the uniform and grooming standards of AR 670-1 for non-accommodated Soldiers unless I am notified that my request is approved. If my request is disapproved, I understand I may continue to serve without an accommodation or I may request administrative separation. I also understand that an approved accommodation continues throughout my Army career, but may be suspended, modified, or revoked by appropriate authorities when required by military necessity.

or

[Para 3 for pre-accession requests]

3. If my request is disapproved, I understand I may choose to [enlist] [enroll] [commission] and serve without an accommodation or I may choose to discontinue the accession process. I also understand that an approved accommodation continues throughout my Army career, but may be suspended, modified, or revoked by appropriate authorities when required by military necessity.

4. The point of contact for this request is the undersigned at xxx-xxx-xxxx or xxx.xx.mil@mail.mil.

JOHN D. DOE
RANK, BR