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Headquarters, U.S. Army Cadet Command
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Fort Knox, Kentucky 40121-5123

USACC Regulation 145-9

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Functional Area

**CADET COMMAND RESERVE OFFICERS' TRAINING CORPS COMPONENT
SELECTION AND COMMISSIONING REGULATION**

FOR THE COMMANDER:

OFFICIAL:

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Major General, U.S. Army
Commanding

History. This publication augments Army appointment and commission regulations Army Regulation (AR) 145-1, Senior Reserve Officers' Training Corps (SROTC) Program, Organization, Administration, and Training, AR 135-100, Appointment of Commissioned and Warrant Officers of the Army (Army National Guard and Army Reserve, and AR 601-100, Appointment of Commissioned and Warrant Officers in the Regular Army. Specifically, this USACC regulation provides definitive guidance and procedures for the branching, commissioning, and accessing of Reserve Officers' Training Corps (ROTC) Cadets selected for Active Duty (AD), Reserve Duty (RD), Educational Delay (DL) or the Early Commissioning Program (ECP) to include forms, checklists and examples of Memoranda.

Summary. This publication outlines the Component Selection and commission process for all Cadets to include Regular Army, Reserve Component, Guaranteed Reserve Force Duty (GRFD) scholarship recipients, and Early Commissioning Officers. Specific guidelines are outlined on Distinguished Military Graduate criteria, administrative procedures for erroneous commissions, and how to complete commission documents for all components Regular Army and Reserve Forces Duty (RFD).

Applicability. This regulation applies to Headquarters, U.S. Army Cadet Command (USACC) and its subordinate units.

Proponent and Exception Authority. The proponent for this regulation is the Deputy Chief of Staff, G1. The proponent has the authority to approve exceptions or waivers to this regulation that are consistent with controlling laws, regulations, and USACC policies. Activities may request a waiver to this regulation by providing justification that includes a full analysis of the expected benefits and must include formal review by the activity's senior legal officer. All waiver requests will be endorsed by the commander or senior leader of the requesting activity and forwarded through their higher headquarters to the policy proponent.

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

Supplementation. Supplementation of this regulation and establishment of local forms are prohibited by subordinate commands of USACC.

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, and Attention: ATCC-PA, Fort Knox, KY 40121-5123.

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

Summary of Change

USACC Regulation 145-9 CADET COMMAND RESERVE OFFICERS' TRAINING CORPS, COMPONENT SELECTION AND COMMISSIONING REGULATION

THIS REVISION -

- Eliminates Regular Army branching guidance. Talent Based Branching accession file preparation will be addressed in a separate publication currently under development pending staffing.
- Eliminates reference to Outcome Metrics List, reverts back to Order of Merit List. (Paragraphs 2-3a-c).
- References DA Pamphlet 600-8-105, Military Orders, regarding discharge orders from ROTC to accept an appointment, format 502 (paragraph 3-6n).

- Eliminates USACC Form 145-5-1. This Form is included in USACC Circular 601-XX-1, annual accessions guidance and saved on the USACC SharePoint for Publications/Policies.
- Revises Height / Weight Certificate Subject line. Discontinue use of last 4 SSN and replace with DoD ID # (Figure 3-1).
- Revises current appointment criteria (paragraph 3-3).
- Revises guidance for Green to Gold ADO nurse candidates. Do not execute a Regular Appointment on any Green to Gold ADO Army Nurse Corps candidate without a passing grade on the National Council of Licensure Examination (NCLEX) (Figure 3-3).
- Revises format for discharge of USAR. Discharge ROTC Cadet from USAR (Format 502), to accept commission, IAW DA Pamphlet 600-8-105, dated 1 April 2019 (Figure 3-4).
- Deleted Appendix C, Officer Appointment Checklist Form is published in USACC Circular 601-XX-1, revised annually.
- Revises Appendix B: Revised to comply with current procedures for Personnel Security Management (PSM) in the ROTC Program. Select branches are affected by updates to T5 investigation requirements.
- Paragraph 2-3a –c Revises language on accession policies regarding GRFD contracted Cadets (scholarship, non-scholarship, and MJC graduates).
- Paragraph 2-3c. Added language regarding Military Junior College Cadets' process for requesting revocation of Reserve Forces Duty dedicated scholarships. Ike Skelton recipients must submit USACC Form 205 120 days prior to commission at the MJC program.
- Paragraph 3-3. Significant changes to made to this paragraph for clarification on Appointment Eligibility Requirements.
- Paragraph 3-3f. Added new guidance regarding physical fitness standards. Reads as: Complete the Army Combat Fitness Test (ACFT) - The PMS must administer this test within 120 days prior to appointment and may conduct re-tests as needed to verify physical fitness. Cadets who fail to meet the minimum passing standards for the ACFT **will not** be processed for disenrollment and may be appointed per Army Directive 2020-06, dated 12 June 2020 and Supplemental Guidance #1 for the Use of the ACFT during IMT and Commissioning, dated 14 October 2020.

- Changed Paragraph 3-4 to Exceptions to Annual Accessions Process. Clarifies category of Cadets who must be considered in the Annual Component Selection and RA Branching Board prior to commission. (1) Military Junior College graduates and (2) End of Camp Commissionees.
- Paragraph 3-7f. Revised paragraphs 3-fg (1) – (3) to add language from HQDA FY21 ROTC Accessions Guidance dated 8 October 2020 that establishes deadlines for ARNG to have an LOA and or be appointed into the ARNG.
- Paragraph 3-7m. Revised to clarify discharge authority in cases of SMP disenrollment actions. Reads as follows - NOTE: SMP participants remain obligated to complete their Military Service Obligation (MSO) with their Reserve Component unit upon *disenrollment* actions from the SROTC Program. Reference USACC Pamphlet 145-4, Chapter 8 for disenrollment actions.
- Added paragraph 5-2 e. Now reads: Early Commissioning Program (ECP) 2LTs commissioned by MJC(s) will access into the same Reserve Component in which they served following MJC commissioning while completing their baccalaureate degree, unless selected for Regular Army accession by the ASA(M&RA), as described in paragraph 3a.
- Paragraph 5-2f. Revised to read: MJC 2LTs with an approved GRFD revocation may request active duty component during their accessions window. The revocation request must be submitted NLT 120 days prior to commissioning at the MJC.
- Appendix D - renamed ECP Accession File/OMPF.
- Appendix D - Added GRFD (Guaranteed Reserve Forces Duty) Contract Endorsement (CC Form 202-R, 203-R, or 204-R (non-scholarship revocation) or 205-R (MJC revocation) (as applicable).
- Appendix D – Added ROTC Contract (DA Form 597-4) (EAP Contract/addendum), Cadet incurs a one year ADSO for each year of EAP.
- Appendix F is changed to Appendix E with paragraphs E-1 thru E-5 providing examples of required ECP documents.
- Appendix E-1 ECP Request For Assignment Orders. Paragraph 2c changed to read as: Evidence of qualifying height/weight (body fat) and that the ACFT was administered within 120 days of commissioning.
- Appendix E-2 Paragraph 1d revised to read as: Maintain height and weight requirements in accordance with AR 600-9, The Army Body Composition Program, and physical fitness standards as required by TC 3-22.20, Army Readiness Training. I will participate in the Army Combat Fitness Test and

height/weight verification at my RC unit of assignment and provide a copy to the ROTC program.

- Appendix E-3 is an updated example of a correct Letter of Acceptance from the applicable state TAG Officer Strength Manager.

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1-1. Purpose

This regulation provides definitive guidance and procedures for the commissioning and accessing of Reserve Officers' Training Corps (ROTC) Cadets selected for Active Duty (AD), Reserve Duty (RD), Educational Delay (DL) or the Early Commissioning Program (ECP).

1-2. References

Required publications, prescribed forms, and referenced forms are listed in Appendix A.

1-3. Explanations of abbreviations and special terms

Explanations of abbreviations and special terms used in this regulation are listed in the glossary.

1-4. Responsibilities

a. The Commanding General (CG), US Army Cadet Command (USACC), has managerial and operational responsibility for the ROTC Program, except for those functions and responsibilities retained by Headquarters, Department of the Army (HQDA) and U.S. Army Training and Doctrine Command.

b. Brigade commanders are responsible for those functions identified in this regulation and as otherwise directed by Headquarters, Cadet Command (USACC HQS).

c. Professors of Military Science (PMS) are responsible for the implementation of policies and procedures outlined in this regulation and other applicable Army regulations.

1-5. Objectives

a. To specify the basic policies and procedures for appointing ROTC Cadets as commissioned officers in the U.S. Army.

b. To ensure Cadets who satisfactorily complete all ROTC requirements, including the Advanced Camp, and possess a baccalaureate degree granted by an accredited college or university are commissioned IAW Army Regulation (AR) 145-1, Senior Reserve Officers' Training Corps Program: Organization, Administration and Training, Chapter 6, and Sections I and II of this regulation.

c. To ensure Cadets who have completed all ROTC requirements and have 36 months or less to complete a baccalaureate degree are not commissioned except under those conditions provided for Early Commissioning Program (ECP) officers.

Chapter 2 – Component Selection

2-1. Definition

Selection is the process by which a Cadet/Lieutenant is assigned to a duty component status (AD, RD, or DL).

2-2. Component Files

a. The PMS is responsible for the preparation of electronic accession files in accordance with the annual U.S. Army Cadet Command (USACC) Circular 601-XX-1. Component files will be submitted for Cadets and ECP officers whose graduation/commission dates fall within the accession zone designated in the annual HQDA/ROTC Accessions Guidance and/or USACC accessions regulations and circulars. CCIMMs is the source data base for record regarding all Order of Merit List Model data elements. The Army Talent Based Branching website <https://branching-rotc.army.mil> is the source data base for Regular Army Talent Based Branching data. The United States Army Reserve and the United States Army National Guard will branch their respective Cadets/officers in accordance with administrative guidelines outlined in USACC Circular 601-XX-1.

b. A Cadet who was not part of the component selection cohort during the regular board process may be reviewed by a Standby Board provided:

(1) The Cadet's graduation and commissioning dates meet the accessions zone identified in USACC Circular 601-XX-1.

(2) Extenuating circumstances existed which prevented the Cadet from being accessed during the regular HQDA/ROTC Component Selection process. Cadets will follow the branching processes that correspond with their component assignment.

(3) The Cadet's electronic accessions file is locked by USACC G1, Accessions and Standards Division (ASD) prior to the suspense date established in USACC Circular 601-XX-1 of the Fiscal Year (FY) in which the Cadet will be commissioned. Any accession file not completed by the established cutoff date will not be included in the National OML cohort component selection process and a stand by board packet must be submitted in accordance with USACC Circular 601-XX-1.

2-3. Commissioning Policies

a. **Guaranteed Reserve Force Duty (GRFD) Scholarship.** Recipients of a GRFD scholarship must execute an ROTC Cadet Command Form 203-R, Guaranteed Reserve Force Duty (GRFD) Scholarship Cadet Contract Endorsement, IAW USACC Regulation 145-1. These Cadets are ineligible to apply for active duty since revocation

of the GRFD endorsement is not authorized. (*Only exception is MJC Scholarship Cadets may request GRFD revocation prior to commissioning IAW U.S.C. 2107a*).

b. Cadets with a Cadet Command Form 202-R, Guaranteed Reserve Forces Duty (GRFD) **Non-Scholarship** Contract Endorsement, cannot apply for active duty unless they have completed Cadet Command Form 204-R, Revocation of the Guaranteed Reserve Forces Duty (GRFD) Cadet Contract Endorsement, IAW USACC Regulation 145-1 and submitted to the USACC HQs, Recruiting, Marketing, and Incentives Directorate (ATTN: ATCC-ROI-M) for staffing. CG, USACC is the approval authority for these revocations. A copy of the approved request must be maintained at the ROTC Program in the accession hard-copy file.

c. Military Junior College (MJC) Cadets with a Cadet Command Form 203-R, Guaranteed Reserve Forces Duty (GRFD) Scholarship Contract Endorsement, cannot apply for AD unless they have completed Cadet Command Form 205-R, Revocation of the Guaranteed Reserve Forces Duty (GRFD) Cadet Contract Endorsement, IAW USACC Regulation 145-1 and submitted to the USACC HQs, Recruiting, Marketing, and Incentives Directorate (RMID) for staffing. SECARMY, is the approving authority for MJC revocations. A copy of the approved request must be maintained at the ROTC Program in the accession hard-copy file.

d. Scholarship Cadets: GRFD ARNG/USAR, and **Dedicated GRFD Scholarship** Cadets cannot revoke their GRFD endorsement to compete for active duty accession. The *only scholarship exceptions are Ike Skelton ECP Scholarship Cadets*. The Ike Skelton ECP Scholarship revocation requests must be submitted 120 days prior to commission.

e. There are three separate ROTC branching workflow procedures: After each annual HQDA/ROTC Component Selection Results Release, PMS(s) must assist Cadets with completing administrative procedures for the applicable branching process based upon component designation.

(1) All Cadets selected for Active Component will branch under Regular Army (RA) /active duty branching procedures in accordance with Talent Based Branching processes. See paragraph 2-7 and other USACC publications for more detailed administrative guidance for Talent Based Branching procedures.

(2) All Cadets selected for the United States Army Reserve (USAR) are *branched* by the United States Army Reserve Command, Officer Accessions branch. The PMS must ensure that Cadets selected for USAR obtain a Vacancy Hold Report (VHR) document assigning them to a specific Unit/position/branch to fill. Specific administrative procedures and deadlines are outlined in USACC Circular 601-XX-1.

(3) All Cadets selected for the United States Army National Guard are branched by the National Guard Officer Strength Manager (OSM) in the state in which they plan to fulfill their military service obligation. The state NG OSM will provide the Letter of

Acceptance (LOA) assigning the Cadet/officer to a position/branch. Specific administrative procedures and deadlines are outlined in USACC Circular 601-XX-1.

2-4. Campus Order of Merit List (OML)

The PMS will use the following factors to establish the Campus OML:

- a. ROTC Program participation,
- b. Campus activities, and
- c. Academic performance.

2-5. Distinguished Military Student (DMS) and Graduate (DMG)

a. At the beginning of each academic year, the PMS will create an OML of all Cadets who satisfactorily completed CST the preceding summer. The OML will be used to identify those Cadets to be designated as Distinguished Military Students (DMS).

b. The CG, USACC, is the designation authority for Distinguished Military Graduates. USACC HQS, Deputy Chief of Staff (DCS), G1, Accessions and Standards Division (ASD), is responsible for obtaining and completing DMG certificates while ROTC Programs obtain and complete the DMS certificates.

c. Designation as a Distinguished Military Graduate

(1) Criteria for DMG selection:

(a) Cadet is ranked in the top 20% of the National OML and meets the criteria in paragraphs (b) and (c) below. USACC HQS will announce DMG selections when board results are released.

(b) Successfully completed Advanced Camp.

(c) Graduated with a baccalaureate degree, or has a statement from the head of the institution that all requirements for a baccalaureate have been completed and the degree will be **conferred** at the next regular commencement.

(2) USACC HQS G1 will issue the certificate, DA Form 2164, signed by the CG, Cadet Command, and forward to the PMS. When the Cadet is otherwise qualified, the PMS will add his/her signature block to the form, sign, date, and present the certificate to each selectee. The date on the form is the effective date upon which full and complete graduation occurs, the date of the statement from the head of the institution in the case of other than end-year students who fall within the intent of paragraph c(1)(c) above, or the date of Advanced Camp completion if the Cadet has graduated.

“*Graduated*” in this context includes academic graduation or completion of requirements for graduation as evidenced by a statement from the appropriate school official and successful completion of Advanced Camp.

(3) If the PMS determines a basis exists to withdraw the DMG designation from a Cadet, a request for withdrawal detailing the basis must be submitted through Brigade to USACC G1, Accessions and Standards Division (ATCC-PAS).

2-6. Cadet Command Order of Merit List (OML) Model

a. The National OML is established each year for all Cadets and ECP lieutenants who have commissioning and/or graduation dates that fall within a specified accession zone established by the Department of the Army (DA). The OML serves as the primary input for the HQDA/ROTC Component Selection process, which determines component assignments for Regular Army, U.S. Army Reserve, Army National Guard of United States, or Education Delay (selectees).

b. Background: The requirement for a National OML was directed for development in 2003 by the Assistant Secretary of the Army for Manpower and Reserve Affairs. The model calculates an Order of Merit Score (OMS) for each Cadet. For each annual accessions cohort, the respective OMS generates a merit-based ranking of the Cadets (highest to lowest) for use in determining Component Selection. USACC Circular 601-XX-1 is published annually to announce changes to the OML Model, announce annual accessions requirements, deadlines, and general administrative procedures pertinent for completing each Cadet’s CCIMM electronic accession file.

2-7. Talent Based Branching (TBB)

a. The Cadet Talent Based Branching program (TBB) provides an opportunity for Cadets to learn about unique aspects of the Army’s seventeen basic branches and three components of service, while engaging in meaningful mentorship with USACC Cadre across the country. Active participation is imperative in order for this program to be successful in meeting the needs of the Army and aligning the preferences of Cadets to appropriate branches. The program’s goals strive for all Cadets to:

(1) Identify the component of service that best matches their career aspirations.

(2) Identify the basic branch that best matches their unique talents to the talent priorities identified by the branches.

b. The URL for the TBB website is <https://branching-rotc.army.mil>. This link will first take users to an Enterprise Access Management Service – Army single sign-on page and then to their branching homepage once signed in. A USACC Talent Based Branching Pamphlet is currently pending publication development and staffing with a projected release date in summer 2021.

2-8. Campus Evaluation Report (CER)

a. Reference USACC Regulation 145-3, Army Senior Reserve Officers' Training Corps (SROTC) Basic Officer Course-A(BOLC-A) – On campus Training and Leadership Development, 20 September 2011 and USACC CG Policy Memorandum 32- Campus Evaluation Report (CER).

b. The PMS is responsible to ensure that Campus Evaluation Reports (CER) are completed once a Cadet completes the MS-III year regardless of projected graduation date or scheduled attendance at Advanced Camp. CERs must be completed and entered into CCIMM before a Cadet departs campus at the end of the MS-III year in accordance with above referenced CG Policy Memorandum.

c. Accession files for Cadets without a MS-III in CCIMM will not go through the annual accessions process for Component Selection.

Chapter 3 – Commissioning

3-1. Definition

ROTC graduates who complete commissioning requirements are eligible for *appointment* as commissioned officers in the U.S. Army once the officer nomination/officer scroll is approved by the Secretary of Defense. The Professor of Military Science is authorized to commission/appoint ROTC graduates only after the *appointment* nomination is confirmed prior to commissioning. The nomination date can be confirmed in CCIMM on the “Cadet Accessions” tab under “Officer Nomination (Scroll)”.

3-2. Commissioning Authority

a. The PMS is responsible for verifying eligibility, preparing required appointment documents, and executing the appointment when all requirements are met. The PMS must complete the Officer Appointment Checklist, USACC Form 145-5-1, prior to commissioning each Cadet. A ROTC graduate who is tendered an appointment becomes a commissioned officer after taking the oath of office and executes DA Form 71. These actions constitute acceptance of the appointment (10 USC 12201 and 5 USC 3331).

b. Basic eligibility for appointment is contained in AR 145-1, Senior ROTC Program: Organization, Administration, and Training. Careful attention to each criterion must be exercised to preclude erroneous commissions. AR 145-1 provides guidance on revocation authority. Erroneous commissions must be reported to USACC G1, ASD immediately upon discovery of a potential issue.

3-3. Eligibility for Appointment

To be eligible for appointment, a SROTC Cadet must—

- a. Be recommended for appointment by the PMS.
- b. Be a citizen of the United States.
- c. Meet the following age requirements:

(1) Scholarship Cadets must be under 31 years of age on 31 December of the calendar year in which commissioned.

(2) Non-scholarship Cadets may not be older than 30 at the time of commissioning; CG, USACC may approve waivers for applicants who are projected to be commissioned before their 39th birthday. See USACC Pamphlet 145-4 for administrative guidance on waivers.

d. Be of good moral character. A waiver granted for contracting or continuance in the SROTC program is also a waiver for appointment, provided such waiver is not in contravention of applicable statutes.

- e. Be physically qualified.

(1) Meet the standards of AR 40-501, as determined by the USACC Command Surgeon. Commissioning physicals must be completed on each Cadet prior to appointment. The commissioning physical, normally completed at Advanced Camp, must not be more than two years old (based on date of physical) at the time of appointment. All Cadets with expired physicals must take the Retention Physical referenced in AR 40-501, Chapter 3. *There are no exceptions.* Questions regarding medical status or physical examinations should be directed to USACC HQS, Command Surgeon or G1, Accessions and Standards Division.

(2) Meet the height and weight or body fat percentage standards required by AR 600-9 and annotate on the Army Officer Appointment Checklist, USACC Form 145-5-1. Attach the PMS Height and Weight Certificate Memorandum for Record to the appointment/commission physical

Figure 3-1. PMS HT/WT Certificate Memorandum for Record

ROTC PROGRAM LETTERHEAD	
OFFICE SYMBOL	DATE
MEMORANDUM FOR RECORD	
SUBJECT: Height / Weight Certificate for Cadet (Name, DoD ID#)	
1. Height:	
2. Weight:	
3. Meets:	
*If NO, annotate current body fat percentage/allowable body fat percentage. Taping must be accomplished in accordance with AR 600-9.	
Body Fat% _____/Allowable Body Fat % _____	
PMS Signature Block	

f. Complete the Army Combat Fitness Test (ACFT) - The PMS must administer this test within 120 days prior to appointment and may conduct re-tests as needed to verify physical fitness. Cadets who fail to meet the minimum passing standards for the ACFT **will not** be processed for probation, suspension, or disenrollment and may still be appointed per Army Directive 2020-06, dated 12 June 2020 and Supplemental Guidance #1 for the Use of the ACFT during IMT and Commissioning, dated 14 October 2020.

g. Be proficient in the English language. If English is not the Cadet's primary language, the Cadet must achieve a score of 90 or higher on the English Comprehension Level Test (ECLT) and achieve a Defense Language Institute (DLI) Oral Proficiency Interview (OPI) skill rating of 2+ in comprehension and 2 in speaking. Cadets in Puerto Rico are authorized to take either the American Language Course Placement Test or ECLT. Waivers are not authorized, exceptions to policy will not be considered.

h. Possess a minimum eligibility of a secret security clearance based on a T3 equivalent or higher investigation. See Appendix B regarding Cadet Personnel Security Management procedures.

i. Have successfully completed the course of military instruction and required Advanced Camp training as prescribed by law and SROTC regulations.

j. Have achieved a cumulative GPA of 2.0 on a 4.0 scale or its equivalent in their academic curriculum and 2.0 on a 4.0 scale in MSL classes, and possess a baccalaureate degree *conferred* by an accredited 4-year degree granting institution. Degree requirements for MJC graduates and completion Cadets are discussed in Chapter 5.

k. Have been scrolled for appointment and approved by the Secretary of Defense on behalf of the President of the United States. The PMS must verify that all applicable nomination scrolls are approved by using the *Accessions TAB* in CCIMM.

There are three categories of Officer Nomination Scrolls that must be confirmed prior to commission based upon component and branch the Cadet has been assigned.

(1) Reserve of the Army - All ROTC Cadets will have an approved/signed *Reserve of the Army* scroll by statutory requirement prior to commission.

(2) Regular Army - Cadets selected for *active component* must have both the Reserve of the Army and Regular Army approved/signed scroll prior to commission.

(3) Army Medical Department – All active component Medical Service Corps and Army Nurse Corps branched Cadets must be on an approved/signed *AMEDD* scroll prior to appointment. PMS(s) may commission a Nurse Student with an approved/signed Reserve of the Army scroll due to the Reserve of the Army Memorandum of Appointment does NOT designate an assigned branch. (*Do not*

commission Green to Gold ADO Nurse Students into the Reserve of the Army. If there is an RA and AMEDD scroll approved/signed, and a successful completed NCLEX entered in CCIMM you may commission these Cadets into the Regular Army.)

I. Cadets must complete a drug test in accordance with USACC Regulation 600-85, Army Substance Abuse Program Drug Testing Program Prevention and Education and Command policies within 120 days of commissioning.

3-4. Exceptions to Annual Accessions Process

Normally, a Cadet must be considered by the annual HQDA/ROTC Component Selection and RA Branching Board prior to commissioning. Exceptions to this policy are:

a. **Military Junior College:** Cadets attending a Military Junior College (MJC) that meet the requirements of AR 145-1 will be commissioned upon graduation from the MJC. Chapter 5 outlines procedures for commissioning, branching and accessing MJC Cadets.

b. **End of Camp Commissionees** are Cadets who have successfully completed a four-year institution academic degree and all military science commission requirements with the exception Advance Camp completion. Cadets in this category commission after successful completion of Advanced Camp. Their electronic accession files will be administered in accordance with Standby Board administrative procedures governed by the applicable fiscal year HQDA/ROTC Component Selection and Regular Army Branching Accessions Guidance.

3-5. Appointment in the Reserve of the Army

a. Individuals must be on a signed appointment scroll before commissioning in accordance with Title 10, United States Code, Chapter 1205, Section 12201; no individual can be appointed prior to approval of the nomination. Appointment authorities will not allow the appointment of officers, nor publishing or distribution of orders or request for orders, prior to Secretary of Defense or Senate approval/confirmation. The approval/confirmation of individuals nominated for appointment is contained in source documents commonly referred to as "appointment scrolls". The appointment scroll(s) of nominated Cadets are submitted to the Office of the Secretary of Defense by USACC G1, ASD. The approved/confirmed scroll(s) are subsequently managed by USACC G1, ASD, for reference. PMS(s) must confirm that Cadets are on an approved scrolls prior to appointment.

b. All ROTC Cadets are appointed as a Reserve Commissioned Officer first and will be processed by the PMS and USACC G1, ASD in accordance with this regulation. The ONLY exception is Green to Gold Active Duty Option (ADO) Cadets. Green to Gold ADO Cadets are on active duty while enrolled in ROTC and cannot have a break in active duty service. USACC will scroll G2G ADOs both Reserve of the Army and Regular Army however PMS(s) will ONLY execute the Regular Army (RA)

commissioning documents at the time of commissioning. (See Figures 3-2 and 3-3 for Memoranda of Appointment Templates.)

3-6. Regular Army (RA) Appointment guidelines

a. There are three categories of RA Lieutenants who access onto active duty prior to reporting to their BOLC-B course:

(1) **Green to Gold ADO Lieutenants.** All Green to Gold ADO Lieutenants are active duty *while enrolled in ROTC* and **must not** have a break in active duty service. These Cadets must execute the Regular Army Oath, DA Form 71, and Memorandum of Appointment for Regular Army, on the first day of duty as a Second Lieutenant (2LT)/appointment day. This date will be updated on the Active Duty List (ADL). If this action is not accomplished, the 2LT's AD status will not be activated, nor will they be eligible for DEERS enrollment or issued a Common Access Card for active duty. The PMS must confirm that Green to Gold ADO Cadets are on a signed Regular Army Scroll. The RA Scroll nomination date can be confirmed in CCIMM on the "Cadet Accessions" tab under "Officer Nomination (Scroll)". All other Green to Gold (*non ADO*) Cadets execute the Reserve of the Army appointment at the time of commissioning and execute a Regular Army Oath of Office at time of accession onto active duty - if applicable.

(2) **Any Nurse Student who is a Green-to-Gold ADO** must pass the NCLEX prior to executing a Regular Army Oath. PMS(s) must **not commission** any G2G ADO Nurse upon graduation. Passing the professional licensure requirement (NCLEX) is required prior to appointment into the Army Nurse Corps as a Regular Army officer. Prior coordination with the Brigade Nurse Counselor or USACC Command Nurse office is advised before commissioning this category of Nurse Program student.

(3) **Special Duty Officers:** The two special duty categories consist of Cadet Summer Training (CST) Lieutenant Cadre and Gold Bar Recruiters. All active component selected spring commissionees have the opportunity to volunteer for CST Cadre duty and GBR duty. These officers will report to Fort Knox, Kentucky to onboard active duty enroute to BOLC-B.

(a) Lieutenants selected to perform CST Cadre duty will first execute the Reserve of the Army Memorandum of Appointment and Reserve of the Army commissioned officers Oath of Office, DA Form 71, at the commissioning ceremony.

(b) After arrival to Fort Knox, the Regular Army Oath will be administered and commissioning documents completed by CST Headquarters staff.

(c) CST Headquarters staff will scan and upload the RA Oath/DA Form 71 and Memorandum of Regular Army Appointment into iPERMS and provide the original documents to the officer.

(4) Gold Bar Recruiter duty allows active component newly commissioned Lieutenants to access onto active duty and perform recruiting efforts at their respective ROTC Program prior to reporting to BOLC-B. Gold Bar Recruiters will execute the Reserve of the Army Oath of Office at time of commissioning. These officers will onboard active duty at Fort Knox, Kentucky and execute the Regular Army Oath of Office, DA Form 71. GBR duty is a volunteer duty. PMS(s) must follow application procedures in accordance with USACC Circular 601-XX-1 and applicable Operation Orders.

(a) Lieutenants who are approved for GBR duty will first execute the Reserve of the Army Memorandum of Appointment and Reserve of the Army commissioned officers Oath of Office, DA Form 71, at commissioning ceremony. Commission documents must be scanned/uploaded into CCIMMs prior to enrollment code changes to M status.

(b) After arrival to Fort Knox, the Regular Army Oath will be administered and commissioning documents completed by CST Headquarters staff.

(c) G1 Headquarters staff will scan and upload the RA Oath/DA Form 71 and Memorandum of Regular Army Appointment into iPERMS and provide the original documents to the officer.

(d) The GBR LT will return to the ROTC Program to perform supervised recruiting duties for a minimum of 45 days and maximum of 140 days.

b. All other 2LTs will initially execute a Reserve of the Army Oath of Office/DA Form 71; accompanied with a Reserve of the Army commissioned officer Memorandum of Appointment at time of commissioning. This is the first step prior to official placement on the Active Duty List (ADL). A new CCIMM systems data fix will require that the commission documents are scanned and uploaded into CCIMM before the enrollment code can be changed to "M"/commission status. On their report date to Basic Officer Leaders Course-Branch (BOLC-B), 2LTs will execute the RA Oath of Office. The BOLC-B headquarters is responsible for execution of the RA Oath, completion of the DA Form 71, and Regular Army Memorandum of Appointment, each BOLC-B headquarters is responsible to scan and upload those documents into iPERMS. The newly commissioned 2LT should maintain the original copy.

c. The RA Oath/DA Form 71 must be included as part of the officer's Official Military Personnel File (OMPF) and scanned and loaded into iPERMS. HRA(s) must also maintain a hardcopy in the 2LT's ROTC Program file. The newly commissioned 2LT should maintain the original copy.

d. Attendance at BOLC-B takes precedence over Cadet Summer Training Cadre duty or GBR duty by issuance of appropriate orders from USACC HQS G1, Accessions and Standards Division (ASD).

e. Cadets selected for Education Delay will be transferred to Human Resources Command (ATTN: AHRC-ORD-A) by USACC G1, ASD. Education Delay officers have not transitioned to delay status without military orders being published USACC G1, ASD.

f. Cadets selected to fulfill their military service obligation in the United States Army Reserve Duty (USAR) will be transferred to Human Resources Command (ATTN: AHRC-ORD-A, RPMD) for further assignment in the USAR. The USAR ROTC Appointments, Operations Team Officer, Accessions Branch will review the commission packet for accuracy and publish appropriate USAR accession orders based on the commission documents and the Vacancy Hold Report Unit/Position/branch designation. Specific administrative packet contents and instructions are outlined in USACC Circular 601-XX-1.

g. Cadets selected to fulfill their military service obligation in the Army National Guard will coordinate with the applicable state's Officer Strength Manager (OSM). Specific administrative procedures on how to attain a Letter of Acceptance and complete accession requirements are outlined in USACC Circular 601-XX-1.

3-7. PMS Responsibilities

a. The PMS is authorized to approve commissioning after verifying that all eligibility requirements for appointment outlined in AR 145-1 and this regulation are met. The PMS will complete Cadet Command Form 145-5-1, Officer Appointment Checklist, to verify all appointment requirements are completed prior to execution of an appointment. Reference USACC Circular 601-XX-1, for specific administrative accession procedures.

b. For Cadets being appointed with a 4-year degree, the PMS must verify with proper school officials that the degree is being *conferred* prior to administering the Oath of Office. Any exception must have a waiver in accordance with AR 145-1. Failure to complete academic requirements is the most common reason for an erroneous appointment. Follow erroneous appointment procedures specified in paragraph 3-9 when it is discovered that a Cadet failed to meet one of the appointment eligibility requirements listed in paragraph 3-3.

c. The PMS will notify USACC G1, Accessions and Standards Division, in writing, when it is discovered that an appointment requirement was not met at the time of appointment. A memorandum must be prepared and submitted thru Brigade to USACC G1, ASD to explain circumstances involving the erroneous appointment. The PMS will initiate no other action until a decision is reached by USACC G1, ASD.

d. Ensure all 2LTs selected for active duty are counseled on the following requirements. See AR 600-8-10, Leaves and Passes.

(1) USACC G1, ASD staff will use POV mode of travel to compute the authorized travel time from present accessioning location to the BOLC-B, Cadet Summer Training installation unless commercial air mode of travel is provided. (Cadets' addresses

change frequently and it is important to ensure CCIMM and CC Form 218 are correct. The address identified as "Expected after Commission" of the CCIMM Cadet Data tab is the address of record used to compute travel.)

(2) The proceed date and reporting date are shown on the DD Form(s) 1610, Request and Authorization for Travel of DOD Personnel, if applicable, or on the basic Accessions order.

(3) Officers selected for Regular Army are ordered to active duty based on specific requirements of BOLC-B attendance, Cadet Summer Training Cadre duty, or GBR duty.

(4) Commencement of travel before **the proceed date** and/or reporting early to the BOLC-B installation is not authorized unless specified in the orders.

e. Notify USAR or Army National Guard (ARNGUS) branch points of contact (POCs) of any change in commissioning dates or disenrollment actions for Cadets designated Reserve Forces Duty. Reference the USACC Command's SharePoint for contact information.

f. Reserve Forces Duty Accessions:

(1) Ensure that within 30 days of release of the Component Selection results, cadets obtain an LOA if one was not submitted in time for the Active Duty/Reserve Forces Duty Selection Board.

(2) PMS(s) and Reserve Forces Duty Cadets must take steps prior to 1 December to ensure each Cadet obtains an LOA for ARNGUS or VHR for USAR Cadets. PMS(s) must verify RFD Cadets have an official LOA or VHR prior to deadline outlined in USACC Cir 601-xx-1. PMS(s) should assist RFD designated Cadets who have not obtained a By-Name Request/Vacancy Hold Report or Letter of Acceptance (LOA), complete a DA Form 4651, Request for Reserve Component Assignment or Attachment. See USACC Circular 601-XX-1 or USACC SharePoint Business Process Guide for detailed workflow guidance.

(3) For ARNGUS Cadets - Official LOAs are visible in ATRRS ARNGUS LOA Portal. Contact OSM for official LOA document. Once an official LOA is obtained, the Cadet must contact [NGB BOLC Career Management Officers](#) to schedule BOLC-B training seat. HRA(s) will email copies of commission packet to the appropriate ARNGUS OSM. In the event a Cadet identified for ARNG appointment is not appointed in the National Guard or Territory within 120 days of graduation, the Cadet will be appointed in the Reserve of the Army with assignment to the USAR.

g. Document the counseling of RFD Cadets on their military service obligation and the requirement to attend BOLC-B within 36 months of commissioning.

h. Carefully check RD applications and supporting documents to ensure all forms are properly completed and signed.

i. ROTC Programs will submit appropriate personnel security documents in accordance with USACC Circular 601-XX-1 for Cadets selected for Military Intelligence (MI), Cyber (CY) Branch, Signal (SC) Branch and Explosive Ordnance Disposal (EOD) upon receipt of branch results.

j. Once eligibility is verified and a commissioning date is established, prepare appointment documents (Memorandum of Appointment; DD Form 1A, Commission Certificate; and DA Form 71). Sign and date the Distinguished Military Graduate (DMG) certificate provided by USACC G1, ASD USACC HQS for those individuals designated as a DMG. Use the format at figure 3-2 to prepare the Memorandum of Appointment. The date of the memo and date of acceptance must match.

k. Educational Delay Selectees: For 2LTs selected for DL, the PMS will submit:

(1) A completed DA Form 591, Application for Initial (Educational) Delay from Entry on Active Duty and Supplemental Agreement, IAW AR 601-25, Delay in Reporting for and Exemption from Active Duty, Initial Active Duty for Training, and Reserve Forces Duty, chapter 2, paragraph 2-5, for Cadets selected for DL. DA Form 591 must be completed through Part II - Enrollment Verification. A completed Supplemental agreement (DA Form 591e for Law; DA Form 591g for Medical fields; or DA Form 591h for Army Chaplaincy) must be submitted with the completed DA Form 591. Add these forms to the OMPF and mail to USACC HQS, DCS, G1 (ATCC-PAS).

(2) The PMS is responsible for maintaining contact with Cadets/officers selected for DL until they have been accepted into their Educational Delay (graduate program) and all documents are submitted to USACC HQS G1 POC. Each officer will be *counseled* on the requirement to be accepted and enrolled by the appropriate graduate/advanced school no later than the date published in the applicable fiscal USACC Circular 601-XX-1. If an officer fails to be accepted or enroll as required, a DA Form 4187, Personnel Action, must be submitted to USACC HQS, DCS G1 (ATCC-PAS), by the established suspense date annotated in USACC Circular 601-XX-1 of that fiscal year.

(3) The LT may request either an *extension of time* to be accepted in graduate school or a *Termination* of Education Delay, if requesting a change in duty status from Education Delay to Active Duty or Reserve Duty. Failure to enroll as required or submit a DA Form 4187 by the suspense date will result in the officer being referred to Human Resources Command Accessions Division for change of status to AD/RD based on the needs of the Army. (Reference USACC Circular 601-XX-1 for each fiscal year's procedural guidance on accessions and Educational Delay procedures.)

l. Discharge Cadets in the US Army Control Group (ROTC) and USAR/SMP Cadets effective the day preceding their commissioning date. Contact the appropriate State Adjutant General (TAG) for discharge of ARNGUS/SMP Cadets one day prior to commissioning. (See AR 145-1, paragraph 3-45, Senior Reserve Officers' Program:

Organization, Administrative, and Training for discharges to accept appointments).

NOTE: In case of disenrollment actions - SMP participants remain obligated to complete their Military Service Obligation (MSO) with their Reserve Component unit upon *disenrollment* actions from the SROTC Program. Reference USACC Pamphlet 145-4, Chapter 8 for disenrollment actions.

m. The format for discharging a Cadet to accept a commission is found in DA Pamphlet 600-8-105, Military Orders, Format 502. When completing the order, one of the following statements will be included in additional instructions.

(1) Selected for the ROTC Early Commissioning Program and for assignment to USAR Control Group (OADO) **NOTE:** This statement is for MJC Cadets.

(2) Selected for Reserve Forces Duty (RFD).

(3) Selected for Educational Delay (DL).

(4) Selected for Active Duty (AD).

n. Review accession orders to ensure all Extension of Benefits and Active Duty Service Obligation (ADSO) requirements are reflected on the officer's accession/assignment orders from USACC HQS.

3-8. Commissioning of ROTC Graduates

a. Upon administration of the oath of office, the PMS will enter the date in lower left corner of all copies of the Memorandum of Appointment. Below the body of the oath, enter the date the DD Form 1A was issued. The oath of office will be administered by a commissioned officer (includes retired officers) from any service.

b. In conjunction with a commencement ceremony, the Memorandum of Appointment, Commission Certificate, and a copy of DA Form 71 should be presented formally to those graduating Cadets with a ceremony as deemed appropriate by the PMS and the head of the institution. The date of completion of the ROTC course should be early enough to enable the PMS to secure the oaths of office and present the above documents to the commissionees before they leave the institution.

c. Ensure those Cadets not eligible for appointment do not participate in a formal or "mock" swearing-in ceremony. This act constitutes acceptance of an appointment and could result in legal actions.

3-9. Erroneous Appointment Procedures

The PMS must complete the following:

a. Immediately notify Cadet Command, Accessions and Standards Division, (ASD) by telephone or e-mail when an erroneous appointment is discovered.

b. Contact appointee immediately after an erroneous appointment is discovered and inform individual Cadet of the impending actions.

c. Conduct an investigation. Complete written results, including a recommendation for or against withdrawal of appointment.

d. Furnish this information to G1 Accessions and Standards Division, (ATTN: Deputy Chief, ASD) not later than 15 workdays after telephonic notification.

e. Prepare a Memorandum THRU Brigade Commander FOR USACC G1, (ATTN: Deputy Chief, ASD) to explain circumstances involving the erroneous appointment and request a revocation of commission. The PMS will initiate no other action until a decision is made and contacted by USACC G1, ASD.



RESERVE OFFICERS' TRAINING CORPS (ROTC)
INDEPENDENCE INSTITUTE OF PATRIOTS
0000 AMERICA DIVISION AVENUE, DEPARTMENT 000
EVERYWHERE, KY 00000-0000

ATTC <School Identifier>

<Date>

MEMORANDUM FOR Second Lieutenant (2LT) <FirstName> >MI.> >LastName,> < SSN-00-0000 >, <Address and zipcode+last 4>

SUBJECT: Appointment as a Reserve Commissioned Officer of the Army Under Title 10, USC 12203.

1. The Secretary of the Army has directed that you be informed that by direction of the President of the United States, you are appointed a Reserve of the Army Officer, provided you met all Reserve of the Army appointment eligibility requirements. Your appointment is effective on your acceptance, in the grade and with the name and social security number shown above. This Reserve of the Army appointment is for an indefinite term and without an assigned branch.
2. Execution of the enclosed Oath of Office - Military Personnel (DA-71) whereby the box is marked Reserve Commissioned Officer, constitutes your acceptance of appointment as an officer in the Army of the United States and that you took the oath prescribed by 5 USC 3331 attested by authorized official. On this office's receipt of the affidavit (DA-71) indicating a properly executed Oath of Office, a DD Form 1A recognizing your Commission will be presented to you and the DA-71 will be submitted to your Army Military Human Resource Record (AMHRR) immediately after execution, by this unit.
3. After acceptance of this appointment, any change in your permanent home address or a temporary change of address of more than 30 days duration will be reported by you to the custodian of your military personnel records.
4. Newly appointed officers with an Active Duty Service Obligation (ADSO) will report to their first duty assignment identified on their AD assignment orders. Upon reporting to the AD unit, on a date not to precede the date of the Regular Army (RA) Scroll Date, officers will execute a Oath of Office-Military Personnel (DA-71) whereby the box is marked Regular Army. It is intended that you report on a duty day during normal duty hours IAW the date specified on your orders. The original Reserve of the Army appointment is vacated upon acceptance of the RA appointment and execution of a RA Oath of Office. You will keep a copy of the newly executed affidavit (RA DA-71) indicating a properly executed Oath of Office and ensure a copy is provided immediately to this headquarters to ensure the document is provided to your AMHRR as soon as possible, but not more than 20 days after execution IAW AR 600-8-104.
5. References: AR 135-100, AR 601-100 and AR 600-8-104.

FOR THE COMMANDER:

Encl – (DA Form 71 Oath of Office)

Henry Hancock
LTC, xx
Professor of Military Science

RC Scroll Date: _____
Date of Acceptance: _____
RC Appointment Effective Date: _____

Figure 3-2. Memorandum of Appointment Reserve of the Army



RESERVE OFFICERS' TRAINING CORPS (ROTC)
0000 AMERICA DIVISION AVENUE, DEPARTMENT 000
EVERYWHERE, KY 00000-0000

ATTC <School Identifier>

<Date>

MEMORANDUM FOR Second Lieutenant (2LT) <FirstName> >MI.> >LastName,> < SSN-00-0000 >, <Address and zipcode+last 4>

SUBJECT: Appointment as a Regular Army Commissioned Officer of the Army Under Title 10, USC 531, 532, and 4353.

1. The Secretary of the Army has directed that you be informed that by direction of the President of the United States, you are appointed a Regular Army (RA) Commissioned Officer, provided you met all Army appointment eligibility requirements. Your appointment is effective on your acceptance, in the grade and with the name and social security number shown above. This Regular Army appointment is for an indefinite term. You are assigned in the following Army branch of service: (spell out branches; e.g. Infantry, Chemical Corps or Transportation Corps. Do not execute a RA appointment for a G2G ADO Nurse Cadet if Cadet has not passed the NCLEX).
2. Execution of the enclosed Oath of Office - Military Personnel (DA-71) whereby the box is marked Regular Army Commissioned Officer, constitutes your acceptance of appointment as an officer in the Army of the United States and that you took the oath prescribed by 5 USC 3331 attested by authorized official. On this office's receipt of the affidavit (DA-71) indicating a properly executed RA Oath of Office, a DD Form 1A recognizing your Commission will be presented to you and the DA-71 will be submitted to your Army Military Human Resource Record (AMHRR) immediately after execution, by this unit.
3. After acceptance of this appointment, any change in your permanent home address or a temporary change of address of more than 30 days duration will be reported by you to the custodian of your military personnel records.
4. Newly appointed officers with an Active Duty Service Obligation (ADSO) will report to their first duty assignment identified on their AD assignment orders. It is intended that you report on a duty day during normal duty hours IAW the date specified on your orders. You will keep a copy of the newly executed affidavit (RA DA-71) indicating a properly executed Oath of Office and ensure a copy is provided immediately to this headquarters to ensure the document is provided to your AMHRR as soon as possible, but not more than 20 days after execution IAW AR 600-8-104.
5. References: AR 135-100, AR 601-100 and AR 600-8-104.

FOR THE COMMANDER:

Encl (DA Form 71- Oath of Office)

Signature Block
Appropriate Authority

RC Scroll Date:

RA Scroll Date:

Date of Acceptance:

RA Appointment Effective Date:

Figure 3-3. Memorandum of Appointment (Regular Army)

Figure 3-4. Discharge ROTC Cadet from USAR (Format 502), to accept commission

ROTC Program (Letterhead.)¹

(Enter order number.) 2, 3

(Enter date.)⁴

(Enter standard name line.) 5

The Reserve Officers' Training Corps Cadet is discharged from the U.S. Army Reserve to accept a commission in the U.S. Armed Forces. 4, 5, 6

Effective date: (Enter the effective date.)

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

Additional instructions: 7 (Enter any authorized additional instructions.)

Name and home address: 8 (Enter the name and home address.)

SSN: 8 (Enter the SSN.)

Grade of rank: 8 (Enter the grade of rank.)

Selective Service Number: 8 (Enter the Selective Service Number.)

Point of Contact for this order: (Rank/Title First and Last Name, Comm Phone Number, DSN Number, and email address.)

Format: (Enter 502.)

(Enter authentication.)⁹ **(Enter signature block.)**¹⁰

(Enter distribution.)¹¹

Notes: Discharge Order format IAW - AR 600–8–105 & DA Pam 600–8–105 • 4 April 2019

1 - Letterhead. See paragraph 2–3 and figure 2–1, note 1.

2 - Order number. See paragraph 2–3 and figure 2–1, note 2.

3 - Date. See paragraph 2–16 and figure 2–1, notes 3 and 4.

4 - See AR 135–178, for discharge of USAR enlisted personnel for convenience of the Government.

5 - See AR 145–1, for discharge of ROTC cadets from the USAR to accept a commission.

6 - Use Format 502 to discharge an ROTC cadet who is accepting a commission.

Use Format 500 to discharge all other ROTC cadets from the USAR.

7 - Additional instructions. See paragraph 2–9 and table 2–2.

8 - In a table, insert the name and home address, SSN, grade of rank, and Selective Service Number for each cadet discharged.

9 - Authentication. See paragraph 2–18 and figure 2–1, note 26.

10 - Signature block. See paragraph 2–18 and figure 2–1, note 27.

11 - Distribution. See paragraph 2–19 and figure 2–1, note 28.

Chapter 4 - Accessioning

4-1. Definition

Accession is the process by which a newly commissioned 2LT enters into the Army.

a. Active Component. An active component LT is accessed into the Army on the date he/she enters active duty, which usually is different (later) than the date of commission. Most ROTC commissioned officers selected for active duty will “access onto active duty” the date travel begins to their assigned BOLC-B course, except for Green to Gold ADO(s), Cadet Summer Training LT Cadre, or Gold Bar Recruiters.

b. Reserve Forces Duty. A reserve component officer is accessed into the United States Army Reserve (USAR) or Army National Guard of the United States (ARNGUS) when Human Resources Command (AHRC-ORD-A) is in receipt of the commissioning documents.

c. Results of the current Fiscal Year (FY) Department of the Army Component Selection Board is a by-name selection identifying the RD component each Cadet received and are final upon approval by the DA G-1 DMPM (DAPE-MPO-AP). HQDA G-1 records the distribution of RD Cadets based initially on the Army Reserve G-1 Unit Vacancy Hold Reports and the ARNGUS Letters of Acceptance (LOA) reported by the National Guard Bureau on behalf of the States’ G-1 Officer Strength Managers.

d. All requests for a RFD component change must be requested by the date reflected in USACC Circular 601-XX-1 based upon each fiscal year’s established Command Accessions timeline. Requests for RFD component changes will only be considered for an *exceptional circumstance* such as a family hardship. Approval authority rests with HQDA G-1 Director or Military Personnel or CG, Human Resources Command depending upon whether the Cadet has commissioned prior to or during the staffing of the component change. The CG, USACC has **disapproval authority** for component change requests between ARNGUS and USAR. The procedures for staffing these actions are outlined in USACC Circular 601-XX-1 updated annually based upon the annual HQDA G1 Accessions Guidance.

4-2. Commission/Accession Documents

a. All newly commissioned officers’ documents have the same standard regardless of assigned component (Regular Army, USAR, or ARNGUS).

b. The PMS is responsible to ensure all pre-commission and post-commission documents to include applicable educational delay documents are filed in the iPERMS in a timely manner. Reference AR 600-8-104, Army Military Human Records Management, dated 7 April 2014, http://www.apd.army.mil/jw2/xmldemo/r600_8_104.asp and USACC Circular 601-XX-1 for administrative procedures on Army Military Human Resource Records Management (AMHRR).

c. Each USACC Brigade S1 will appoint a primary Master Point of Contact (MPOC) (Deputy S1) and alternate MPOC (civilian as opposed to military to ensure continuity). This point of contact information will be provided to usarmy.knox.hrc.mbx.iperms-accounts@mail.mil HRC Army Soldier Records Branch will provide the MPOC a list of Authorized Users and Scan Operators from ROTC Detachments within their respective brigade.

d. The lists of pre-commission and post-commission documents are specified in USACC Circular 601-XX-1 (published annually).

(1) Pre-commissioning documents must be uploaded within 10 working days of contracting.

(2) Post-commissioning documents must be uploaded within 5 working days from appointment. All applicable DA Form 591 [Educational Delay (DL)] documents will be uploaded into iPERMS upon approval of DL Board and graduate school acceptance but NLT 1 June of the COHORT Year Group unless a 6 month extension has been approved by USACC G1, Chief, Accessions and Standards Division.

(3) These DL forms must be emailed to USACC G1, ASD (ATCC-PAS-A, Attention: Educational Delay manager). After receipt and verification that the officer's file is complete, USACC G1 ASD Education Delay manager will issue orders assigning the officer to HRC (AHRC-ORD-A) and ensure transfer to the appropriate branch representative at Human Resources Command.

(4) If the Human Resources Command iPERMS team does not confirm receipt; PMS/HRA must contact the iPERMS technical support team at: <https://iperms.hrc.army.mil/rms/> or call 502-608-0217 for further assistance.

e. Use the procedures in DA Pam 600-8-104, Army Military Human Records Management, dated 12 February 2015 http://www.apd.army.mil/jw2/xmldemo/p600_8_104/head.asp to process commissioning OMPF documents in iPERMS.

f. Disposition of the AMHRR is NOT made until the officer either enters AD or is assigned to a reserve component unit (ARNGUS or USAR) and the appropriate order (AD or RFD) has been uploaded.

g. PMS will ensure commissioning data is entered into CCIMM and Change Deletion Reports are processed in an expeditious manner as outlined in USACC Circular 601-XX-1 (published annually).

4-3. ROTC Nurse Student Commissions

a. All ROTC Nurse students must pass the National Council Licensure Examination (NCLEX) prior to accepting an appointment into the Army Nurse Corps branch (applicable to all components). Therefore all ROTC Nurse Students (excluding G2GADO Nurse students) will execute an initial appointment into the Reserve of the Army. The Appointment Memorandum must read: *“This Reserve of the Army appointment is for an indefinite term and without an assigned branch.”* (See Chapter 3, Figure 3-2.)

b. An exception to the above guidance applies to Green-to-Gold ADO Nurse student commissions. A G2GADO cannot have a break in active federal service and when commissioned must be appointed into the Regular Army with branch assigned as Army Nurse Corps. Therefore, Nurse Students who are G2GADOs **cannot** be commissioned until they are on an approved/signed AMEDD scroll **and successfully completed the NCLEX**. When all commission criteria is completed the G2GADO Nurse student must execute the Regular Army Oath of Office and the PMS will complete the Regular Army Appointment Memorandum. (See Chapter 3, Figure 3-3).

Chapter 5 - Early Commissioning Program (ECP)

5-1. Definition

The ECP allows ROTC Cadets who have completed all ROTC requirements, except that of obtaining a baccalaureate degree, to be commissioned. Only Cadets who attend Military Junior Colleges (MJC) may be commissioned under the provisions of this program.

5-2. General

a. Army ROTC Cadets graduating from a Military Junior College are authorized to receive a commission under the Early Commission Program when otherwise eligible.

b. Military Junior College Commissioning. Prior to commissioning as a MJC graduate, the Cadet must receive an associate’s degree from a Military Junior College. Additionally, the Military Junior College PMS must:

(1) Verify that the Cadet has received a letter of acceptance (LOA) to a Senior ROTC four-year degree granting institution.

(2) Direct the MJC graduate to contact the ROTC Program at the four-year degree granting institution.

(3) Upon commissioning transfer the 2LT’s CCIMM cadet record to the follow on 4 year institution in the CCIMM *Student/Cadet Information Folder* using the Battalion to Battalion subfolder and performing the ‘transfer out’ actions.

(4) Ensure all paper records are transferred by transmittal letter (see appendix E) to the gaining ROTC Program. The transferred records must include the minimum documentation for completion of an accession packet.

c. Upon entrance to the four-year institution the gaining PMS is responsible for correctly pulling the student into the Q-ECP Tracking status by using the “*transfer in*” actions.

d. Upon commissioning, these officers should be immediately assigned to a Reserve Component (RC) unit and enrolled into a four-year college or university that has or is affiliated with a Senior ROTC Program.

e. Early Commissioning Program (ECP) 2LTs commissioned by MJC(s) will access into the same Reserve Component in which they served following MJC commissioning while completing their baccalaureate degree, unless selected for Regular Army accession by the ASA(M&RA), as described in Chapter 2.

f. MJC 2LTs assigned to a RC unit will be under the control of the RC unit commander and supervised by the PMS of the attending four-year institution until graduation. The RC unit commander and PMS must keep HRC (AHRC-ROR-ACC) and USACC HQS, Recruiting, Marketing, and Incentives Directorate (RMID), informed on the Soldier’s performance status. ECP 2LTs are **not deployable** under any circumstances.

g. Recoupment and discharge actions will be taken against those 2LTs who do not complete their baccalaureate degree requirements within 36 months. The initiation of disenrollment from the ROTC program, requests for discharge, and recoupment actions will be in accordance with AR 135-175, Separation of Officers, AR 145-1, USACC 145-9, and USACC Pam 145-4, Contracting Standards.

h. MJC 2LTs with an approved GRFD revocation may request active duty component during their accessions window. The revocation request must be submitted in accordance with USACC Regulation 145-1 and within specified timelines.

i. Cadets at four-year ROTC colleges and universities are not eligible for commissioning under the provisions of the ECP.

5-3. Responsibilities

a. USACC HQS will:

(1) RMID provide an annual list to PMS(s) of all MJC ECP 2LTs attending four-year colleges and universities for enrollment verification no later than 1 Sep of the school year following that in which the 2LTs were commissioned.

(2) Monitor the transfer of those 2LTs in CCIMM to four-year degree producing institutions and unit assignment processes.

(3) Assist gaining PMS(s) in identifying RC unit vacancies for those 2LTs.

(4) Assist with locating MJC ECP LT when they do not report to the gaining PMS by coordinating with HRC (AHRC-ROR-ACC) and the commissioning MJC.

(5) Track all MJC ECP 2LTs up to graduation from the four-year College or university that the 2LT attended.

(6) Initiate inquiries or corrective action when unusual circumstances exist, including but not limited to, excessive time in ECP status, incorrect information, or changes in status.

(7) Coordinate with HRC (AHRC-ROR-ACC) on administrative actions required for ECP 2LTs not assigned to an RC unit.

(8) Issue orders assigning the ECP LT to HRC (AHRC-ROR-ACC) upon commissioning.

(9) Assist the gaining PMS in electronic accession file preparation.

(a) USACC HQS will not receive paper accessions packets from MJCs. All accessions packet information is located in CCIMM and the Army Talent Based Branching website.

(b) MJCs will send the OPMF and accessions packets directly to HRC.

b. HRC (AHRC-ROR-ACC) will:

(1) Process all administrative actions required for ECP 2LTs.

(2) Inform USACC of all transfers from the ECP to an Army Reserve or National Guard unit.

c. RC Unit Commander will follow guidance as stated in AR 145-1:

(1) Provide accepted ECP candidates with a Letter of Acceptance or Vacancy Hold Request (see Appendix E) and a completed DA Form 4651.

(2) Formally counsel ECP lieutenants on degree progress on a quarterly basis; inform the PMS if an officer is not making satisfactory progress. Initiate separation action and recoupment (former SROTC scholarship and/or EAP officers IAW USACC Regulation 145-1, Chapter 7) if an officer fails to complete degree requirements within 36 months.

(3) Maintain coordination with PMS until ECP lieutenant has completed all baccalaureate degree requirements.

(4) Agree to meet with the PMS not less than quarterly to provide an update on the officer's academic progress and to provide such other administrative information as may be required by USACC.

(5) Agree to contact HRC, Lieutenant Management (ARNGUS officers: 1-800-325-4389; USAR officers: 502-613-6356 or 6339) on a semi-annual basis to provide a status report on academic progress, update address and telephone numbers, and complete administrative actions as required.

d. The MJC PMS will:

(1) Approve commissioning after verifying eligibility.

(2) Submit a request for assignment orders (see Appendix E) to USACC HQS, Director, RMID (ATCC-OIM), at least 30 days prior to projected commissioning date via an attached memorandum in an e-mail to either the ARNGUS or USAR Program Manager.

(3) When an ECP 2LT does not enroll or report to the identified gaining PMS, the MJC PMS will locate them and will notify USACC HQS, RMID, and Incentives Division GRFD Program Managers.

(4) Identify ARNGUS or USAR unit vacancies using the Management Environment Report System for ECP 2LTs within commuting distance (per AR 140-10, Assignments, Attachments, Details, and Transfers) of the institution in which the LT will enroll to receive their baccalaureate degree.

(5) Facilitate the transfer and reassignment of the ECP 2LT to an ARNGUS or USAR unit by establishing communications with the gaining PMS and the ARNGUS/USAR unit commander.

(6) Distribute orders to newly commissioned ECP 2LTs.

(7) Prepare and execute the following commissioning documents when eligibility is verified:

(a) Memorandum of Appointment (figure 3-2).

(b) DA Form 71.

(c) DD Form 1A, Certificate of Appointment (Appendix D).

(8) Within five days following commissioning, submit an ECP packet (see Appendix E) to USACC HQS ATCC-OIM; Commander, HRC, Early Commissioning Program Manager; and PMS 4-year gaining institution, consisting of the following:

(a) OMPF

(b) Medical Treatment Record

(c) Accession File (see Appendix D for each ECP commissionee). A sample Transmittal Memorandum is at Appendix E-5.

(9) Ensure commissionee applies for and enrolls in the four-year school identified on the Request for Orders (RFO) (Appendix E-1).

(10) Inform commissionee of their responsibilities after commissioning, and ensure they sign a Memorandum of Understanding (MOU) (Appendix E-2). Provide a copy of the MOU to the gaining PMS and RC unit of assignment.

(11) Assist the MJC ECP LT with membership in a RC unit.

(12) Have Cadets who desire to revoke a GRFD scholarship submit a revocation request no later than 120 days prior to commission date.

e. Gaining PMS (PMS of the four-year school where MJC ECP LT will attend) will:

(1) Assist the MJC PMS in finding a RC unit by providing lieutenant vacancies using the REQUEST system and unit telephone numbers and points of contact.

(2) Manage entries made into CCIMM and the paper files of all ECP personnel until graduation.

(3) Verify ECP LTs enrollment within 5 days from start of the semester.

(a) Update the LT's cadet data record in CCIMM Student/Cadet Information Folder and ensure they are in correct status; ECP tracking - Q.

(b) If the LT becomes disqualified for drug testing, failure to achieve minimum GPA, etc.; coordinate with unit and HRC for separation, and update cadet record in CCIMM to ECP Non-Graduate -K with reason. Additionally, notify RMID Incentives Division GRFD Program Managers.

(4) Ensure all transfer actions are completed with the MJC PMS.

(5) When an ECP LT does not enroll or report, notify the MJC PMS to locate the ECP LT and report this to RMID, Incentives Division GRFD Program Managers.

(6) Ensure the ECP LT understands their responsibilities while enrolled in the four-year school, and execute a MOU (Appendix E-2) outlining those responsibilities. Provide a signed copy of the MOU to the RC Commander.

(7) Establish and maintain communication with the ECP LT's RC unit commander. Ensure the ECP LT has joined and is actively participating in an ARNGUS or USAR unit. If an ARNGUS or USAR unit is not available within commuting distance (per AR 140-10, Assignments, Attachments, Details, and Transfers), attach the LT to the nearest

ROTC Program and require participation as stipulated in the MOU. It is important to note that similar to completion Cadets, the emphasis must remain with academics and not on over using the ECP LT as adjunct cadre.

(8) Request the ECP LT's personnel and accession files from the commissioning MJC if it is not received by the time the ECP LTs reports.

(9) If not in a RC unit, provide the ECP LT with the opportunity to participate in regularly scheduled ROTC Program training in order to prepare for attendance at BOLC-B if they are not in a RC unit. Training opportunities may include the ACFT, professional development, and technical proficiency maintenance courses completed in a non-field environment (i.e., non-hazardous on-campus training).

(10) Counsel ECP LTs not less than quarterly to discuss academic progress, student status, graduation date, accession packet preparation and RC unit status. Maintain a DA Form 4856-R, General Counseling, for each session.

(11) Review Army Combat Fitness Test (ACFT) results provided by RC unit prior to completing the accession packet. (Cadets who fail the ACFT prior to appointment will not be processed for suspension, probation, or disenrollment).

(12) Use a formal memorandum to inform the RC unit commander and HRC (AHRC-ROR-ACC) when an ECP 2LT fails to graduate within 36 months or fails to meet any of the requirements outlined in the ECP MOU or their original ROTC contract.

(13) Update/prepare component/branching electronic files to include an evaluation of the ECP LT's performance while participating in ROTC Program activities when the ECP LT enters the component/branch accession window. PMS should solicit input from the ARNGUS or USAR unit commander to assist in completing the PMS comments portion of the accession file.

(14) Verify the ECP LT's completion of a baccalaureate degree and update enrollment status in CCIMM as an ECP Graduate- J.

(15) Notify RMID, Incentives Division GRFD Program Managers if an ECP LT does not meet academic or Army retention qualifications, disenrolls from school, is missing, or is in any situation other than graduation from the baccalaureate producing school.

(16) Ensure the HRA works with the MJC 2LT in sending the LT's USACC Form 218-R to HRC (AHRC-ROR-ACC) (ATTN: Field Support Division Military Schools) by mail or fax (commercial: 502-613-6356). The HRA will obtain the form for the ECP LT from the USACC portal by clicking on circulars, choosing USACC Circular 601-XX-1 for that fiscal year, Assignment Preference Sheet Appendix R, printing and completing in hard copy. Departure addresses reflected on the CC Form 218-R cannot be Post Office Boxes. Address and date of latest physical will be updated on the CC Form 218-R. The same is required of December graduates. The PMS at the four year school is not

required to send anything further to HRC (AHRC-ROR-ACC) other than the CC Form 218-R.

f. ECP Lieutenants will:

(1) Notify the gaining PMS immediately after their acceptance and enrollment into a four-year university with a SROTC Program.

(2) Report to the gaining PMS within five business days of the beginning of the semester.

(3) Sign a MOU with the MJC PMS, gaining PMS and RC Unit Commander after ensuring full understanding of all provisions.

(4) Coordinate with the MJC PMS and gaining PMS to identify a RC unit for membership and assignment.

(5) Join an ARNGUS or USAR unit and actively participate in all unit training assemblies while completing a four-year baccalaureate degree. If a unit is not available within commuting distance (per AR 140-10, Assignments, Attachments, Details, and Transfers), the officer will be attached to the ROTC Program at the four-year school in which he/she is enrolled.

(6) Meet with the PMS not less than quarterly to discuss progress toward degree completion.

(7) Meet academic requirements for graduation within 36 months of commissioning and remain a "full-time student" until the completion of a baccalaureate degree.

(8) Maintain Army physical fitness and weight standards. Complete the Army Combat Fitness Test (ACFT) and weigh-in administered by the RC unit commander and provide a copy to the gaining PMS.

(9) Individually maintain technical proficiency in preparation for BOLC-B by participating in regularly scheduled ROTC Program training, if not assigned to an RC unit.

(10) Keep the gaining PMS and HRC (AHRC-ROR-ACC) POCs informed of academic progress and personal information changes such as current address, local telephone number, and permanent mailing address.

(11) Assist the HRA at the four year school in sending the LT's 218-R to HRC (Attention: Field Support Division Military Schools) by mail or (commercial: 502-613-6356). The HRA will obtain the form for the ECP 2LT from the USACC Portal by clicking on circulars, choosing the USACC Circular 601-XX-1 for that fiscal year, Appendix R, print and complete in hard copy. Departure addresses reflected on the 218-R cannot be a P.O. Box address and the latest physical date will be updated on the 218-R. The

same is required of December graduates. The PMS at the four year school is not required to send anything further to HRC (AHRC-ROR-ACC) other than the 218-R.

(12) Execute a revocation of GRFD contract request, if desire to compete for active duty, no later than 120 days prior to commission date.

5-4. Administration of ECP LTs

a. The losing and gaining PMS will report any changes to an ECP LT's status to USACC HQS and HRC (AHRC-ROR-ACC) within five working days of the status change. This includes, but is not limited to, changes in graduation date and accessions information. Again, ECP LTs are non-deployable.

b. The ECP LT must ensure that the gaining PMS has entered all information into CCIMM for the review and adjudication of the ECP LTs accession packet.

c. Any ECP LT who wishes to transfer to another four-year institution must obtain an endorsement from the PMS at the current four-year institution and notify RMID, Incentives Division, GRFD Program Manager of transfer to amend orders.

(1) An ECP LT must transfer to another four-year institution that has or is affiliated with a SROTC program.

(2) In the event of a transfer request, an ECP LT must provide a letter of acceptance from the baccalaureate degree granting four-year SROTC institution that he/she wishes to attend. Failure to provide an official letter of acceptance from this institution will result in the lieutenant being denied the opportunity to transfer.

(3) The previously identified four-year school PMS will contact the newly identified/gaining PMS and inform him/her of the ECP LT's intention to transfer to the local area. The losing PMS will also forward the ECP LT's file, by transmittal letter, to the PMS at the gaining institution.

(4) The ECP LT, losing PMS, gaining PMS and Unit Commander will initiate a new MOU as outlined in this regulation for the new school/location.

(5) Both PMS(s) will inform Cadet Command, HRC (AHRC-ROR-ACC), and the ECP LT of the transfer of files.

(6) Any questions concerning the ECP program will be submitted to the RMID, GRFD Program Managers or the HRC (AHRC-ROR-ACC) POC Mr. Bradley Smith at (502) 613-6356 or email bradley.t.smith6.civ@mail.mil .

5-5. Education Assistance Program (EAP)

This program provides additional funding assistance to ECP Lieutenants and is managed IAW USACC Regulation, Chapter 7 and USACC Pamphlet 145-1.

Appendix A – References

Section I - Regulatory Publications

AR 25-50

Preparing and Managing Correspondence

AR 135-100

Appointment of Commissioned and Warrant Officers of the Army

AR 135-175

Separation of Officers (Army National Guard and Reserve)

AR 135-178

Enlisted Administrative Separations (Army National Guard and Reserve)

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 145-1

Senior Reserve Officers' Program: Organization, Administrative, and Training

AR 350-100

Officer Active Duty Service Obligations

AR 380-67

Personnel Security Program

AR 600-8-10

Leaves and Passes

AR 600-8-104

Army Military Human Resource Records Management

AR 600-8-105

Military Orders

AR 601-2

Army Recruiting Support Programs

AR 601-25

Delay in Reporting for and Exemption from Active Duty for Training, and Reserve Forces Duty

AR 601-100

Appointment of Commissioned and Warrant Officers in the Regular Army

AR 614-100

Officer Assignment Policies, Details, and Transfers

AR 623-3

Evaluation Reporting System

AR 627-1

Army Fellowships and Scholarships

Army Pamphlet 600-8-104

Army Military Human Resource Record Management

DA Memo 600-8-104

Military Personnel Information Management Records:

DA Pamphlet 600-8-105

Military Orders

DA Pamphlet 611-21

Military Occupational Classification and Structure

Section II – US Army Cadet Command Regulatory Publications

Cadet Command Regulation 145-1

Reserve Officers' Training Corps Army ROTC Incentives Policy

Cadet Command Regulation 145-4

Marketing, Advertising, and Publicity to Support Enrollment

Cadet Command Regulation 145-6

Green to Gold Program

Cadet Command Regulation 145-12

Reserve Officers Training Corps Student Management Database

Cadet Command Pamphlet 145-1

Reserve Officers' Training Corps Army ROTC Incentives Army ROTC Incentives Procedures

Cadet Command Pamphlet 145-4

Enrollment, Retention and Disenrollment Criteria, Policy and Procedures

Appendix B - Personnel Security Management (PSM) – ROTC Program

B-1. PMS Responsibilities:

The Professor of Military Science of the ROTC Program will appoint a Primary and an Alternate Personnel Security Officer Admin (PSOA). The PSOA responsibilities are:

a. The Personnel Security Officer Admin (PSOA) will verify U.S. Citizenship (*to include parents' citizenship*) citing the original document(s) and ensure these documents are uploaded to iPERMS (birth certificate, certificate of birth abroad, naturalization certificate, certificate of citizenship, adoption decree with parent's birth certificate or Certificate of Naturalization).

b. Prior to enrollment the PSOA will verify security clearance/investigation statuses in JPAS/DISS and again immediately prior to contracting. PSOA(s) must take a relationship with all contracted Cadets in both JPAS/DISS systems. In JPAS ensure the appropriate person category is selected and take an "Owning" relationship (in/out process) if a NON-SMP Cadet or a "Servicing" relationship if a SMP Cadet. Maintain the relationship until the Cadet is commissioned and reports to BOLC for Active Duty, or for those selected RD to their new National Guard/Reserve unit; or disenrolled. **Note:** It is a requirement to track investigation status changes in JPAS (open, closed, and eligibility) and request CCIMM updates be made by USACC G33 Personnel Security Branch POC for your Brigade.

c. The PSOA will check the JPAS Person Summary Section to verify whether or not the subject has a valid investigation (T3 equivalent or higher) or a security clearance eligibility determination before initiating an investigation. Special Agency Check (SAC) is fingerprints, not an investigation and a record of fingerprints must be on file in JPAS/DISS. If the Cadet has an eligibility determination for Secret, TS, SCI request the USACC G33 Personnel Security Branch POC for your brigade update the CCIMM security clearance tab. If the Cadet does not have an investigation, the PSOA will within **60 DAYS OF CONTRACTING** submit a request to initiate a secret (T3) investigation using the Personnel Security Investigation Portal (PSIP). Ensure all instructions for completing the E-QIP Investigation Request from PSIP are followed.

d. Upon completing the E-QIP Investigation Request, the Cadet will print or save digitally (as a PDF document) all signed authorizations for release of information (REL), release of medical information (MER), fair credit report (FCR), and certification (CER) signature pages and provide to the PSOA for filing in the Cadets file. PSIP will verify the E-QIP Investigation Request, submit to OPM, and email all listed requesters that the

E-QIP Investigation Request has been submitted to OPM. The PSOA will download an archival copy of the E-QIP Investigation Request to review for any credible derogatory information and take appropriate action if any is discovered, file and maintain in the Cadet file and upload to iPERMS.

e. Fingerprint SACs are required to be completed and submitted digitally via the LIVESCAN program, by ROTC Program(s) or local Recruiting Station, in accordance with Homeland Security Presidential Directive 12 (HSPD12). Fingerprints (SAC) uploads can be verified in JPAS/DISS and are valid for 120 days. If the investigation has not been submitted to OPM within this period a new fingerprint upload will be required.

f. CAC ID's per HSPD12 may not be issued until there is an open investigation on file. The PSOA will monitor JPAS/DISS once the investigation has been opened inform the USACC G33 Personnel Security Branch POC for your brigade to update the CCIMM security clearance tab and coordinate with the local DEERS/RAPIDS site for the issuing of the CAC ID.

2. Interim clearance requests for internships must be submitted no earlier than (NET) 90 days prior to the internship start date. Interim clearances granted by ARNGUS or USAR do not meet the security clearance requirements for commissioning.

3. TS/SCI (T5) Investigations are required to be submitted for all Cadets selected for Active Duty whose basic branch and control branch is Military Intelligence (MI), Cyber (CY), Signal Corps (SC), Explosive Ordnance Disposal (EOD) prior to commission date in accordance with USACC Circular 601-XX-1 (updated annually).

a. If there is a T3 investigation still open contact the USACC G33 Personnel Security Branch Brigade POC to request the investigation be upgraded to a T5. Regardless of assigned component, USACC G33 Personnel Security Branch Brigade POC will complete this action.

b. For Active Component selectees only. If the T3 is closed without an eligibility determination contact the USACC G33 Personnel Security Branch Brigade POC to request an "expedite" on the adjudication be submitted. After the eligibility determination of Secret has been granted, then submit a request to initiate a T5.

c. Army National Guard of the United States (ARNGUS) selectees: All Cadets who have a Letter of Acceptance (LOA) from the State Officer Strength Manager with a paragraph and line number branched CY, MI, SC or EOD will receive assistance from their SROTC Battalion(s) to complete fingerprints. The Army National Guard will initiate the T5.

d. U.S. Army Reserve (USAR) selectees: All Cadets who have a Vacancy Hold Report (VHR) with a valid control number branched in CY, MI, SC, or EOD must have their T5 investigations initiated prior to commission and will receive assistance from

their SROTC Battalion(s) to complete fingerprints. The USAR G2 will initiate the T5, the Cadet is responsible to complete E-QIP within 7 calendar days of receiving the notification form in the Personnel Security Investigation Portal.

e. The PSOA will ensure a copy of the T5 E-QIP and signature pages are saved for the Second Lieutenant to hand-carry to BOLC.

f. Accessions and Standards Division cannot process orders for AD on a Second Lieutenant who is branched CY, MI, or OD (EOD Selects Only) unless JPAS/DISS shows at least an eligibility determination of Interim SCI and CCIMM has been updated accordingly. A Second Lieutenant who arrives at BOLC without the appropriate clearance eligibility will not be brought onto Active Duty and will be returned to their HOR for rescheduling or re-branching.

B-2. Reporting of Derogatory Information:

a. In accordance with AR 380-67 paragraph 8-2 and DCS G-2 Memorandum dated 21 February 2017, when credible derogatory information is known a DA FM 5248-R initial report will be immediately forwarded to USACC G33 Personnel Security Branch Brigade POC including all supporting documentation (i.e. charge sheet, ticket, arrest record, Title IX investigative reports, official statements, etc.). An incident report will be submitted by USACC G33 in JPAS/DISS and all documents will be uploaded to the Department of Defense Consolidated Adjudication Facility (DOD CAF) by USACC G33 Personnel Security Branch and the security clearance will be suspended in CCIMM. At a minimum, initial reports will indicate the details of the credible derogatory information and action being taken. Follow-up reports are required to be submitted at 90-day intervals to USACC G33 Personnel Security Branch Brigade POC. At the conclusion of the incident a final DA FM 5248-R with supporting documents will be submitted to USACC G33 Personnel Security Branch Brigade POC to update JPAS/DISS and to be forwarded to the DOD CAF for adjudication. Once the incident report has been cleared from JPAS/DISS and the eligibility determination has been updated USACC G33 Personnel Security Branch will update CCIMM.

b. All correspondence from the DOD CAF will be forwarded by USACC G33 Personnel Security Branch to the PMS and PSOAs for action. Suspense dates for these actions are set by the DOD CAF. Contact USACC G33 Personnel Security Branch at least 7 working days prior to suspense date if an extension is needed.

Appendix C – Completion of DD Form 1A (Commissioning Certificate)

THE
PRESIDENT
OF
THE UNITED STATES OF AMERICA



To all who shall see these presents, greetings:
Know ye that reposing special trust and confidence in the patriotism, valor, fidelity and abilities of (1), I do appoint (2) in the United States Army

To (3)rank as such from the (4) day of (5), two thousand and (6). This officer will therefore carefully and diligently discharge the duties of the office to which appointed by doing and performing all manner of things thereunto belonging

And I do strictly charge and require those officers and other personnel of lesser rank to render such obedience as is due an officer of this grade and position. And, this officer is to observe and follow such orders and directions from time to time; as may be given by the President of the United States of America or other superior officers, acting in accordance with the laws of the United States of America.

This commission is to continue in force during the pleasure of the President of the United States of America, under the provisions of those public laws relating to officers of the Armed Forces of the United States of America and the component thereof in which this appointment is made.

Done at the City of Washington this (7) day of (8) in the year of our Lord, two thousand and (9) and of the Independence of the United States of America the (10)

By the President:



ITEM # 1

Center COMPLETE name in upper and lower case. "Junior", when used, will be spelled out, never abbreviated. Utilize "II", "III" etc., when applicable.

EXAMPLES

Mary Tanya Smith
John Robert Doe, Junior
Victor Mark Jones III

ITEM # 2

Center in upper and lower case. The pronoun "him" or "her" in lower case. Then grade, branch and component - the first letter of each word capitalized.

him, Second Lieutenant, Chemical Corps, United States Army Reserve

ITEM # 3

Center the word "rank"

Items # 4, 5, and 6. Date of rank – day, month and year. Center each entry

For Cadets commissioned in May and June this date will be the same as the graduation date of the United States Military Academy (USMA) in the same year (PMS/HRAs are directed to utilize the dates published on the USMA website at www.usma.edu/class/dates.asp. The date of rank for all other ROTC commissionees will be the date that they execute the oath of office.

Items 7, 8, and 9 Always the date of appointment --- day, month and year. Center each entry

Item # 10. Center appropriate entry
Date is computed from 4 July 1776

- 4 July 2009 – 3 July 2010 two hundred and thirty-fourth
- 4 July 2010 – 3 July 2011 two hundred and thirty-fifth
- 4 July 2011 – 3 July 2012 two hundred and thirty-sixth
- 4 July 2012 – 3 July 2013 two hundred and thirty-seventh
- 4 July 2013 – 3 July 2014 two hundred and thirty-eighth
- 4 July 2014 – 3 July 2015 two hundred and thirty-ninth

Order your DD Forms 1A either through publication supply channels at your support installation or the Publications Office at the appropriate Brigade.

Appendix D – ECP Records (Accession File/OMPF Checklist)

Upon commissioning, the following files will be established and forwarded to the following POCs: (1) Commander, USACC, RMID), (2) Army Human Resources Command (AHRC), Early Commissioning Program Manager, Mr. Bradley Smith, and (3) PMS of 4-year gaining institution, and related actions taken as noted (see notes 1 and 2).

Any questions concerning the ECP program will be submitted to the USACC, RMID, (ATCC-ROI-M) GRFD Program Managers or the AHRC (AHRC-ROR-ACC) POC Mr. Bradley Smith at (502) 613-6356 or email bradley.t.smith6.civ@mail.mil.

NOTES:

Note: 1. Final disposition of the OMPF, Medical Treatment Record, and the Accession File is not made until the officer is assigned to the USAR control group Officer Active Duty Obligor (OADO) and the appropriate order has been received.

Note: 2. Within 10 days of commissioning, submit **complete** OMPF, Medical Treatment Record, and Accessions File to the following addresses:

- a. Scan upload to iPERMS.
- b. Scan single PDF file to: Commander, HRC (AHRC-ROR-ACC), (Bradley.t.smith6.civ@mail.mil) or (usarmy.knox.hr.mbs.rpmd-raa@mail.mil)
- c. Copy: PMS, Gaining 4-year School

Figure D-1. ECP Accession File/OMPF Checklist

1. Official Military Personnel File (OMPF) is comprised of the following – see note 1		
Form Numbers	Document	Annotate a check mark as applicable
	Orders transferring lieutenant to USAR control group, Officer Active Duty Obligor (OADO)	
DD Form 93	Record of Emergency Data	
SGLV 29-8286	Life Insurance	
DA Form 71	Oath of Office (Copy)	
	Memorandum of Appointment	
	Discharge order for purpose of commissioning (If ARNG discharge must be from the State TAG.)	
	Certificates for Awards, Diplomas or Badges (non-Cadet awards)	
	Verification of Security Clearance (interim clearance memo or CCIMM Security page) w/investigation closed & granted dates)	
DD Form 1172	Application for Uniform Services ID Card	
DA Form 1307	(Individual Jump Record - Airborne/Air Assault)	
DD FM 214 / DD FM 220/ & DD FM 215	DD 214 (active duty) DD Form 220 (USAR/ARNGUS), DD Form 215 (correction to 214), as applicable.	
	Waiver(s) (age, civil conviction, RE Code, dependency, etc) (Approval page only)	
DA FM 597 series	ROTC Contracts (DA Form 597 [non-scholarship] or 597-3 [Scholarship] and all applicable addendums)	
GRFD USACC FM Contracts Endorsement series 202-R, 203-R, 204-R, 205-R	GRFD (Guaranteed Reserve Forces Duty) Contract Endorsement (CC Form 202-R or 203-R or 204-R (non-scholarship revocation) or 205-R [MJC revocation]) (as applicable)	
DD Form 4/1 & 4/2	(Enlistment Documents)	
	Designation of DMS/DMG (Certificate or Memo if applicable)	
SMP Contracts DA Form 4824R [USAR] or NGB Form 594-1	SMP (Simultaneous Membership Program) Contract (DA Form 4824R [USAR] or NGB Form 594-1 (ARNGUS) if applicable	
DA Form 591 and 591e	Application for Ed Delay	
	SF 86 (Process T5s for select branches as prescribed in Appendix B paragraph 3c –d as applicable.	

Figure D-2. ECP Accession File/OMPF Checklist

2. Official Military Personnel File (OMPF) is comprised of the following – see note 1		
Form Numbers	Document	Annotate a check mark as applicable
	Orders transferring lieutenant to USAR control group Officer Active Duty Obligor (OADO)	
	Memo of Appointment	
	Discharge order for purpose of commissioning (If ARNG discharge must be from the State TAG.)	
DA Form 71	Oath Office (Original)	
	Waiver(s) (age, civil conviction, RE Code, dependency, etc) (Approval page only)	
SF 88 and 93; DODMERB Fms 2351 and 2492; Medical waiver 2808 and 2807-1	Medical Exam (SF 88 and 93 or DODMERB Forms 2351 and 2492), 2808 and 2807-1 and medical waiver (if applicable);	
DD Fm 214, DD Fm 220, DD Fm 215	DD Form 214 (active duty), DD Form 220 (USAR/ARNGUS), DD Form 215 (correction to 214), as applicable.	
DA Form 3081-R	Periodic Medical Examination, Statement of Exemption	
ROTC Contracts & addendums, DA Fm 597 series	ROTC Contract (DA Form 597 [non-scholarship] or DA Form 597-3 [scholarship] and applicable addendums) (original)	
DA Fm 597-4 EAP	EAP Contract/addendum	
DD Form 4/1 & 4/2	Original if ROTC; copy if executed by USAR/ARNGUS unit	
	Transcript with degree conferred (original)	
GRFD CC Fm 202-R or 203-R and 204-R	GRFD (Guaranteed Reserve Forces Duty) Contract Endorsement (as applicable)	
SMP Contracts - DA Fm 4824-R or NGB Fm 594-1	SMP (Simultaneous Membership Program) Contract (DA Form 4824-R USAR or NGB Form 594-1 (ARNGUS), as applicable).	

Figure D-3. ECP Medical Treatment Record

3. The Medical Treatment Record is comprised of the following:		
Form Numbers	Document	Annotate check mark as applicable
SF 88 and 93 or DODMERB Fms 2351 and 2492) 2808 and 2807-1	Medical Exam (SF 88 and 93 or DODMERB Forms 2351 and 2492), 2808 and 2807-1 and medical waiver (if applicable) (original)	
DA Fm 3081-R	Periodic Medical Examination, Statement of Exemption)	
	Memorandum from PMS regarding height/weight statement.	

Figure D-4. ECP Accession File (USACC Cadet Record)

3. The Army Accession File (USACC Cadet Record) is comprised of the following documents:		
Form Numbers	Document	Annotate check mark as applicable
CC Fm 67-9-1-R	ROTC Cadet Accession Management Profile (CC Form 67-9-1-R) (original)	
	Assessment Management Sheet (AMS)	
CC Form 67-9 (Campus)	Cadet Evaluation Report – Campus (CC Form 67-9) (original)	
CC Form 67-9 (Camp)	Cadet Evaluation Report – Camp (CC Form 67-9) (original)	
	Cadet Record Brief (original)	
	Transcripts with degree conferred (original)	
CC Form 218	Assignment Preference Sheet, Part 1 - General Information Section only	
	MOU between the ECP Lieutenant and ROTC Cadet Command	

Appendix E – Memorandum Examples For ECP LTs

This appendix provides examples of Memoranda required to process ECP officers. See paragraphs E-1 thru E-5.

E-1. Request for Assignment Orders

MEMORANDUM FOR Commander, U.S. Army Cadet Command (ATCC-ROI-M), Bldg 1002, 204 1st Cavalry Regiment Road, Fort Knox, KY 40121

SUBJECT: Request for Assignment Orders

1. Request orders transferring the below name lieutenant to the USAR control group, Office Active Duty Obligor (OADO).

- a. Name:
- b. SSAN:
- c. Permanent Mailing Address:
- d. Commission Date:
- e. Four Year Senior ROTC Baccalaureate School:
- f. Scholarship Type:
- g. Date of Medical Qualifying Physical:
- h. Date of Security Clearance:
- i. Date of request for revocation of GRFD control number:
- j. Unit of assignment LOA (ARNGUS) or VHR (USAR):
- k. Anticipated report date to unit:

2. I attest the following documents are on hand and were used to verify eligibility.

- a. Evidence of medical qualification.
- b. Evidence of academic qualification.
- c. Evidence of qualifying height/weight (body fat) and that a ACFT was administered within 120 days of commissioning.
- d. Evidence of security clearance.
- e. Evidence of waiver approval (if applicable).
- f. Evidence of U.S. citizenship and age.
- g. Evidence of acceptance into an ARNGUS or USAR unit.
- h. Evidence of acceptance into a baccalaureate degree granting school with an Army ROTC program where the lieutenant will be attending.
- i. Signed Memorandum of Understanding.

PMS SIGNATURE BLOCK

E-2. Memorandum of Understanding (MOU)

MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN Early Commissioning Program (ECP) Lieutenants (LT) And ROTC Cadet Command

SUBJECT: Statement of Understanding of Responsibilities under Provision of the Early Commissioning Program for
2LT _____.

1. I understand that if I am commissioned under the provisions of the ECP, AR 145-1, Senior ROTC Program: Organization, Administration, and Training, section II, chapter 6, I am still obligated to meet the following requirements:
 - a. Remain a full-time student at an institution offering an ROTC program until I receive my baccalaureate degree.
 - b. Complete my degree within 24 months (**add date**) but not later than 36 months.
 - c. Maintain a minimum semester/quarter cumulative grade point average of 2.0 on a 4.0 scale or equivalent.
 - d. Maintain height and weight requirements in accordance with AR 600-9, The Army Body Composition Program, and physical fitness standards as required by TC 3-22.20, Army Readiness Training. I will participate in the Army Combat Fitness Test and height/weight verification at my Reserve Component (RC) unit of assignment and provide a copy to the ROTC program.
 - e. Meet with the gaining PMS within five days of my first semester and quarterly thereafter to provide a status updates on academic progress, update my address and telephone number, and complete administrative records as required.
 - f. Contact Human Resources Command, Officer Personnel Management Directorate, (Attn: AHRC-ROR-ACC), 1600 Spearhead Division Avenue, Fort Knox, KY 40122, telephone at 502-613-6356; no less than semi-annually to provide a status report on academic progress, update my address, telephone number, and complete administrative records as required.
 - g. Undergo Drug and Alcohol Screening, HIV tests, and Physical Health Assessment (PHAs) as may be required by Cadet Command prior to commissioning also by the SROTC unit and RC unit after commissioning.

- h. Participate in professional development and technical proficiency requirements necessary to successfully complete the Basic Officer Leader's Course B.

2. Special considerations:

a. I acknowledge that according to my Cadet contract I may not transfer to another four year degree producing institution without the:

- (1) a written approval of the gaining PMS identified,
- (2) I must provide an official letter of acceptance from the new school at the time I submit my request to transfer.

(3) I further agree to complete a new MOU with the new gaining PMS prior to arriving on campus and

(4) send a copy of all transfer paperwork to; Human Resources Command, Officer Personnel Management Directorate, (Attn: AHRC-ROR-ACC), 1600 Spearhead Division Avenue, Fort Knox, KY 40122, telephone at 502-613-6356.

b. As an ECP LT assigned to an RC unit, I will provide the gaining PMS with my RC commander's name, unit address, and unit telephone number. I understand that whenever Cadet Command recommends any adverse action be taken against me, it will be forwarded to my RC unit commander for processing within that RC chain of command. I am required to report to my unit and begin drill within 30 days after commissioning. Failure to comply with this requirement may result in being carried AWOL, loss of commission and recoument of Ike Skelton Scholarship funds plus interest.

c. Should I fail to meet the academic, educational, military, physical, mental, or moral standards of my ROTC Cadet Contract and this MOU, I will have breached my contract. I further understand and agree that as a consequence of 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.

d. As an ECP LT, I am eligible for the Educational Assistance Program (EAP). EAP is an agreement entered into between the United States Army and the newly commissioned ECP LT to provide financial assistance in order to obtain a baccalaureate degree and serve as an officer in the U.S. Army by executing an EAP contract, DA Form 597-4. EAP can provide up to two (2) years of benefits, either full tuition and fees or up to \$10,000 room and board. There are no extensions of benefits for EAP and for every year or partial year of EAP benefits received, a one (1) year service obligation will be added to your service obligation. EAP benefits can be started at any time within the 36 months of entering the ECP.

3. As an ECP Lieutenant, I will complete the commissioning packet in coordination with the MJC PMS and, the MJC PMS will submit the packet directly to Human Resources Command, Officer Personnel Management Directorate, (Attn: AHRC-ROR-ACC), 1600

Spearhead Division Avenue, Fort Knox, KY 40122, telephone at 502-613-6356. A copy of the ECP LT packet will be given to the Cadet IAW USACC Regulation 145-9. If accessed for Reserve Forces Duty, the MJC PMS will assist me in locating a point of contact for reserve components for placement in an RC unit.

4. I will become an ECP LT on **(insert date)** and expect to obtain my degree on **(insert date)**. I intend to complete my degree at **(insert University/College and Host FICE)**, and my first scheduled counseling session with my gaining PMS or representative will be **(insert location, date and time)**.

5. **Consequences for the ECP LT that has breached his/her contract are; (1) removal from the ECP and/or (2) loss of Commission that could result in all Ike Skelton Scholarship funds plus interest being recouped. Recoupment may also include any scholarship funds received while attending a Military Junior College (MJC).**

6. I acknowledge and understand the provisions in this MOU and will adhere to it from this **(insert date)**, forward.

----- - (LT Printed Name and Signature) Signature)	----- (MJC PMS Printed Name &
----- - (Current street address)	----- (ROTC BN Name)
----- - (City, State, Zip)	----- (Address, City, State, Zip)
----- - (Telephone #)	----- (Telephone #)
----- -- (Gaining PMS Printed Name, Signature & Date) Date)	----- (Unit Commander Printed Name &
----- (ROTC BN Name)	----- (Unit Commander Signature)
----- (Address, City, State, Zip)	----- (Unit Name & UIC)

(Telephone #)

(Address, City, State, Zip)

CF:
ECP LT
MJC PMS
1st BRIGADE CDR
Gaining PMS
RC Unit CDR

E-3. Letter of Acceptance (LOA) National Guard



NATIONAL GUARD BUREAU
111 SOUTH GEORGE MASON DRIVE
ARLINGTON VA 22204-1373

OFFICE SYMBOL (ARIMS Record Number)

DATE

MEMORANDUM FOR Basic Branch Officer Accessions (ARNG-HRR-O), 111 South George Mason Drive, Arlington, VA 22204

Subject: Letter of Acceptance (LOA) for the Reserve Duty Branching Panel

1. [State] ARNG unit stated below agrees to accept this cadet into the officer vacancy as indicated. Request that the candidate be branched and schooled accordingly.

- a. Cadet's Name:
- b. Cadet's SSN:
- c. Cadet's Graduation Mission Year/Month:
- d. Requested Component:
- e. Full Unit Name & Address:
- f. Unit POC & Phone Number:
- g. Unit UIC/PRN:
- h. Authorized Grade:
- i. Vacancy Position Title (Full):
- j. Vacancy Paragraph/Line:
- k. Officer Branch / AOC:
- l. Cadet's Email and Phone Number:

2. POC for this action is the undersigned [name], [phone number] or [email]

FOR THE COMMANDER:

[place digital signature block here]

FIRST M. LAST (ALL CAPS)
Rank, Branch
Officer Strength Manager

E-4. Vacancy Hold Report (VHR) Army Reserves

VACANCY HOLD REPORT FOR CADET COMMAND

Produced on:

SSN:

VCN:

UIC:

UNIT NAME:

CITY:

STATE:

PHONE:

PARA:

LINE:

POSN:

MPC:

GRADE:

AOC:

LANG:

AOC DESC:

JOB TITLE:

STATUS:

TYPE:

REMARKS

E-5. Transmittal Letter

ROTC PROGRAM LETTERHEAD

(ROTC office symbol)

(DATE OF REQUEST)

MEMORANDUM THRU Commander, U.S. Army Cadet Command (ATCC-ROI-M), Fort Knox, KY40121-5123

FOR Commander, Human Resource Command (AHRC-ROR-ACC), 1600 Spearhead Division Avenue, Fort Knox, KY 40122

SUBJECT: Transmittal of Records-Second Lieutenant (Name), ECP (Non-scholarship) (Scholarship)

1. Enclosed are the OMPF, Medical Treatment Record, and Component/Branching Selection File pertaining to the appointment and initial assignment of Second Lieutenant (Name).
2. Second Lieutenant (Name) was commissioned early under the provisions of AR 145-1, Chapter 6, Section II.

4 Encls
as

PMS SIGNATURE BLOCK

Glossary

Section I – Abbreviations

ACFT	Army Combat Fitness Test
AD	Active Duty
AFAST	Alternate Flight Aptitude Screening Test
APFT	Army Physical Fitness Test
APMS	Assistant Professor of Military Science
AR	Army Regulation
ARNGUS	Army National Guard
BCT	Basic Combat Training
BOLC	Basic Officer Leadership Course
BN	ROTC Program
BN CDR	ROTC Program Commander
CCIMM	Cadet Command Information Management System
CDR	Commander
CGPA	Cumulative Grade Point Average
DA	Department of the Army
DCSPER	Deputy Chief of Staff Personnel
DMG	Distinguished Military Graduate
DMS	Distinguished Military Student
ECP	Early Commissioning Program
DL	Educational Delay
FM	Field Manual
FORSCOM	Forces Command
GRFD	Guaranteed Reserve Forces Duty
HQDA	Headquarters, Department of the Army
HRC	Human Resources Center of Excellence
IAW	In Accordance With
IRR	Individual Ready Reserve
LT	Lieutenant
MEDDAC	Medical Department Activity
MJC	Military Junior College
MOU	Memorandum of Understanding
MPRJ	Military Personnel Records Jacket
MS	Military Science
MSC	Medical Service Corps
MUSARC	Major United States Army Reserve Command
NAC	National Agency Check
NGB	National Guard Bureau
OCAR	Office of Chief of Army Reserve
OML	Order of Merit List
OMPF	Official Military Personnel File
PME	Professional Military Education

POI	Program of Instruction
PMS	Professor of Military Science
RC	Reserve Component
RFD	Reserve Forces Duty
RFD AN	Reserve Forces Duty Army Nurse Corps
ROTC	Reserve Officers' Training Corps
SMP	Simultaneous Membership Program
SROTC	Senior Reserve Officers' Training Corps
Y	School Year
TAG	The Adjutant General
AHRC	U.S. Army Human Resource Command
TDA	Table of Distribution and Allowances
TOE	Table of Organization and Equipment
TPU	Troop Program Unit
TRADOC	Training and Doctrine Command
USAR	U.S. Army Reserve
USACC	U.S. Army Cadet Command

Section II - Terms

Assistant Professor of Military Science

The primary instructor for ROTC Cadets enrolled in Military Science. APMS duties include, but are not limited to: recruiting, training, administration, coaching; and ultimately commissioning the future officer leadership of the Army.

ROTC Program Commander

See Professor of Military Science

Distinguished Military Graduate

A ROTC graduate who has maintained a distinguished military student status throughout MSL IV and is in the top 20% of the National Accessions OML.

Distinguished Military Student

An MSL IV Cadet who has attained a standing in the upper 50% of his/her academic class, a military science and leadership standing in the upper third of his/her ROTC class, and is ranked as such in the order of merit list established by the PMS.

Early Commissioning Program

A Program that allows ROTC Cadets who have completed all ROTC requirements except that of obtaining a baccalaureate degree to be commissioned. Only MJC Cadets may be commissioned under the provisions of this program.

Guaranteed Reserve Forces Duty Endorsement

An endorsement to the ROTC basic contract that guarantees Cadets reserve forces duty based upon the needs of the Army.

HRC (U.S. Army Human Resource Command)

Responsible for policies and procedures to assign, attach, detail, remove or transfer U.S. Army active component and reserve soldiers.

MS I/II/III/IV

Designation for the different levels of Military Science. For example, MS I is the first year, while MS IV is the fourth year. MS III and IV are the designations for the advanced course.

Military Junior College

A military school that provides high school and college level instruction, but does not confer a baccalaureate degree.

Military Qualification Standards

A system of sequential and progressive training designed to qualify Cadets/officers to perform duties at the 2LT level of professional development.

Order of Merit List

A listing that rank orders Cadets at the Campus/ROTC program.

Professor of Military Science

The academic and military position title of the senior commissioned Army officer assigned to duty with a Senior ROTC Program.

Simultaneous Membership Program

An officer training program that requires Reserve Component enlisted status in a Troop Program Unit for eligibility. Contract Cadets of RC units must assume SMP status or be discharged from their unit. RFD Scholarship winners must participate in SMP.