

USACC FORM 201-R, ROTC CADET FILE WORKSHEET

Proponent agency is ATCC-ROI
USACC Reg 145-1

Section 1 -- Temporary Items

(File Documents below this Worksheet, Top to Bottom, Right Side of Folder)

Section 1 -- Temporary Items

*Cadet Enrollment Record (USACC Form 139-R) signed by the Enrollment Eligibility Officer.

Cadet Record Brief (CRB) -- most recent verified copy. Destroy all others.

*USACC Form 104-R, Planned Academic Program Worksheet (original and most recent verified copies)

DA Form 4856-R, Counseling Form (each term) if applicable.

USACC Form 145-1-4, Specialty Scholarship Counseling Form if applicable.

*University Transcripts, including transcripts from all previously attended colleges.

Memorandum of Probation (when completed)

Leave of Absence (when completed)

Memorandum of Administrative Suspension (when completed)

Travel and Transportation Vouchers

One copy of all Orders, e.g. Basic Camp, Advance Camp, etc.

Certificates for Awards, Diplomas, or Badges

DA Form 1307, Individual Jump Record -- Airborne/Air Assault

*USACC 157-R, ROTC Cadet Basic Camp Performance Report (if applicable)

USACC Form 67-9, Cadet Evaluation Report (MS III)

USACC Form 67-9, Cadet Evaluation Report (Advance Camp)

*Scholarship Offer Letter from Cadet Command

*USACC 167-R, U.S. Army ROTC Scholarship Acceptance/Declination Statement

*USACC 137-R, Authorization for Access to Student Records

*USACC 136-R, Briefing on Government Sponsored Benefits for ROTC Cadets

*USACC 132-R, Statement of Understanding (Dependency) (if applicable)

DD Form 785, Disenrollment from Other Officer-Producing Program

MOU for Completion Cadet Program (CCP)

Army Fitness Standard and Height/Weight Verification

Disenrollment Procedures (including Discharge Orders) (when completed)

Other Completed Personnel Actions, as applicable, e.g. DOL/VA Claims, etc.

Completed Personnel Action Type: _____

Cadet Statement providing Dentist name, address, and phone number

Scholarship Benefit Election Memo

NOTES:

*Forms must be completed prior to and/or in conjunction with Cadet's Enrollment/Contracting.

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Section 2 -- Permanent Items

(File Documents below this Worksheet, Top to Bottom, Right Side of Folder)

Section 2 -- Permanent Items	
	*DD Form 93, Record of Emergency Data (copy from unit if SMP)
	Designation of Distinguished Military Student or Designation of Distinguished Military Graduate
	Copy of the completed CCIMM Security Page or Interim Security Clearance Memorandum
	DD Form 1172, Application for Uniform Services ID Card
	*DD Form 2005, Privacy Act Statement -- Health Care Records
	*DODMERB Exams/Reports: DD Form 2351, DD Form 2492, DD Form 2808, and DD Form 2807-1; All other Medical Exams and medical documents, e.g. Airborne and other special Army schools
	*DD Form 4, Enlistment/Reenlistment Document (if SMP, from Cadet's unit)
	*SMP Agreement: DA Form 4824-R for the Reserves or NGB Form 594-1-R for the National Guard
	*Transfer Order to SMP Unit (if applicable)
	*ROTC Contract: DA Form 597 (Non Scholarship) and DA Form 597-1 (Alternate Entry Option); or DA Form 597-3 (Scholarship)
	*GRFD Contract Endorsement: USACC Form 202-R, Non Scholarship; USACC Form 203-R, Scholarship; USACC Form 204-R, Revocation of GRFD Control Number
	GRFD Scholarship Conversion Memo, if applicable (when completed)
	*Certificate of Discharge: DD Form 214, Active Duty; DD Form 220, USAR/ARNG; DD Form 215, Corrections
	*Green to Gold Active Duty Option MOU and Orders
	*Copy of Birth Certificate/SSN Card/and Naturalization Certificate (as required)
	USACC Form 131-R, Approved Waiver (if medical, file with exam) Waiver Type: _____
	Approved Change of Major and/or Extension of Scholarship Benefits
	Termination of Scholarship with retention as Non Scholarship (when approved)
	*DD Form 2058, State of Legal Residence Certificate
	*SF 1199A, Direct Deposit Sign-up Form
	*SGLV-8286, Service Member's Group Life Insurance Election and Certificate (for Advance Camp attendees only or if SMP, from unit)
	*Form W-4, Employee's Withholding Allowance Certificate
	Enlisted Record Brief (ERB) (Prior Service) -- formerly DA Form 2 and 2A
	DA Form 5315-E, Financial Assistance Record
	Memorandum of Understanding for Early Commissioning Program (ECP)
	DNA Testing is done for ID purposes (conducted at Advance Camp)

NOTES:

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Section 3 -- Actions Pending

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Electronic Questionnaire for Investigation Processing (E-QIP) (SF86): Keep on file until Cadet commissions or is disenrolled.

SF86 must be initiated by the HRA in Joint Personnel Adjudication System (JPAS) and completed by the Cadet. SF86 must be approved in JPAS and submitted to the Office of Personnel Management NLT 60 days after contracting.

OPM submission: Copies of signed and dated E-QIP SF86 certification page with two original FD 258 (Finger Print Cards) must be mailed to: E-QIP Rapid Response Team, OPM-FIPC, P.O. Box 618, Boyers, PA 16020 NLT 24 hours after the SF86 is approved by JPAS.

Request for Interim Security Clearance (must be submitted 90 days prior commissioning)

Memorandum of Probation (while active) (file in Temporary Items Section when completed)

Request for Termination of Scholarship with retention as Non Scholarship (while active) (file in Permanent Items Section when completed)

Leave of Absence (while active) (file in Temporary Items Section when LOA is completed)

Memorandum of Administrative Suspension (while active) (file in Temporary Items Section when completed)

Request for GRFD Scholarship Conversion (while active) (file in Permanent Items Sections when completed)

*USACC FORM 131-R, Pending Waivers for enrollment/contracting (file in Permanent Items Section when completed)

Disenrollment proceedings (while active) (file in Temporary Items Section when completed)

Accession Packet/Commissioning Packet (see USACC Reg 145-9 Accessions Circular for instructions and checklist)

Other Personnel Actions (when pending): (file in other section, as appropriate, when completed) e.g DOL/VA Claims, etc.

DA Form 3425, Medical Fitness Statement

NOTES:

*Waivers must be completed prior to and/or inconjunction with Cadet's Enrollment/Contracting.