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

USACC Pamphlet 145-1

Effective 5 March 2025

Reserve Officers' Training Corps

ARMY ROTC INCENTIVES PROCEDURES

FOR THE COMMANDER:

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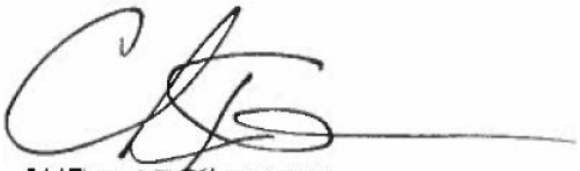

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History. This publication is an administrative revision. The portions affected by this administrative revision are listed in the summary of change.

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

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

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

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

Supplementation. Supplementation of this pamphlet is prohibited.

Forms. "R" forms throughout this pamphlet are for local reproduction. Print them through local forms management officers. These forms are also available on the ROTC Web site at **http://armyrotc.army.mil**.

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

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

Summary of Change

USACC Pam 145-1
Army ROTC Incentives Procedures

- Removed SAT/ACT minimum.
- Changed Room and Board amount to $12,000.
- Added the campus-based CBEF and updated the SAL points and the Whole Person Score.
- Removed Travel Reimbursement for Study Abroad.
- Chapter 2-5f(8) – Renamed Cooperative Programs to Course Equivalency Programs.
- Removed Chapter 2-7e(10) referencing Fast Track.
- Chapter 2-10 moved to Chapter 2-4
- Removed the requirement for the Term GPA to be a 2.5 at the time of contracting.
- Removed Chapter 3a(3) – The Lieutenant General Timothy J. Maude Foundation Scholarship.
- Chapter 4 – removed instructions for G2G ADO and G2G Non-Scholarship.
- Added Chapter 6-3.
- Combined Chapter 10 and Chapter 11.

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Chapter 1 -- Introduction

1-1. Purpose

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

1-2. References

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

AR 145-1, Senior Reserve Officers' Training Corps Program: Organization, Administration, and Training, dated 1 April 2023.

1-3. Explanation of Terms

The Glossary explains the acronyms and special terms used in this.

1-4. Responsibilities

a. The Commander, USACC will publish procedures for execution of the Army ROTC Incentives Programs.

b. Brigade Commanders will establish procedures that properly execute Army ROTC Incentives programs, that do not exceed budgets and allocations, and that keeps the database current.

c. Professors of Military Science (PMS) will follow procedures established in the pamphlet to ensure accuracy of implementation of all Army ROTC Incentives Programs.

Chapter 2 -- Army ROTC Scholarship Program

2-1. Scholarship Management

HQ USACC centrally manages the scholarship budgets IAW each Brigade Commanders priorities. Management of scholarship programs begins with the formulation of the allocation and budget plans, through the obligation of funds via a scholarship offer, and the eventual contracting and payment of benefits. Every phase of this cycle must be closely managed and monitored to ensure the principles are adhered to which are laid out in **USACC Reg 145-1**.

a. Responsibilities.

(1) HQ USACC will:

(a) Develop a funding plan to achieve mission targets.

(b) Set limits for the Army ROTC College Scholarship Program for each school IAW Brigade priorities via CCIMM.

(c) Monitor current CCIMM directory, tuition and fees tables and rebalance each Brigade's budgets IAW timeline below.

(d) Rebalance the budgets and allocations by school no later than (NLT) **30 August** prior to fiscal year (FY)/school year (SY) start to incorporate revised tuition and fee rates.

(e) Rebalance the budgets and allocations by school NLT **15 Dec** for current FY/SY and pull all Brigade reserves up to HQ USACC level.

(f) Rebalance the budgets and allocations by school NLT end of each month for FY/SY.

(g) Process all CGPA waivers as required.

(2) Brigade Commanders will provide HQ USACC with missions for each school IAW annual Mission Marketing and Incentives OPORD.

b. Scholarship Plan. HQ USACC annually publishes missions and programs active on the application for the upcoming school year and appropriate mission sets.

(1) HQ USACC staffs and creates the Scholarship Plan based on input from the Brigades, HQ DA Program Objective Memorandum (POM) budget funding levels, and HQ DA G1 missioning levels. It reflects both the estimated number of Cadets who may receive scholarship benefits and the budget level for a particular school.

(2) During staffing of the scholarship plan, HQ USACC must first account for and pay for the rollover of existing scholarship Cadets into the next SY to ensure sufficient funds are set aside to pay for their scholarship benefits.

(3) Brigade budgets include funds to pay for tuition and mandatory fees or room and board up to the authorized benefit level, plus a fixed amount for books, for the following scholarship programs and types:

(a) Line Scholarships.

(b) Ike Skelton Scholarships. Each MJC is required to contract a minimum of 22 scholarship Cadets per mission set under the Ike Skelton Early Commissioning Program (ECP) Scholarship program.

(c) United States Military Academy (USMA) qualified non-selects (QNS)/ROCKS. When scholarships are provided for these individuals, HQ USACC will provide funds for the first year. After the first year, the Brigades will utilize their own funds.

(d) Nurse majors.

(e) Guaranteed Reserve Forces Duty (GRFD) Scholarships.

(4) Programs are allocated a set number of scholarships that are required to meet commission mission.

(5) Based on available funding, HQ USACC provides funds for:

(a) Special Scholarships (STEM, Urban, Language (must be one of the Language codes in **Appendix O**))

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

(6) HQ USACC posts the Scholarship plans in CCIMM.

(a) HQ USACC is responsible for allocating the funds to the Program level IAW Brigade Commander priorities. This is accomplished by determining the number of scholarships the Program requires in each mission set to meet their commission mission, (i.e. (# in-state scholarships X in-state tuition) + (# out-of-state scholarships X out-of-state tuition)).

(b) Brigade funds and allocations in CCIMM reflect the sum of all subordinate Programs in each mission set, plus supplemental funds for other campus-based scholarships.

(c) The Brigade Commander must ensure that the right mix (number) of scholarships is offered to each Program to meet their enrollment requirements and commission missions in each mission set in order to maintain program viability.

(d) Offers to high school applicants enrolling at Co-Op schools and Latter-Day Saint Cadets enrolling at schools, should be made in the expected mission set in which the student will commission.

- Upon enrollment in the CCIMM Student/Cadet Information Module, the school should immediately place the student in the correct mission set to account for their periods of leave of absence (LOA).

(e) HQ USACC moves the appropriate number of allocations and funds needed to support these students into those mission sets.

(7) The dollar estimates used in the scholarship plan reflect information from the CCIMM Organization module, Tuition and Fees section plus an inflation factor. This information is vital to our scholarship efforts as it is the primary source for scholarship payment and budget estimates. Each PMS will review the tuition and fees entered in CCIMM twice yearly, (by opening enrollment and again no later than **15 January**) to ensure the information is current and correct. These amounts need to reflect what Cadet Command could expect to pay in scholarship benefits for a typical Cadet enrolled full-time at a particular university for a complete year.

(a) Full time enrollment equates to the number of credit hours, including ROTC, to graduate within the time-frame established by the University for a specific degree. If Cadets typically take 16 credit hours a semester and graduates in four years, then this is what should be reflected in the tuition and fee amounts.

(b) Some universities have multiple schools, both public and private, on the host campus, each charging a different tuition. In this case, the school should compute a weighted average based on their current enrollment to accurately project for future scholarships.

(c) Some states have reciprocity agreements, which charge students from neighboring states at the in-state tuition rate. Some schools charge ROTC Scholarship recipients in-state tuition. In this and similar instances, enter the student into CCIMM as a resident student since Cadet Command will be charged at that rate.

(d) Some hosts also charge Cadets enrolled at partner schools additional tuition/fees to take ROTC at the host, which is entered as separate amounts in ROTC in-state and ROTC out-state tuition or fee fields. <u>This fee is listed against the host, NOT the partner school.</u>

b. Committing/Obligating Scholarships/Funds. Any valid scholarship offer made will commit funds and count against school/Brigade allocations/budgets until the school posts a decline or withdrawal in CCIMM. Essentially every Cadet who receives benefits in a given SY/FY will commit funds, which count against the budget to include any Cadet who received scholarship benefits in a particular SY and whose status changed from enrolled to a non-pay status.

(1) A Commander commits funds as soon as a scholarship offer is made in CCIMM. An offer is only considered valid when CCIMM reflects the offer and a confirmation number. Commanders must ensure that acceptance, declination, and withdrawal of offers are accurately depicted in CCIMM as it impacts the availability of scholarship funds. Once an offer is reflected in CCIMM, funds are committed until the offer is declined or withdrawn.

(2) After an offer is made, and once the scholarship term starts, the applicant must be enrolled in CCIMM, either as Scholarship Offer Pending Contract (**R-status or S-status**) or Contracted (**E$-status**). If no offer exists in CCIMM, the student will not be able to be placed in a scholarship status in CCIMM. This action obligates the funds.

(3) 3-Year and 2-Year Advance Designee (AD) (**S-status**). Cadets do not obligate funds in their freshman/sophomore year. However, to limit the number of 3AD/2AD offers made at each school, an allocation with an associated artificial budget ceiling has been established. This limit will restrict the number of 3AD Cadets enrolled as a Military Science Level (MSL) I to ensure there are adequate scholarship funds available to cover the benefits they will receive as an MSL II in their sophomore year. The same principal applies to 2AD (**S-status**) Cadets.

(4) Cadets on admin suspension will not count against budgets for the term of admin suspension as long as the Cadet has not submitted a Cadet Payment Request (CPR) through the current Army pay system for the term.

(5) The Scholarship Program is a multi-year program funded one year at a time. The scholarship decisions made in one year will obligate funds and have an impact on future year's budgets, depending on the length of scholarship awarded. Schools or Brigades who are over budget in one mission set will not be able to offer as many scholarships in another mission set for a specific SY. The HQ USACC Brigade Budget Reports should assist in providing visibility on this aspect of the program.

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

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

(1) Essentially the summary report enables commanders to view the allocation and budget level for each mission set in a given SY/FY, the commitments and obligations against those mission sets, and the number of scholarships and dollar amounts still available to offer.

(2) Each level of command from the Program through HQ USACC can view its own scholarship status or that of its subordinate elements. This report is how Brigades

can track the execution of funds and determine which school and mission set budgets need to be adjusted. The budgeted level contains funds necessary to pay for the number of allotted scholarships up to the approved benefit level.

(3) Programs will be able to view the allocations for their school through this page and can obligate only what is provided.

Allocations Summary Report for SY15-16

BALL STATE UNIVERSITY (001786)

Roll-up

	Budget Level		Contracted/Paid			Pending Contract		Offered & Accepted		Offered Pending Acceptance		Scholarship Committed		Available Scholarship *	
	#	Allocated	# Active	# Paid	Funds	#	Funds	#	Funds	#	Funds	#	Funds	#	Funds
2023	0	$0	0	0	$0	0	$0	0	$0	0	$0	0	$0	0	$0
2022	0	$0	0	0	$0	0	$0	0	$0	0	$0	0	$0	0	$0
2021	0	$0	0	0	$0	0	$0	0	$0	0	$0	0	$0	0	$0
2020	0	$0	0	0	$0	0	$0	0	$0	0	$0	0	$0	0	$0
2019	0	$0	4	4	$88,984	0	$0	1	$2,685	0	$0	5	$91,669	-5	$-91,669
2019 AD	*0*	*$0*	*0*	*0*	*$0*	*4*	*$73,184*	*0*	*$0*	*0*	*$0*	*4*	*$73,184*	*-4*	*$-73,184*
2018	0	$0	9	9	$124,528	0	$0	0	$0	0	$0	9	$124,528	-9	$-124,528
2017	0	$0	26	26	$338,944	0	$0	0	$0	0	$0	26	$338,944	-26	$-338,944
2016	0	$0	13	13	$163,655	0	$0	0	$0	0	$0	13	$163,655	-13	$-163,655
BN Total	0	$0	52	52	$716,111	0	$0	1	$2,685	0	$0	53	$718,796	-53	$-718,796

** Available Scholarships = Budget Level Total - Scholarships Committed*

	Estimate Pending Loss	
	#	Funds
2023	0	$0
2022	0	$0
2021	0	$0
2020	0	$0
2019	0	$0
2019 AD	*0*	*$0*
2018	0	$0
2017	4	$25,870
2016	2	$8,017
BN Total	6	$33,887

Figure 2-1-1

d. Adjusting Allocations/Funds. Brigades will be given initial allocations/funds to manage their scholarship program. These allocations will consist of a number of scholarships and a funding level associated with those scholarships. That initial level will be determined approximately 18 months prior to the start of the new SY. After the initial update, HQ USACC will be able to adjust the number of scholarships and funds allocated to each Brigade. Brigades must coordinate with their Scholarship Program Manager to move funds IAW the Brigade Commander's priorities.

(1) Brigades with a negative balance in a mission set will not be able to make offers in that mission set.

(2) Brigades with a positive balance in a mission set, but a negative total available, will not be able to make offers in any mission set.

(3) HQ USACC will shift available scholarship funds into mission sets with a negative balance from any mission set with a positive balance until the receiving mission set is returned to zero balance monthly. HQ USACC will use available funds within the Brigade budget until none remain.

(4) Upon approval from RMID, funds can be moved between mission sets IAW the following:

(a) Commanders may replace scholarship losses occurring through attrition/disenrollment with eligible applicants from their alternate list, assuming funding is still available. This authority ends when higher headquarters assumes control of the budget and offer process.

- Brigade assumes control of scholarship funds in June, after the final High School Scholarship Selection Board.

- HQ USACC assumes funding control on **15 Dec** of each SY.

(b) Funds can be moved for scholarships valued at a certain dollar amount from one school to create more scholarships of the same value at other schools. Funds can also be combined from several schools and mission sets to make a single offer elsewhere. This must be done within the limitations outlined above.

- For high school applicants, Brigades are restricted to moving available funds within the 4-year mission set.

- Brigades are not allowed to increase the number of scholarships or amount of funds allocated for the high school market.

(c) Priority of adjustment pool offers must go to schools, mission sets and programs (e.g., nurse or HBCU) needing additional enrollment to remain on glide path to meet production mission. Emphasis should be placed on near term mission sets first. Brigade Adjustment Pool (BAP) offers for campus-based applicants are funded by moving available scholarship monies between schools and mission sets.

- There is no adjustment pool for Advance Designee scholarships, and the funds associated with ADs cannot be moved. Replacement policy can only be utilized for current enrollees in MS I to enable the student to meet validation requirements.

- Brigade Commanders have authority to upgrade 3ADs to 4-year on a case-by-case basis if 4-year mission set funds are available.

- Each school should establish an OML containing both new 4-year applicants and previously awarded 3ADs so that ALL can be considered for a 4-year scholarship from the Brigade adjustment pool.

- The Brigade should fund all other 2- and 3-year applicants pending offers before considering 3AD upgrades.

- Compression is not an option for 3ADs. After the Fall semester start point, the PMS will use the College Scholarship Program regular 3-year allocations/funds to offer scholarships for current freshman who need to compress MS I.

(5) Authority to obligate scholarship funds reverts to Cadet Command control NLT **15 Dec** of each SY. PMS and Brigade Commanders no longer have scholarship offer authority during the current SY after this date. Scholarship applications will still be considered, but only HQCC can approve the offer of a scholarship or the replacement of a previously declined or withdrawn scholarship offer.

e. Placement in Proper Mission Set

(1) The PMS must place scholarship Cadets in the proper mission set at the time of contracting to ensure proper use of scholarships at each university. This is especially important for those schools that have cooperative programs.

(2) Proper Mission Set is defined as the actual mission set in which the student will graduate, receive his/her degree, and commission as a 2nd Lieutenant.

(3) Academic alignment should be maintained, and scholarships awarded IAW Expected Start Term and Expected End Term calculation.

(4) The Expected End Term will be four years out from the Expected Start Term for high school offers upon enrollment at school and completion of the **USACC Form 104R**.

f. Alternate List

(1) Each PMS will establish an alternate list for each mission set.

(2) The number of students on the alternate list is not limited. The PMS may determine how many alternates to carry on their alternate list.

(3) An alternate is a fully qualified applicant who did not win a scholarship either from the adjustment pool or because the school did not have available funds at the time offers were made.

(4) Applications for alternates can be submitted throughout the SY; however, the applications should be input by the deadline for the type of award to compete in the BAP. Applications need to be input as soon as completed. Do not wait for DoDMERB physical qualification or other waiver decisions.

(5) The PMS will manage the list of alternates at their school. If a qualified winner declines an offer or does not contract within the **first 30 days** of school, the PMS is authorized to select an individual from the alternate list to fill the vacancy, assuming funding remains available. This authority ends when higher headquarters assumes control of the scholarship offers.

g. Scholarship Benefit Package.

(1) Tuition and Fees. The Scholarship Benefit Package provides for payment of up to full tuition and mandatory fees or $12,000 annual flat rate for room and board.

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

(b) In addition, a book allowance is provided in an amount determined by HQ USACC (**Appendix I**)

(2) Room and Board. Cadets may choose for the scholarship to be applied toward room and board costs. This election occurs each term.

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

(b) Scholarship recipients who elect room and board will be paid a $12,000 flat rate -- $6,000 per semester term or $4,000 per quarter term.

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

2-2. High School Scholarship Program.

a. Concept. The high school scholarship program (HSSP) is a National Process designed to award Academic Scholarships to qualified applicants who will be classified as incoming Freshman at participating universities and colleges.

b. Responsibilities.

(1) Applicants.

(a) All high school applications will be completed on-line.

(b) Application window opens **12 June** after the student's junior year in high school.

(c) Deadline to create a new application is **4 March** of the student's senior year in high school. Students will have the week before the last board to complete the application to remain in competition. Incomplete applications will not be considered.

(d) Applicants who have already graduated from high school, and have not entered any community college, junior college, preparatory school, or four-year institution are eligible to apply with a deadline of **4 March** of the year they plan to enter college. **EXAMPLE:** An applicant meeting the qualifications of this paragraph and planning to start college in the Fall of School Year 2022-2023 must apply no later than 4 March 2022.

(e) Interested applicants not meeting the criteria of paragraphs (3) or (4) above should submit applications via the campus-based College Scholarship Program (see **Paragraph 2-3**).

(2) HQ USACC RMID Incentives Division.

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

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

(c) Verify overall scholarship eligibility as outlined in **USACC Reg 145 1, Ch 2-4**.

(d) Screen and validate/reject submitted applications within three working days of receipt. Additionally, all communications in reference to applications will be responded to within three working days of receipt as well.

(e) Update applicants' dashboard for any missing/required documentation to make the packet complete.

(f) Upon discovery of a disqualifying condition, applicant's status will be updated. The applicant will have until the application deadline to correct any disqualifying condition.

(g) Determine applicants' whole person score for all areas. The whole person score consists of points for SAT/ACT test scores, SAL activities, Interview, Selection board, Physical Fitness Assessment, and the Cadet Background and Experience Form. Table 2-2-1 below depicts the maximum points for each area considered.

(h) Provide each Brigade a list of winners following each board to disseminate to the programs.

Area of Consideration	Points
SAT/ACT Scores	249
Scholar, Athletics and Leadership	201
Interview	200
Selection Board Score	350
CBEF	250
Physical Fitness Assessment	150
Total Points	1400

Table 2-2-1 – Whole Person Score

(i) Develop notification letters, i.e., winners, non-selection. Develop and follow a scheduled process of follow-up contacts for all winners. At a minimum, this contact will consist of information about ROTC's curriculum, the benefits for being in ROTC, and useful information to prepare the winner to become a contracted Cadet.

(j) Applicants must submit either an SAT or ACT score; however, there is no minimum to qualify for a scholarship.

(k) HQCC will conduct scholarship selection boards from October through March. Each applicant will be boarded only one time but will be considered during each round unless previously selected.

(l) Prior to the selection board convening, HQ USACC will post those applicants being considered by the board in the CCIMM PMS Board Ready List.

(m) HQ USACC will upload an offer letter to all selected applicants; additionally, a copy will be mailed to the applicants with up to 5 school choices from which to choose.

(n) The High School Processors will post accept/decline as they receive the offer responses from the applicants and withdraw offers if no response is received by the suspense date.

(o) HQ USACC will submit winner data to DoDMERB to start the scheduling process for the medical qualification required to receive scholarship benefits.

(3) ROTC Program.

(a) Recruit students to apply online for a scholarship from their recruiting events.

(b) PMS's interview students using the electronic **USACC Form 159-R** in CCIMM. PMS must interview any applicant who contacts them for an interview, not just those interested in attending their school. See paragraph 2-4d. below.

(c) Confirm the applicant's height and weight during the interview process.

(d) Access their Board Ready List in the PMS Review in CCIMM to verify the students on the list meet the minimum academic eligibility to be admitted to their school.

(e) The PMS will have 5 days following the receipt of the winners list from the Brigade to notify HQ USACC of a student they do not consider capable of gaining admission to their university. At no time during this interval should the Program contact the winners on list.

(f) Maintain contact with individuals who accept the scholarship and assist them in completing all administrative matters required for enrollment and contracting.

(g) Ensure the scholarship winner still qualifies for the award before contracting IAW USACC Reg 145-1 Chapter 2-4.

(h) Complete **USACC Form 139-R** (Cadet Enrollment Record) for each new scholarship Cadet.

(i) Complete **USACC Form 104R** for each new scholarship Cadet.

(j) Ensure that each scholarship winner obtains any necessary enrollment eligibility waivers and maintain copies of such waivers in Cadet Document Upload in CCIMM. Under no circumstances will a PMS conditionally contract a scholarship winner.

c. Eligibility.

(1) Applicants must meet eligibility criteria outlined in **USACC Reg 145-1 Chapter 2-4**.

(2) Applicants must not have attended any other commissioning course such as the other service academies.

(3) Applicants must be classified as an incoming Freshman who requires a minimum of 4 academic years to earn their bachelor's degree.

(4) An applicant who has already graduated from high school and has not entered any community college, junior college, preparatory school, or four-year institution and will be classified as an incoming Freshman is eligible to apply.

d. Interviews.

(1) Upon becoming an "Interviewee", the student is responsible for contacting an Army ROTC Program to make an appointment for the interview. These applicants will be given contact information to schedule the appointment, or students can also elect to interview at any school they choose.

(2) The PMS will conduct the interviews with scholarship applicants. Based on time constraints, the PMS may delegate the interview only to either the Assistant Professor of Military Science or Recruiting Operations Officer. PMS's will review all interviews they do not personally conduct.

(3) The Gold Bar Recruiter (GBR) will not conduct this interview. GBR's may conduct follow-up contacts.

(4) The PMS can use the structured interview contained in **Appendix M** or make up their own interview questions. The electronic **USACC Form 159-R**, ROTC Scholarship Interview in CCIMM is required for every face-to-face interview conducted. The purpose of the interview is to:

(a) Determine the applicant's attitude toward the military service.

(b) Objectively and impartially evaluate the personal characteristics of the applicant.

(c) Estimate the applicant's potential as an Army Officer.

(d) Verify applicant's Height/Weight,

(e) Explain all contracting eligibility requirements for the Scholarship Program.

e. Selection.

(1) HQCC will conduct scholarship selection boards from October through March. Each applicant will be boarded only one time but will be considered during each round unless previously selected.

(2) Each Board Packet will be reviewed by a minimum of 3 Professors of Military Science.

(a) Each PMS will score the packet.

(b) All three scores must be within a score tolerance.

(c) Scores will be totaled, and the applicant awarded a Whole Person Board Score.

(3) Upon completion of the Board, applicants scores will be tallied and placed on an Order of Merit List (OML) and a cut-line will be established.

(a) Applicants who fall above the cut-line will be notified as winners.

(b) Applicants who fall below the cut-line will be considered Boarded/Under Consideration if an applicant appeared before the first or second selection board.

(c) Applicants who fall below the cut-line after the conclusion of the last selection board will be considered Not Selected.

f. Types of National Scholarships.

(1) 4-Year Scholarship. Winners who receive a 4-year scholarship will contract and receive 4 years of scholarship benefits upon the start of college provided they are fully qualified.

(a) National 4-year scholarship winners who are in a five-year degree program may receive five years of benefits. Once the Cadet contracts, the ROTC program must send up the completed and signed USACC Form 104-R to Brigade who will then forward the document to HQ USACC to the appropriate Scholarship Program Manager. The program manager will then extend the scholarship expected end term in CCIMM beyond the original four years.

(2) 3-year Advanced Designee Scholarship (3AD). High School Scholarship applicants who receive 3AD scholarships will contract and begin receiving benefits during the sophomore year provided they are administratively/medically qualified and meeting the following requirement:

(a) Enroll full time during their freshman year in the academic discipline of choice at the university or one of its partnership schools stated in the scholarship award letter and attain a CGPA of 2.5 or higher at the end of the freshman year.

- Summer class grades may be included in CGPA.

- Requests for extension through the Fall term of the sophomore year to achieve a cumulative 2.5 GPA may be considered. If approved and the CGPA is attained, the scholarship will be activated in the following Spring term; however, the student will have lost one term of benefits.

(b) Enroll during their freshman year in Army MSL I at the University offering the scholarship and complete Army ROTC MSL I with GPA of 3.0 or higher.

(c) Meet basic scholarship requirements and **be medically qualified at the start of the Fall term** of the sophomore year. Re-verify the eligibility for retention in ROTC Program with the Cadet and updating data on the Cadet's record as appropriate. This will be accomplished through annotation on the **USACC Form 139-R Section 7.**

(d) Pass the current Army fitness standard during the contracting term.

(e) Obtain the PMS's recommendation.

(f) The PMS will forward **USACC Form 167-R** with a copy of the current transcript to Brigade by **1 July** of the Summer before the sophomore year on each individual.

(g) Three-year ADs who are not qualified due to either medical or administrative reasons during their freshman year must be counseled. The PMS must inform them that the scholarship offer will be withdrawn if qualification is not complete by the first day of school of the sophomore year.

(h) PMS' may have 3ADs recipients who have decided not to continue in ROTC prior to the beginning of their sophomore year sign **USACC Form 167-R** declining the scholarship. Send **USACC Form 167-R** to Brigade to forward to HQ USACC.

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

(a) High School winners who list Nurse as their academic major in their high school application may receive either a 4-year or 3AD scholarship to a school with an accredited nursing program.

(b) Nurse applications will continue to be centrally processed by HQ USACC and interviewed and boarded by PMS's under the current guidelines.

(c) High School nurse prospects offers will be selected during the National Scholarship Boards.

(d) HQ USACC will record "Alt Offer" in CCIMM to indicate approval for high school applicants.

(e) All Nurse scholarships will be considered "line" scholarships.

- Nurse scholarships are included in the Brigade budgets under the NUR funding group.

- Cadet Command will approve nurse offers until funds are exhausted for that FY, or there are no qualified nurse applicants remaining. Any remaining nurse funds will be reallocated to other scholarship programs.

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

(5) 2-Year Colleges. High School Scholarship Program winners may not attend 2-year colleges without HQ USACC approval. A 3AD winner may attend a partnership school of the host offering the scholarship for the freshman year if the student can reasonably participate in the ROTC unit to meet validation requirements.

2-3. Campus Based Scholarship Program Procedures.

a. Programs will:

(1) Enter 2-, 2.5-, 3-, 3.5- and 4-year scholarship (to include 2ADs) applications into CCIMM. This should be accomplished as soon as appropriate transcripts are received. **Note:** *Interested incoming freshman discovered past the deadline of the High School Scholarship Program should submit applications via the Campus Based Scholarship Program.*

(2) The PMS will upload an application packet containing the items listed in **Paragraph 2-3d** below to Cadet Document Upload in CCIMM for each applicant. Application checklist is included in **Appendix B-3**.

(3) Conduct a scholarship interview.

(4) Hold a selection board in time to create an OML and post selections by the suspense date listed in **Paragraph 2-3b** below. The school selection board will consider only individuals determined to be eligible by the PMS. The PMS may post his/her

selections earlier than the suspense date. The suspense date must be adhered to so that the Brigade Commander to conduct an adjustment pool.

(5) Notify applicants of their scholarship status in writing using the letters provided by HQ USACC.

(6) An offer is only valid with a scholarship confirmation number generated by CCIMM. If there is no confirmation number listed in CCIMM on the scholarship application tab, an offer does not exist.

(7) Provide the student with the National Agency Check, Local Agency Check, and Credit Check Electronic Personnel Security Questionnaire, worksheet with instructions to complete and return upon returning to contract.

(8) Forward a copy of the applicant's current transcript, **USACC Form 104-R**, and **USACC Form 145-1-5** to Incentives Division, Scholarship Program Management Branch for storage in the document repository. These documents will be used to determine if the correct scholarship is awarded and for reference for all future Cadet Actions.

b. Application Periods.

(1) Application window for on-campus applicants opens after the start of the Fall term of the year prior to the year the scholarship is to begin. Applications are accepted on a continuous basis. Offers are made on a continuous basis if funding is available. Deadlines listed below are to get action and provide marks on the wall for Brigades/HQ USACC to assess scholarship program execution.

(2) 2-, 2.5-, 3-, 3.5-, and 4-Year Campus Based Applicants. Programs should enter, into CCIMM Student/Cadet Information Module, no later than the dates published in the annual Mission, Marketing, and Incentives OPORD.

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

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

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

(b) Non-Basic Camp Basic Course Credit Cadets. Programs should upload campus-based applications into CCIMM no later than **15 August** before the term is to begin.

(5) The PMS should input applicants into CCIMM as early as possible. The school should conduct the Selection Board between the deadline for application entry and the input date of the OML. This enables PMS to take advantage of the entire applicant window and board everyone equitably and fairly. The PMS can decide whether to conduct multiple boards.

(6) The OML posting deadlines enable Brigades to properly assess funds during the Spring prior to SY start and conduct adjustment pools over the Summer. The goal is to enter the SY with 90% of the scholarship funds committed.

(7) Specific scholarship eligibility requirements are outlined in **USACC Reg 145-1, Ch 2-4**. Instructions for conducting selection boards are at **Chapter 2-4** in this publication.

c. Alternate Selection Period.

(1) Any time an eligible applicant is discovered, the PMS should upload a campus-based application into CCIMM. The application will be the same as stated in **Paragraph 2-3d** below. This should result in a continuous alternate list being built and maintained at each school. Offers from this list will be made by the PMS upon any disenrollment or failure to contract by previous scholarship winners when funds are available for reuse.

(2) Each year the Brigade Commander will conduct their adjustment pool to ensure usage of all Brigade scholarship funds. The students maintained on the alternate list are eligible to compete in these pools.

(3) Each Brigade will inform their PMS of their requirements for submission to that pool. HQ USACC requires that all applicants competing in the Brigade Adjustment Pool have a scholarship application in CCIMM.

d. Campus Based Application Packet, including GRFD, Basic Camp, and Ike Skelton. The application packet will be maintained at each Program on each applicant. This is an inspectable item. An application checklist is included in **Appendix B-3**. The application packet must include the following items:

(1) Cadet Enrollment Record. A completed Cadet enrollment record **USACC Form 139-R**.

(2) Transcript. An official transcript from all universities attended. High school transcripts are required for MJC applications and freshman applicants. Include transcripts from all colleges/universities the applicant has attended. If the university does not record CGPA, it will be calculated IAW **Paragraph 2-11** and annotated on the latest transcripts. Provide documentation for all MS grades not included on the transcript.

(3) A Planned Academic Program Worksheet. **USACC Form 104-R** is required for all applicants. MJC applicant's forms will be prepared promptly upon enrollment in school in the Fall. This must be completed prior to the offer of an on-campus scholarship. The purpose of the worksheet is to determine the correct scholarship to offer, provide number of terms up-front that ROTC will support with benefits, to lay out an academic plan by which to monitor the students' progress and academic alignment. The PMS and School advisor signatures are required on the form.

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

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

(6) Waiver Request for CGPA, if required.

(a) The request for waiver is forwarded to Brigade or HQ USACC for processing. HQ USACC/Brigade will annotate pending waivers in CCIMM Personnel Actions. (**USACC Form 131-R** is located in **USACC Pam 145-4**.)

(b) Waivers may be considered for insufficient CGPAs.

- Brigade Commanders have approval authority of CGPA waivers down to 2.0. Waiver must be substantiated with other academic achievements.
- Any waivers below 2.0 must go to the Cadet Command for approval.

(7) Other Waiver Requests. A request for all other necessary waivers (e.g., civil conviction, reenlistment-code) must be submitted as soon as possible to the appropriate approval authority. See **USACC Pam 145-4** for a listing of required waivers and appropriate approval authority. HQ USACC/ Brigade will annotate pending waivers in CCIMM Personnel Actions.

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

(1) Academic Alignment. The normal academic year begins with the Fall term and ends with the Spring term. The Program will enroll the Cadet in the correct MSL class to force academic alignment. **Example:** A student who may have completed MS II requires a three-year scholarship. The Program will enroll the student in MS II in CCIMM. The scholarship Cadet enrolls in PMS-approved Army correspondence courses or an individually tailored Military Science Distance Learning Program while in an MS II status. Simply put, benefits end at the same time an individual commissions.

(2) Authorized Terms. The number of authorized terms is determined under normal academic school year progression and must match the scholarship award type.

(a) The Program can validate a **USACC Form 104-R** with Summer term(s) to project completion of degree requirements (unless a mandatory requirement for degree completion).

(b) Summer term(s) is not part of an academic school year. Therefore, students who desire to take summer terms to graduate early, refer to **Chapter 8-3** for Summer extension of benefits guidance.

(c) Intercessions are paid as part of the academic year; therefore, they do not count as a term on their own.

(d) A Scholarship Length Decision Matrix is at **Table 2-3-1** below for assistance in determining the correct type of scholarship.

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

Table 2-3-1 -- Scholarship Decision Matrix

(e) Students falling outside these basic guidelines can still apply. Mid-year entries are allowed to compete for any of these scholarships. The PMS must be aware that mid-year entries use an allocation in a different mission set than the same type awarded in the Fall. The PMS must consider the MS progression along with the degree completion progression.

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

(a) Campus Based Scholarship.

- When the school uploads a Campus Based Scholarship application in CCIMM, the school will select the Expected Start Term and the Expected End Term. The Start Term will automatically determine the School Year and the Start Date.

- Once an offer is posted, with the exception of the Accept/Decline dropdown menu, the campus-based application becomes read-only for the school. If this tab requires adjusting after the offer is posted, only RMID can make those changes

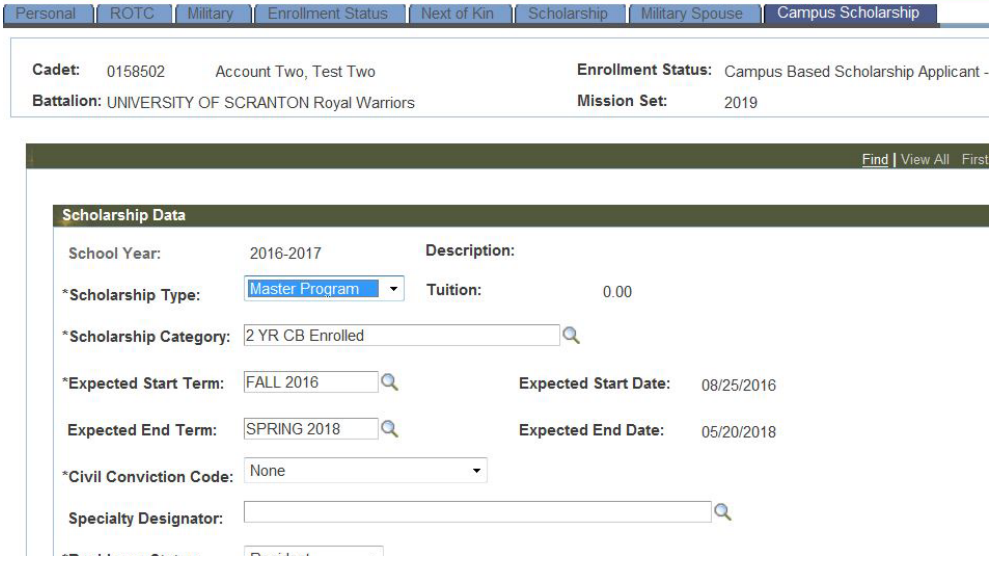

Figure 2-3-1

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

(b) High School Scholarship Winners.

- When a school inputs a high school scholarship winner into Cadet Data in CCIMM, the Expected Start Term and the Expected End Term will automatically populate on the Scholarship tab to align with a four-year program.

- If a high school winner is majoring in a program that goes beyond four years, the Program will input the correct graduation and commissioning dates into CCIMM and will need to send an email during the term in which the Cadet contracts or before with the **USACC Form 104-R** to HQ USACC Scholarship Program Manager to adjust the Expected End Term.

Figure 2-3-2

(c) By law, the scholarship program may not pay for more than 5 academic years of scholarship benefits. A year of scholarship benefits is defined as two semesters or three quarters. The Summer session is not considered part of the SY but will count as one of the benefit terms if approved for payment (Refer to **Chapter 8-3**).

f. Selection.

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

Area of Consideration	Points
SAT/ACT Scores	20
Cumulative GPA	25
CBEF	10
Scholar, Athletics and Leadership	15
Interview	5
Selection Board Score	25
Total Points	100

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

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

Area of Consideration	Points
Cumulative GPA	30
CB-CBEF	10
Scholar, Athletics and Leadership	15
Interview	10
Selection Board Score	35
Total Points	100

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

g. Campus-Based Scholarship Types.

(1) Basic Camp Scholarships.

(a) Successful completion of Basic Camp will be required to validate the scholarship. The scholarship may be an available allocation from the schools' allocations/funds or, if none are available, from funds received from their Brigade or HQ.

- Each applicant must have an application completed IAW **Para 2-3d**.

- Each applicant will have the scholarship application entered in the CCIMM Student/Cadet Information module as a Z-status or A-status prior to entering the student in the CCIMM Training module. This is extremely important as you cannot enter a scholarship application once entered in the Training Module.

- After adding the scholarship application, each applicant must have a record in the CCIMM Training module for Basic Camp to reserve a seat.

(b) Schools can use their available allocations/funds in the appropriate mission set for Basic Camp attendees desiring a scholarship or Brigades can use their funds.

(c) Applicants must have 2 years remaining to obtain degree (or 2.5 years) after Basic Camp attendance.

(d) Students with 2.5 years remaining in spring prior to Basic Camp can be provided a scholarship that starts prior to attending Basic Camp if they meet all eligibility requirements for contracting with the exception of basic course credit. If the Cadet fails to pass Basic Camp, they are subject to recoupment of the spring term payment.

(e) Lateral entry Cadets should be the first priority for Basic Camp attendance.

- Students with 3 years remaining should not attend Basic Camp and should compress the Basic Course during their first year.

- If they do attend Basic Camp, they will require a basic course credit waiver.

(f) All scholarship Cadets attending Basic Camp to achieve basic course credit will be coded in CCIMM with the scholarship award category of “BC” (2H for 2.5 year).

(2) Accelerated Cadet Commissioning Training (ACCT). ACCT is a scholarship program for students without any prior military experience who demonstrate exceptional skills as SALs. Students entering ROTC through ACCT are eligible to compete for scholarships in the same manner as any other on campus applicant. The scholarship must either be an available allocation from the school’s allocation plan, or from Brigade adjustment pool. All ACCT scholarship students will be considered Campus Based Scholarship awardees and coded “N2” in CCIMM. See **USA**CC Reg 145-3. Requests for ACCT require Brigade Commander approval.

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

(4) Campus Based Nurse Scholarships.

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

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

(c) Requests for nurse scholarship will be submitted to Brigade IAW current scholarship submission guidance.

- Conditional Scholarships will be given out between **16 Dec–1 SEPT** for the Fall term.

- Conditional Scholarships will be given out between **1 SEPT–1 Dec** for the Spring/Winter term.

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

(5) Two-Year Advanced Designees (2AD).

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

(b) Program/Brigade budgets include 2AD allocations and funds; however, these allocations and funds cannot be moved into different mission sets. There is no adjustment pool for 2ADs. Replacement policy can only be utilized in the Fall for current enrollees in MSL II (or compression course) to enable the student to meet validation requirements.

(c) Brigade Commanders have authority to upgrade 2ADs on a case-by-case basis if 3-year mission set funds are available.

- Each school should establish an OML containing both new 3-year applicants and previously awarded 2ADs so that ALL can be considered for a 3-year scholarship from the BAP. The Brigade provides funds, if available, for a 3-year scholarship and the PMS decides whether to give it to the new applicant or previous 2AD based on his assessment of the Cadets quality and other factors. This will eliminate any unfairness due to making a 3-year offer to a lower quality student who applied after the start of the SY versus a higher quality SAL offered a 2AD the previous Spring solely because all 3-year allocations were filled.

- If there are no additional applicants pending offers from the Brigade, then there must be justification to selectively upgrade a 2AD.

(d) Two-year AD validation.

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

° Enroll during their sophomore year in ROTC MSL II (or a compressed Basic Course) at the ROTC University offering the scholarship and complete ROTC MSL II (or compressed Basic Course) with GPA of 3.0.

° Enroll full time during their sophomore year in the academic discipline of choice at the university or one of its partnership schools stated in the scholarship award letter and attain a minimum 2.5 CGPA at the end of the sophomore year. Summer class grades may be included in CGPA.

° Meet basic scholarship requirements and be medically qualified at the start of the Fall term of the junior year. Re-verify the eligibility for retention in ROTC Program with the Cadet by updating data on the Cadet's record as appropriate. This will be accomplished through annotation in the remarks portion of Section 7, ROTC **USACC Form 139-R**.

° Obtain the PMS's recommendation.

° Pass the current Army fitness standard prior to contracting under the scholarship.

- The PMS will forward **USACC Form 167-R** with a copy of the current transcript to Brigade by **1 July** of the Summer before the junior year for all individuals who are not recommended.

- 2AD's who are not qualified due to either medical or administrative reasons during their sophomore year must be counseled. The PMS must inform them that the offer will be withdrawn if qualification is not complete by the first day of school of the junior year.

- The PMS may have 2AD's who have decided not to continue in ROTC prior to the beginning of their junior year sign **USACC Form 167-R** declining the scholarship. Send the form to Brigade to forward to USACC.

(6) Campus Based Special Scholarships (STEM, Language, Urban etc).

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

(b) Special Scholarships will not be included in school or Brigade budgets. The associated monies will be held at HQ RMID for obligation and tracking.

(c) Programs will follow the campus scholarship procedures in the **USACC Reg 145-1** and forward the applicants' names and transcripts to their Brigade. The transcripts must reflect that the Cadet is majoring in a STEM or one of the approved Language programs listed in **Appendix O**.

(d) Brigades will forward this data to appropriate scholarship program manager at Cadet Command for immediate consideration.

- Conditional Scholarships will be given out between **16 Dec–1 Sept** for the following Fall term and

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

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

(f) HQ USACC will record "Alt Offer" and a Specialty Designator code ("LANG" or "STEM") in CCIMM to indicate approval for campus-based applicants. On the first day of school, if the student has accepted the offer and is enrolled in ROTC, the PMS place the student in an **R** enrollment status. Once the student contracts, change to an **E$** status.

2-4. Campus Based Selection Board Process.

a. The PMS will conduct a scholarship selection board in time for board results (OML) to be posted to CCIMM by the applicable deadline.

(1) The deadline is a target date for the Brigade Commander to conduct the adjustment pool and ensure full scholarship dollar usage.

(2) This board must be comprised of four mandatory members and one member subject to availability. The composition of the board is the same regardless of the type of scholarship being considered. **Table 2-10-1** below depicts board membership.

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

Table 2-10-1 – Selection Board Membership

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

b. When a family member or close relative of a cadre member applies for a ROTC scholarship where the cadre member is assigned, the following procedures will be followed:

(1) The PMS will notify their Brigade Commander as soon as the applicant is identified as a family member or close relative of a cadre member.

(2) The Brigade Commander will appoint someone from his staff or from another school to serve as the president of the selection board for the mission set to which the Cadre member's family member or close relative is applying.

(3) The interested Cadre member may not participate in any way in the selection process for their family member or close relative. This includes participating in the interview process, review of the applicant's records, or in the board process.

(4) Family member is defined as child, stepchild, or anyone who is under legal guardianship. Close relative is a nephew, niece, son-in-law, or daughter-in-law.

c. The Program may conduct either a File Review Board or an Applicant Review Board. For example, the applicant is applying from another university based on a probable transfer. Four-year applications will go before a File Review Board. The Applicant Review Board will not penalize the applicant if he or she is unable to appear before the Board. Each board process is explained below. The PMS will decide the type of board to conduct. At the completion of the board, the board president or his

designated representative will average all board members' votes. This average will be the raw points used in the selection point tables.

(1) File Review Board. Each member of the board will vote based upon the contents of the application file. Each board member will use a voting scale with a range of zero to five in .5 increments, (i.e., 4, 3.5, 3, 2.5, etc.).

(a) Board members should establish a score of 2.0 as the average applicant, then increase or decrease the score dependent upon the perceived quality of the applicant (**Table 2-10-2**).

(b) The financial need of the applicant is not considered. The ROTC scholarship program is merit based.

(c) While not prohibited, discussion between the board members should be minimal.

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

Table 2-10-2 – Application

(2) Applicant Review Board.

(a) The difference between this board and the File Review Board is the applicant appears before the board members. Each board member will use a voting scale with a range of 0-5 as described for file review boards. Again, financial need of the applicant is not a factor. The Army ROTC Scholarship Program is merit based.

(b) The PMS will open the applicant review board by explaining the procedures to the applicant. A suggested outline of the process is in **Table 2-10-3** below. Each board member can ask questions of the applicant.

(c) The PMS, as president of the board, should discuss the questions in advance to ensure the board process stays focused.

(d) The average interview should take about 30 minutes.

(e) If the MS IV Cadet is not available, another board member assumes responsibility to ask questions to explore this topic area. A completion Cadet or ECP lieutenant may replace a MS IV Cadet. The standard board topics, listed below, are the minimum areas of consideration. Board members may ask additional questions.

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

Table 2-10-3 – Applicant Review Board Process

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

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

(3) Disqualify a candidate. If a board member wants to disqualify a candidate during the board proceedings, the board president will:

(a) Temporarily withdraw the application from the process while considering any other files or applicants.

(b) At the conclusion of the board, the president will conduct an open discussion with all board members present. The board member who identified the individual will explain the perceived reasons for disqualifying the applicant. Each board member will discuss the issue to ensure the applicant receives full consideration.

(c) At the end of the discussion, the board president will decide whether to proceed with the process. If the file/applicant is to proceed, the board will continue with the process. Board members not recommending the applicant for a scholarship still has the option of voting a "0" and changing the vote is not required. If the file is to be withdrawn, the board will annotate the reason for withdrawing the applicant in the file. The board president will sign below the annotation. Notify the applicant using sample letter contained in **Appendix B**.

(4) Record Keeping. All proceedings of the selection board are confidential. Appropriate actions to safeguard board information are important to prevent disclosure of board proceedings to unauthorized individuals.

(5) Board Files. Maintain all board files until the applicants are commissioned.

d. The Selection board and interview points based on tables in **Appendix G** must be input to the CCIMM Student/Cadet Information Campus Scholarship tab prior to requesting an offer.

2-5. Scholarship Financial Procedures.

a. Tuition/Fees or Room/Board. Scholarships provide either Tuition and Fees or Room and board, but not both. Cadet must make their selection each term using the current pay system or process.

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

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

b. CCIMM Student/Cadet Information Module. CCIMM and/or the current pay system must be updated promptly IAW HQ USACC guidance and the Program must ensure pay is continued or restarted as applicable to the circumstances of the Cadet.

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

d. Co-Ops. Advanced Course ROTC Cadets and Basic Course Scholarship Cadets who are enrolled in cooperative education courses may receive credit and subsistence allowance for ROTC training during that part of their academic course while away from school, provided they continue to perform the minimum required training through military correspondence courses.

(1) Cadets enrolled in programs sponsored by the school, which include study at foreign education institutions or study on an overseas campus of the ROTC institution, may perform ROTC training and receive subsistence allowance under the same basis.

(2) Since co-ops generally involve more than four years of study, a LOA from the ROTC program may be granted to the Cadet while away from the school.

(a) No compensation is approved or allowance accrued while the Cadet is in an LOA status. Subsistence payments are stopped during any LOA period.

(b) The LOA period must be displayed on the **USACC Form 104R**.

e. Travel reimbursement. Once contracted, 4-year National and 2-year MJC National scholarship winners will be reimbursed for authorized travel through DTS (Defense Travel System). The HRA at the school will create a Cadet profile in DTS. See Cadet Travel Handbook.

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

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

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

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

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

- A fee associated with a required course is payable.

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

(2) Payment of Books, Supplies, and Equipment. The flat rate payment for books, supplies and equipment is established annually by HQ USACC (**Appendix I**).

(a) The flat rate payment is intended to provide for the purchase of books, supplies and equipment (includes personal computers) and does not include rental fees.

(b) It is payable in one-half increments for semester schools and one-third increments for quarter/trimester schools.

(c) Nursing students, those with an academic major code of JXX, can be paid at the beginning of the school year.

(d) Flat rate payments to returning Cadets will be processed through CCIMM **20 days** prior to the first day of Fall classes.

(e) All new scholarship awardees will have payment processed upon contracting. Subsequent semester/quarter payments are processed **20 days** prior to the first day of class for each term. Cadets should receive these payments within **10-15 days** after the payment is processed.

(3) Academic Year. For scholarship benefit payment purposes, the normal academic year begins with the Fall term (First Day of Fall) and ends with the Spring term (Last Day of Spring including last day of exams). Interim sessions which fall between Start Date Fall and First Day Summer term will be considered as part of the annual awarded scholarship.

(4) Summer School Sessions. HQ USACC approved Summer school sessions will be paid based on approval and number of credit hours authorized. Benefits will be capped and published annually by HQ USACC with a flat rate book payment. See **Chapter 8-3f**.

(5) Payment of Scholarship. Scholarship payments are normally paid directly to the school through the current Army pay system.

(a) On an exception basis, scholarship payments can be made directly to the Cadet. The PMS is responsible for certifying that the Cadet submits a certified true copy of the school's itemized bill and paid receipt that clearly itemizes tuition/fees or room/board and other costs. The paid receipt submitted by the Cadet must indicate that either the Cadet or guardian actually paid the bill.

(b) The PMS approves, validates, and certifies all payments for each Cadet through the current Army pay system.

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

(a) The Cadet must elect and certify which scholarship will be used for each term to cover tuition and fees. This certification will be annotated on the school's itemized bill that is forwarded to HQ USACC for payment. The Cadet must also be counseled that their active duty service commitment remains the same, even if the Army does not pay for a certain term.

(b) If the Cadet chooses room and board, this situation does not arise.

(7) Payment of Health Insurance/Health Fees.

(a) When the school requires full health insurance coverage, and it is the students choice to purchase the school policy or an independent policy, the school policy premiums may be payable as a miscellaneous fee.

(b) If all students are required to purchase the school's health insurance, the policy premiums are payable as an authorized reimbursable fee.

(c) All other Cadets will be reimbursed for health insurance up to $1,000 annual cap.

(d) Veteran's Administration covers ROTC Cadets, and those who are applicants to the program for serious injuries (permanent in nature) when participating in ROTC activities. Workman's Compensation (through DOL) covers ROTC Cadets, and those who are applicants to the program for less serious injuries (temporary in nature) when participating in ROTC activities.

(8) Course Equivalency Programs. Scholarship benefits can be paid from the host institution for Cadets taking approved courses through course equivalency programs at schools other than those in which they are enrolled in ROTC, provided the courses are not offered at the host or partnership school and provided that such courses are a prerequisite for graduation. An agreement must be in place prior to taking courses at a school where a Cadet is not enrolled. This agreement must indicate whether payment will be made through the host or partnership school or to the Cadet directly. Payments through the current Army pay system can only be made to the Host or Partnership program or directly to the Cadet.

(9) Excess credit hours/semester overloads. Course overloads and excess credit hours may be paid as long as course overloads or credits assist the Cadet in staying academically aligned, are required for degree completion and prevent a request for extension of benefits or Summer school. These excess classes will not be paid for any of the reasons stated in **Paragraph 2-4g** below.

(10) Repeat Classes. Scholarship funds may be used to pay for repeat classes. However, if the number of repeat classes causes a delay in the graduation or commissioning date, the Cadet is subject to disenrollment for failure to make satisfactory progress towards his degree IAW paragraph 2.c of the DA Form 597-3 Senior Reserve Officer Training Corps (ROTC) Scholarship Cadet Contract. (see USACC Pam 145-4). Additionally, Cadets who repeat classes are ineligible for extension of scholarship benefits.

(11) Less than full-time status. Cadets who are academically and militarily aligned to complete degree requirements and commission may be paid scholarship benefits for the last term while in less than full-time status. Three rules apply for payment of benefits:

(a) The Cadet must be enrolled in the final MS Advance Course Class of the last term to be eligible.

(b) Scholarship benefit payments will be made when the university charges by individual credit hours.

(c) When the university charges a flat rate, the Cadet is required to enroll in a full-time status.

(12) Send questions regarding payment procedures of various scholarship benefits to usarmy.knox.usacc.mbx.cadetpay-cdtcm@army.mil.

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

(1) Educational expenses incurred prior to the beginning of the scholarship, except as authorized in **Paragraph 2-4f**.

(2) Remedial courses taken either for background enrichment or to make up a deficiency.

(3) Courses not required for the degree unless courses can be absorbed with the normal basic tuition during the year and will not extend graduation date.

(4) Courses required because of changes in academic majors when such courses cannot be completed within the number of academic terms covered by the scholarship.

(5) Courses taken at a school other than that at which a Cadet is enrolled for ROTC training, except in the case of a Cadet selected for scholarship that is enrolled at a partnership school selected for a scholarship. (**Exception:** Approved Summer tuition may be paid. See **Chapter 8-3**).

(6) Correspondence or other nonresident courses, except that Cadets at partnership schools may take extension courses from the host institution, provided the courses are not offered at the partnership school and are a prerequisite for graduation.

(7) Summer sessions, except as authorized by **Chapter 8-3**.

(8) Travel, except as authorized by **Paragraph 2-4e**.

(9) Penalties or fines for late registration when the fault of the scholarship Cadet.

(10) Charges for makeup examinations, violations of school rules, etc.

(11) Personal fees, such as for laundry, clothes, grooming.

(12) Permits and fees associated with vehicle operation.

(13) Flight fees/aviation flying hours and any fees related to flying hours required by the discipline.

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

h. Formal Linkage Program.

(1) In order to pay for a scholarship to a student attending a community college, there must be an approved formal linkage program between the ROTC Host or four-year partnership baccalaureate university and the community college.

(2) The intent of this program is to broaden the recruiting base and reach potential Cadets entering college through the community college system. This program is limited to 2- and 3-year Scholarships. This program is not meant to recruit High School seniors into a community college.

(3) The formal linkage program is designed to bridge community colleges to baccalaureate degree granting institutions through a written agreement. This agreement can be demonstrated in two different ways of which the respective host ROTC program is required to coordinate and execute as required.

(a) First -- a written agreement between a two-year fully accredited associate degree granting institution and a 4-year fully accredited baccalaureate degree granting institution. The agreement specifies that the baccalaureate degree granting institution will honor courses taken at the two-year institution that are in compliance with the established agreement and guaranteeing matriculation to the four-year institution.

(b) Second -- state legislature provides for the linkage between schools and a formal agreement between them may not be necessary due to the law.

(c) Process:

- PMS will determine if an agreement is in place or if there is a state legislated program.

- PMS will screen the agreement for requirements using the Community College Formal Linkage checklist located in **Appendix B-3**.

- PMS will submit the agreement or a copy of the law to Brigade for consideration.

- Brigade commanders will screen and submit agreements to the Command Judge Advocate (CJA) for further review to determine if the linkage meets all legal requirements.

- CJA, USACC will make the determination that formal linkage exists and coordinate with the RMID, Operations Analysis Division and RMID, Incentives Division.

- PMS will process the establishment of a partnership agreement as per instructions of MOI for Non-Host Schools upon approval.

- PMS will have Cadet sign the contract addendum (**USACC Form 597-2**) located in **Appendix B** acknowledging requirements to participate in this program.

2-6. Scholarship Academic Discipline Targeting.

a. General.

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

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

(a) Engineering

(b) Physical Science – Analytical

(c) Nursing

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

(1) For academic majors not listed, the PMS will, in coordination with the appropriate university department head, evaluate courses required for the major and align it with the closest academic discipline listed and use the three-letter code for that discipline.

(2) Engineering scholarship recipients must be enrolled in an academically accredited program.

(3) Nursing scholarship recipients must be enrolled at an accredited nursing school.

(4) Language scholarship recipients must be enrolled at a school with an accredited program offering one of the approved languages listed in **Appendix O.**

(5) Refer to **Chapter 8-6** for Change of Major.

2-7. Physical Examinations.

a. DoDMERB qualification is not a factor in determining who will be offered a scholarship. However, medical qualification is required prior to contracting and prior to payment of any scholarship benefits.

b. Scholarship winners without a complete qualifying physical examination are conditional winners and cannot be paid scholarship benefits.

c. Programs should schedule campus-based scholarship applicants for the physical at the time of application and eligibility determination has been completed. Ideally, 2-year and 3-year scholarship winners are informed of their medical status prior to the end of the spring term. The importance of the non-enrolled 2-year and 3-year winners' early medical qualification cannot be overstressed.

(1) Programs will not schedule interested prospects for DoDMERB physicals who exceed **AR 40-501** weight standards by 50 lbs or more.

(2) In the case of collegiate level athletes **AR 600-9** body fat measurements may be used at the discretion of the PMS. If the prospect meets taping requirements, they may be sent for a DoDMERB physical examination.

d. Scholarship winners should be DoDMERB qualified within 6 months of their examination. The PMS will have to justify any on-campus student taking more than seven months to complete the medical qualification. If the student does not pass the DoDMERB physical within 6 to 7 months and is not pending a waiver, the scholarship offer may be withdrawn.

e. Physical Processing.

(1) Contracted medical facilities (CIV Team or Military Treatment Facilities) perform scholarship physical examinations for all on-campus 2-,3-, and 4-year scholarship applicants. The performing facility will forward the results of the examination to DODMERB Review Board, ATTN: Army Branch, 8034 Edgerton Drive, Suite 132, USAF Academy, CO 80840-2200. DoDMERB will review these exams and make medical status determination.

(2) The PMS is required to follow DoDMERB guidance as published in DoDMERB Guide for Medical Processing.

(3) The PMS will schedule all on-campus scholarship applicants for a DoDMERB physical at the time of application.

(4) Physical examination status can be viewed on-line via the DoDMERB website.

(a) The DoDMERB website provides information on status of appointments, remedials, and qualification of physical exams.

(b) Students may be contracted after two consecutive days of qualified status on the website. A copy of the qualified physical and/or approved waiver must be uploaded to CCIMM before the Cadet can be changed to a contracted status in CCIMM. Copies of the applicants' qualified physicals are posted to the Program's FICE on the DODMERB website for downloading.

(c) Applicants may go to the same DoDMERB website and view their status using the applicant option.

(5) G2G Applicants.

(a) When G2G scholarship applicants reach "board ready" status, their names and required personal information will be electronically transmitted by HQ RMID to DoDMERB. DoDMERB will contact each applicant and provide scheduling instructions to complete the G2G physical. It is the applicant's responsibility to maintain contact with DoDMERB and provide all requested information. DoDMERB will notify RMID of applicant status and results periodically.

(b) On 15 July of each year, USACC HQ will report final FICE information to DoDMERB. DoDMERB will then post the applicants' physicals to the Program's FICE on the DoDMERB website for downloading.

(6) DoDMERB is the medical review authority for all physicals including those students validating scholarships at Basic Camp. All students validating a scholarship at Basic Camp will have the DoDMERB physical taken prior to attendance at the camp.

(7) HQ USACC will forward eligible High School Scholarship Program applicant's information to DoDMERB for scheduling of the physical examination. HQ USACC will notify DoDMERB what Programs scholarship winners will be attending. DoDMERB will forward qualified physicals to the Program. For information regarding the status of these physicals, contact **ROTCScholarships@army.mil**. The Program may view the status of a High School Applicants physical via the DoDMERB website by choosing the "Agency" option.

(8) The qualification memorandum provided by DoDMERB to the student, the qualified physical from DODMERB, or direct written communication from DoDMERB stating qualified or waived are required for medical qualification contracting purposes (whichever is received earliest). The Program must maintain a copy of the qualified physical from DoDMERB to the Cadet's file and upload a copy to Cadet Document Upload in CCIMM. Waiver granted physicals must include a copy of the approved waiver and also uploaded to CCIMM prior to contracting.

(9) All MJC physicals for scholarship applicants will be scheduled through MJC PMS.

(10) MEPS Physical Exams (PE) and the Simultaneous Membership Program (SMP). Follow current DoDMERB guidance published in the Command's Fast Track program memo.

(11) Medical Waivers.

(a) DoDMERB forwards all disqualified physicals to the USACC Command Surgeon's office for waiver review. See USACC Pam 145-4 for waiver procedures.

(b) All scholarship winners must be determined to be medically qualified or must have received a medical waiver before they receive scholarship financial assistance.

(c) Medical exams and/or approved waivers must be uploaded to Cadet Document Upload in CCIMM before the school can change the Cadet to a contracted status.

2-8. Enrollment Procedures.

a. Perform the same administrative actions for enrollment of scholarship Cadets in the ROTC Scholarship Program, Basic, or Advanced Course, that apply to enrollment of other non scholarship Cadets in the Advanced Course, (**AR 145-1**, Ch 3-5).

b. Verify eligibility IAW criteria set forth in **USACC Reg 145-1** and use of the **USACC Form 139-R** (Cadet Enrollment Record).

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

(2) The PMS must complete the remainder of the **USACC Form 139-R** for each new scholarship Cadet and place it in the Cadet's file and upload to Cadet Document Upload in CCIMM. This form is an inspectable item.

c. The scholarship winner must be fully eligible at the time of contracting. Following a careful examination of the provisions of **DA Form 597-3** (Army SROTC Scholarship Cadet Contract) to the enrollee's satisfaction (**AR 145-1**, Paragraph 3-41), the PMS will:

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

(2) Ensure the enrollee executes **DA Form 597-3**, part I, to include all signatures, dates, and home addresses on the document. The contract is required prior to the payment of benefits. The law prohibits the PMS from backdating scholarship contracts. This action constitutes fraud.

d. The PMS must ensure nurse applicants who are Licensed Practical Nurses or Registered Nurses complete a professional background check. PMS's will forward the completed **USACC Form 192-1-R** to the Brigade Nurse Counselor to document licensure (or non-licensure) status and request the background check.

e. Prior to contracting, all waiver requests of medical standards, academic standards, moral standards, reenlistment code, or dependency will be submitted on **USACC Form 131-R** or **DA Form 4187** (Request for Personnel Action). A copy of the waiver request must be included in the applicant's file. CG, Cadet Command, Brigade Commanders, or PMSs will take final action on those waivers IAW **USACC** Policy. See USACC Pam 145-4 for waiver processes.

f. The PMS may request to hold the scholarship in abeyance for any scholarship recipient deployed as part of an U.S. Army operation. These individuals will count against allocations/funds of their new mission set.

2-9. Publicity/Certificates.

a. USACC will mail high School 4-year and 3AD certificates to the scholarship winner to be presented at an appropriate ceremony.

(1) The PMS will contact the recipient of any 4-year or 3AD scholarship in their area and conduct a formal presentation of the award prior to the conclusion of the high school academic year.

(2) HQ USACC will provide Programs with contact information on each recipient.

b. Suggested script for use in presenting these certificates is located at **Appendix B-7**. Such a presentation will provide high visibility for the recipient and the ROTC program, especially at high schools that have no Army Junior ROTC program.

2-10. Transfer of Scholarship Cadets.

a. Cadets, IAW the DA Form 597-3, must have approval of their PMS to transfer between schools.

b. The losing Program initiates the transfer request and properly records the transfer in the CCIMM Student/Cadet Information module.

c. Funding.

(1) Brigades may approve transfers between Programs within their Brigade.

(2) Transfer requests of scholarship Cadets between Brigades are sent via email to the appropriate Scholarship Program Manager at HQ USACC.

d. Documentation. For a transfer request to be considered by HQ USACC, the transfer must include the following documentation:

(1) **USACC Form 131-R** from losing PMS.

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

(3) Current transcripts and Current **USACC Form 104-R**.

(4) Memo or Concurrence from Losing Brigade.

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

(6) Memo or Concurrence from gaining PMS.

(7) New **USACC Form 104-R** from gaining PMS.

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

(9) Memo or Concurrence from gaining Brigade.

e. HQ USACC Funded Scholarships. Brigades will submit all transfer requests of HQ USACC funded (STEM, Language, etc.) scholarship Cadets to the appropriate scholarship program manager at HQ USACC.

f. All transfer requests for G2G ADO must come to HQ USACC.

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

h. Transfer Status. The losing Program will not be able to transfer a Cadet who is in an **R-status**, **S-status**, or **E$-status** to another Program unless there is a Cadet Action in CCIMM approving the transfer. (This does not apply to Cadets who are transferring to another school within the same host program or to Cadets who are in a **Z-status**.)

(1) Once HQ USACC approves the Cadet Action, the losing Program will go to the Transfer-BN to BN module in CCIMM and select Transfer Out. This will change the Cadet's enrollment status to an inactive **TR-status**.

(2) The gaining school will go to the same module, enter the Cadet ID, and select Transfer In. This will take the Cadet out of the **TR-status** and back to the previous enrollment status.

i. Ineligible. MJC ECP scholarship Cadets are prohibited from transferring to 4-year ROTC program.

2-11. Calculation of GPA.

a. Cumulative GPA.

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

(2) Use the high school unweighted GPA for 4-year and 2-year MJC applicants. All others use the college GPA.

(3) CGPA does not confer any selection points in the High School Program. The board members should consider CGPA and Advanced Placement courses while reviewing the application then provide appropriate weight in their voting.

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

(1) Entrance GPAs for Transfer Student Scholarship Applicants.

(a) If the applicant has not yet established a CGPA at the institution where he/she is enrolling, the PMS must use all grades associated with the academic credit

hours accepted by the gaining school to compute an entrance CGPA for scholarship consideration and enrollment purposes. The number of academic credit hours that the gaining school accepts in transfer for the student's declared academic major determines the student's academic standing.

(b) The entrance CGPA remains valid until the end of the first term of enrollment at the current school at which time the CGPA established by the current school is the official CGPA.

(2) CGPA for Regular Applicants. Once an applicant establishes a CGPA at the university, the institution's procedure for computing the CGPA applies to all future actions involving scholarship applicants from that university.

c. Minimum GPA. Applicants must have the minimum 2.5 academic cumulative GPA and minimum 2.5 current GPA required for the scholarship at the time of application. The applicant must also maintain the required CGPA before contracting.

d. GPA Waivers.

(1) Brigade Commanders may grant GPA waivers (cumulative and term) down to 2.0. A student must maintain at least the waived GPA in order to contract. USACC will not consider waivers for GPA's below 2.0.

(2) High school scholarship winners who fail to contract in the first term must meet college GPA requirements listed above to contract.

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

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

Letter Grade	Numerical Grade	Grade Point
A/A+	93-100	4.0
A-	90-92	3.7
B+	87-89	3.3
B	83-86	3.0
B-	80-82	2.7
C+	77-79	2.3
C	73-76	2.0
C-	70-72	1.7
D+	67-69	1.3
D	65-66	1.0
F	Below 65	0.0

Chapter 3 -- Civilian Sponsored Scholarship Programs

3-1. Concept.

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

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

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

3-2. CSSP Scholarships.

a. CSSP Scholarship Types.

(1) The USAA Scholarship. USAA proves Army ROTC with $35,000 annually for scholarships allocated to 30 deserving Cadets. Scholarship assistance is provided by USAA. USAA will contact the PMS for publicity, presentation of these awards, and for arrangement of scholarship assistance payment. Only non-scholarship Cadets will be considered. Scholarship awards:

(a) A National award of $2,000 will be presented to the top Cadet eligible for this scholarship.

(b) One Cadet from each of the 8 Brigades will receive a $2,500 cash award.

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

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

(2) Armed Forces Insurance General Melvin Zais Army ROTC Scholarship. The Armed Forces Insurance sponsors this annual scholarship program. Armed Forces Insurance will contact the PMS for publicity, award presentation, and for arrangement of scholarship assistance payment. Only non-scholarship Cadets will be considered. Scholarships:

(a) A National award of $1,000 will be presented the top Cadet eligible for this scholarship.

(b) Two at-large winners will also receive an award of $1,000 each.

(3) The Raytheon Scholarship. Raytheon provides one $1,500 scholarship to a Cadet majoring in science, engineering, or technology. This scholarship is open to both scholarship and non scholarship.

(4) The Joseph Cribbins Scholarship. AUSA provides two $2,000 scholarships to Cadets who are either scholarship or Green to Gold Cadets pursuing science, engineering or technology degree programs. AUSA will contact the PMS for publicity, presentation of these awards, and for arrangement of scholarship assistance payment.

(5) The Association of the United State Army Scholarship. AUSA provides a $4,000 scholarship to the top performing Cadet. AUSA will contact the PMS for publicity, presentation of these awards, and for arrangement of scholarship assistance payment. This scholarship is open to both scholarship and non-scholarship ROTC Cadets.

(6) The Government Employees Insurance Company (GEICO) Scholarship. GEICO provides two $1,500 scholarships. AUSA will contact the PMS for publicity, presentation of these awards, and for arrangement of scholarship assistance payment. This scholarship is open to both scholarship and non-scholarship ROTC Cadets.

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

c. Application. Scholarship winners may only receive one of the CSSP awards. Therefore, only one application is necessary to compete for all of the scholarships listed in **Paragraph 3-2a** above.

(1) Documents: Applications will be sent electronically to **usarmy.knox.usacc.mbx.cssp@army.mil NLT 1 July**. Applications will be sent as a single file containing the documents listed below (except where noted).

(a) Cadet biography.

(b) College transcripts (must include the spring term grades).

(c) Letter of recommendation/support from the PMS.

(d) Cadet Record Brief.

(e) On-Campus Officer Evaluation Report (OER).

(2) Nomination Email: The scholarship nomination email from the PMS will be formatted in the following manner:

(a) Subject Line: CSSP Application for Last Name, First Name, MI, Host Name.

(b) Body of email will be formatted as such:

- Identification of Cadet as scholarship or non-scholarship.
- Identification of Cadet as Green to Gold or non-Green to Gold.
- The scheduled or Advance Camp completion date.

(3) OML criteria and selection.

(a) HQ USACC, RMID Incentives Division will establish the OML criteria and scoring of each applicant through an automated process.

(b) Each applicant will be scored and awarded points in four critical areas: GPA, ADM, Fitness score, and OER rating.

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

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

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

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

b. AFCEA Scholarships.

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

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

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

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

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

c. Application.

(1) Nominations: In making nominations, the PMS is expected to work with their educational institutions in a manner compatible with their existing procedures for scholarship awards.

(2) Documents: Applications and documents must be submitted directly online to AFCEA. The deadline for applications is 15 Feb.

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

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

e. AFCEA Web site: http://www.afcea.org/education/scholarships/rotc/

3-4. Daedalian Foundation Scholarship Program Procedures.

a. Selection of recipients.

(1) HQ USACC will select the top three Aviation Branch non-scholarship ROTC Cadets annually from the ROTC Selection and Branching Board's OML.

(2) Criteria: Selection for these awards will be made using the following criteria:

(a) CGPA at the applicant's college or university.

(b) ROTC camp score (including leadership, peer ranking, TAC officer eval).

(c) The PMS ranking/evaluation.

(d) Overall ranking of HQ USACC OML.

(e) Selected for Commissioning.

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

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

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

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

a. Scholarships.

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

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

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

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

(2) Application requirements:

(a) Application form. Forms can be downloaded at **www.truman.gov**.

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

(c) Write a policy proposal/recommendation. This is a one-page examination of a significant policy issue or problem that is in your intended area of public service. It is presented in the form of a memo to the government official you feel has the most direct authority to resolve the issue and limited to 500 words. Refer to the Foundation web site for additional details.

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

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

c. Selection.

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

(2) Incentives Division will ensure notification is provided to HQ USACC, G1, Accessions Division and the Department of the Army, Office of the Deputy Chief of Staff, G-1 for the accession process.

3-6. USAA Spirit Award.

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

b. There is no application process. The award will be presented in an appropriate manner to the Cadet in front of his or her peers.

Chapter 4 -- Green to Gold Program (G2G).

4-1. Purpose.

This chapter outlines procedures and responsibilities for administering the Green to Gold Scholarship Program. For the G2G Active Duty Option (ADO) or the G2G Non-Scholarship Option, see **USACC Reg 145-6**.

4-2. References

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

USACC Reg 145-6, Reserve Officers' Training Corps Army ROTC Green to Gold Policy

AR 145-1, Senior Reserve Officers' Training Corps Program: Organization, Administration, and Training

4-3. Responsibilities.

a. HQ USACC.

(1) Worldwide publicity.

(2) Maintain the application packet on the web at **goarmy.com/rotc**.

(3) Process and select the best-qualified active-duty applicants as winners.

(4) Publish the MOI for the Commander's Hip Pocket Scholarship Program.

b. ROTC Brigade Commanders

(1) Area publicity.

(2) Establishment and support of Counterpart Programs

c. PMS

(1) Local publicity.

(2) Assisting Soldiers in completing selected documents required for their application.

(3) Enroll Soldiers as scholarship Cadets concurrent with their enrollment in Mission Set.

d. Counterpart Programs.

(1) Work with Army installations to increase program awareness for Soldiers interested in ROTC. This includes making presentations informing Soldiers of the Scholarship Programs.

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

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

e. Unit Commanders should:

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

(2) Assist in the application procedure.

f. Commanders participating in the Hip Pocket Scholarship program.

(1) Identify potential eligible personnel.

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

(3) Ensure Soldiers competing for Hip Pocket allocations complete the online application at goarmy.com/ROTC.

(4) Provide selected Soldier with the General Officer nomination letter.

4-4. Deadlines.

a. Hip Pocket Scholarship Applications. The application window opens 12 Jun and closes **1 April every year.**

b. Selection Board. HQ USACC will conduct the G2G selection board during the 1st week of December.

c. Phase 2. HQ USACC will announce Soldiers selected to move to Phase 2 of the National Scholarship programs on or about **15 JAN** annually.

4-5. Green to Gold Scholarship Program.

a. Eligibility.

(1) Eligibility requirements listed in **AR 145-1**, Paragraph 3 and **USACC Reg 145-1**, **Chapter 2-4** apply.

(2) Additionally, applicants must:

(a) Be an enlisted member of the Regular Army who will have completed a minimum of two years of active duty as of the date of discharge for enrollment in the program.

(b) 2-year scholarship. Have 2 years of college work remaining to degree completion and be accepted at an Army ROTC institution.

(c) 3-year scholarship. Have 3 years of required college work remaining to degree completion and be accepted for enrollment by an Army ROTC institution.

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

(e) PMS letter. Have a letter of acceptance from the ROTC Program PMS at the institution at which the Soldier is seeking enrollment.

(f) GT Score. Have achieved a score of 110 or higher on the General Technical Aptitude area of the Army Classification Battery. No Exceptions.

(g) CGPA. Have a CGPA of 2.5 or higher on a 4.0 grading system on all previous college work completed for the 2- and 3-year program. Have a CGPA of 2.5 or higher for the 4-year program.

(h) Recommendation. Have a favorable recommendation from the Soldier's chain of command on **USACC Form 174-R**.

(i) Fitness. Have passed the current Army fitness standard within the past six months.

(j) Bonuses. Bonuses are subject to recoupment IAW Army policies.

(k) Training Service Obligation. Have completed at least three months of service for every one month of specialized training (e.g., language or critical MOS) received upon completion of such training or have requested through supporting Military Personnel Office (MILPO) and received a waiver of obligation from CDR, HRC, ATTN: DAPC-EPT, Fort Knox, KY 40121. (If undergoing such training, separation can only be authorized by CDR, HRC ATTN: DAPC-EPT, Fort Knox, KY 40121.)

(l) Medical. Be DoDMERB qualified.

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

(1) Persons who are ineligible for reenlistment.

(2) Persons whose security clearance is denied, suspended, or revoked.

(3) Persons under suspension of unfavorable personnel action (**AR 600-8-2**).

(4) Persons convicted of a domestic violence crime.

c. Application.

(1) USACC Form 174-R

(2) ERB. Enlisted Records Brief.

(3) PMS Acceptance letter. Letter of acceptance stating that the ROTC Unit unconditionally accepts the applicant into the Program.

(4) USACC Form 104-R, (not required for 4-year applicants). Four-year applicants will complete upon contracting.

(5) Transcripts. For 4-year applicants the high school transcript is required. For 2- and 3-year applicants, all previous college transcripts are required.

(6) College Board Scores. Proof of test scores is required for 4-year applicants.

d. Green to Gold Scholarship Board Selection Process.

(1) Execution. HQ USACC will appoint a board of Army officers to review all files. Upon conclusion of their deliberations, the board will vote the Soldier's packet based on SAL criteria.

(2) Selection. Selection panel considers academic achievement or potential, leadership potential, demonstrated motivation toward an Army career, and recommendations made by the applicant's chain of command.

(3) Notification. HQ USACC will inform Soldier selected to advance to Phase 2 of the selection process on or about 15 JAN annually.

(4) HRC. HQ USACC will coordinate with HRC to ensure winners are approved to enter the program and taken off any pending reassignment orders.

e. Green to Gold Scholarship Processing.

(1) Upon receiving final notification from HQ USACC stating an individual is medically and administratively qualified, commanding officers will initiate discharge orders from active duty for the selectees not more than 30 days prior to school start date. Forward discharge orders through channels to the transition center for discharge and immediate reenlistment into the USAR Control Group (ROTC).

(2) DD Form 4-1. The transition center will forward **DD Form 4-1** (Enlistment/Reenlistment Document - Armed Forces of the United States) to the PMS of the program of choice.

(3) DA Form 597-3. The transition center will forward **DA Form 597-3** (Senior ROTC Scholarship Cadet Contract) to the PMS of the program of choice.

(a) For Soldiers taking transition leave, the effective date of the contract will be one day following the end of the leave date.

(b) For Soldiers not taking transition leave, the effective date of the contract will be one day following discharge.

(4) Military Status. Following discharge from active duty, reenlistment in the USAR (ROTC Control Group) and enrollment by the PMS, the G2G Cadet will participate in an approved academic and ROTC program as a ROTC scholarship Cadet (not active duty).

(a) Upon successful completion of requirements for a baccalaureate degree, and providing otherwise qualified, the Cadet will be commissioned in the Regular Army or Reserve Component, as determined by a DA selection board.

(b) The Cadet will serve in the Active Component or the Reserve Components for a total Military Service Obligation of eight years.

4-6. Commander's Green to Gold Hip Pocket Scholarship Program.

a. CG, Cadet Command has approved certain Commanding Generals to participate in this program as a subset of the G2G Scholarship Program.

b. This program allows Commanding Generals to select an allocated number of scholarship winners from within their command. Upon eligibility verification by USACC, the GO may award the scholarship. The applicant does not compete in the Selection Board since a Commanding General recommended the individual for the scholarship.

c. The application requires Commanding General Officer nomination letter as well as the same items outlined in **Paragraph 4-5c** above.

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

5-1. Concept.

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

5-2. References.

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

5-3. Review Course and Test Fee Payment for Nurse Cadets.

a. NCLEX-RN Review Course Fee Payment. The NCLEX-RN Review Course fee is an incentive available to all eligible nursing Cadets as a one-time only payment. Programs must process payments in sufficient time to allow the payment to process prior to graduation. Cadets are not entitled to payment after graduation.

(1) Non-Scholarship Payments. Process payments for non-scholarship Cadets using the IMPAC credit card. Designate the expenditure as professional training. Non-scholarship Cadets will not pre-pay for the course since there is no method to reimburse them.

(2) Scholarship Payments. Process payments for scholarship Cadets as a scholarship fee in current Army pay system.

b. NCLEX-RN Test Fee Payment. The NCLEX-RN test fee, provided as a one-time payment of $200, is available to eligible nursing scholarship Cadets.

(1) Brigades will provide reminders to PMS' to ensure timely submission of certification and requests.

(2) Professors of Military Science will:

(a) Present this one-time incentive to all eligible nurse scholarship Cadets.

(b) Submit a list of all eligible nurse scholarship Cadets applying to take the NCLEX-RN test using the current USACC G8 procedures. The list will be submitted no earlier than **60 days** prior to graduation and no later than **30 days** prior to graduation.

c. Process Payments. HQ USACC, G8 Pay Operations will process payments based on the listing report submitted by the school.

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

6-1. Purpose.

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

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

6-2. References.

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

6-3. Applications.

a. Applications will be processed IAW **Chapter 2** of this pamphlet.

b. Interviews and selection boards will be conducted IAW **Chapter 2** of this pamphlet.

c. Complete contracting IAW **AR 145-1** and **USACC Pam 145-4**.

6-4. Responsibilities.

a. PMS

(1) After the Cadet has successfully completed the first year of the Army ROTC Advanced Course, contact the USAREC Health Care Recruiter (HCR) to assist the Cadet in the completion of the HPSP enrollment packet.

(2) Once officer is enrolled in the HPSP, provide the officer's 201 file and **DA Form 591** to Commander, USACC, ATTN: Accessions, Fort Knox, KY 40121 and ensure there is a proper handoff of the student to the local USAREC HCR.

b. USACC Accessions Division. Coordinate the transfer of his/her 201 file and **DA Form 591** to the Commander, Human Resources Command, (Officer, Active Duty Obligation [OADO]), ATTN: ARPC-OPT-LO, Fort Knox, KY 40121.

(1) The local USAREC HCR will make contact at least annually with ROTC PMSs at schools which have PharmD programs to coordinate the processing of eligible Cadets for this program.

(2) The local HCR will assist the Cadet in the completion of the HPSP enrollment packet prior to the termination of the Cadet's ROTC scholarship to ensure a smooth transition from one program to the other and no loss of scholarship benefits.

(3) The HCR will brief the Cadet on the HPSP enrollment process, payment of benefits, obligations, and individual responsibilities.

(4) The USAREC Medical Service Corp Program Manager will act as the liaison between USACC, Human Resources Command (HRC, the pharmacy consultant to the Surgeon General, and the USAREC HPSP program manager to ensure that all qualification, appointment, and accession requirements are met.

Chapter 7 -- Educational Assistance Program (EAP) for MJC ECP Officers

7-1. Overview.

a. The application window is open continuously for all MJC MS IV Cadets who are within 30 days of commissioning and all Early Commissioning Program (ECP) 2nd Lieutenants.

b. The losing MJC will "transfer out" ECP 2LT Cadet record to the gaining institution in CCIMM within 5 working days of commissioning to allow the gaining institution to pick up the ECP 2LT on their arrival the following term. (TR-Transfer)

c. The gaining institution will "transfer in" ECP 2LT Cadet record at the gaining institution in CCIMM within 5 working days of the start of the arrival term and update record to include degree pursuing, graduation date, etc. (Q-status ECP Tracking)

d. Enrollment and Scholarship.

(1) STATUS automatically defaults to Q-status ECP TRACKING (inactive) upon transfer in at gaining institution.

(2) EAP - must check YES or NO on ECP tab.

(3) EAP Contract Date; enter date from **DA Form 597-4**.

(4) School will modify record to J-status ECP GRADUATE upon completion of 4-year degree.

(5) School will modify record to K-status ECP NONGRADUATE upon discharge from ECP program prior to completion.

(6) Extension of benefits requests should be submitted IAW **Chapter 8**.

e. EAP covers tuition and fees (no book stipend) or room and board. See **Chapter 2-4** of this pamphlet for additional guidance.

7-2. Required Documents.

a. DA Form 597-4, EAP for MJC Commissioned Officers. (**https://armyrotc.army.mil/forms-publications/**).

b. USACC Form 104-R, Planned Academic Program Worksheet. (**https://armyrotc.army.mil/forms-publications/**).

c. Recent current Army fitness standard Score Card (should be no more than six months old upon submission).

d. Letter of Acceptance to the ROTC University (must include academic status as junior).

e. Letter of Acceptance to the ROTC Unit stating that the applicant has been accepted.

f. Completed Memorandum of Understanding (MOU).

7-3. Pay Operations.

a. EAP Payments are disbursed similar to Cadet Scholarship Payments using the current Army pay system.

b. The ECP 2LT will create Cadet Payment Request (CPR) after the Last Add/Drop day; typically, one week after school begins, up to the end of the semester. The reimbursement is limited to tuition and fees or room and board. EAP recipients are not entitled to book payments nor stipend.

c. The gaining PMS must approve CPR before payments are disbursed.

d. ECP eligibility is determined each semester.

e. Debt Management Process for Education Financial Assistance Record (DA Form 5315-E).

(1) Upon Completion of the EAP, HQ, USACC, G8 Pay Operations will submit DA Form 5315-E reflecting all payments made to the 2LT while enrolled in this program to U.S. Army Human Resource Command, ATTN: AHRC-RSE-L, Fort Knox, KY 40121 for appropriate action.

(2) If the contract is breached as stated on **DA Form 597-4** Paragraph 5, HRC will contact HQ, USACC, G8 Pay Operation and request **DA Form 5315-E** on the ECP 2LTs who are being discharged for recoupment purposes.

(3) Should an ECP 2LT breach his contract (**DA Form 597-4**), the PMS or designee must notify the GRFD Program Manager at HQ, USACC, following these procedures:

(a) Counsel the ECP 2LT that he has breached his contract and that all EAP funds may be recouped. Recoupment may also include any scholarship funds received under the Ike Skelton ECP Scholarship Program while attending an MJC.

(b) Send the USACC GRFD Program Manager a memorandum stating the ECP 2LT has breached his contract and a copy of his **DA Form 597-4**. If possible, these documents should be scanned and sent via e-mail. A copy of the above and any support documents showing breach (i.e. transcripts for low GPA, score card for current Army fitness failure, etc) should be kept in the Soldier’s MPRJ.

(c) The Program Manager will include a copy of **DA Form 5315-E** which summarizes the funding received by the ECP 2LT and forward all documents to HRC Training Division (AHRC-RSE-L) for recoupment.

Chapter 8 -- Army ROTC Scholarship Program Cadet Actions

8-1. Responsibilities.

a. All Cadet Action requests requiring processing by HQ USACC, Incentives Division must first originate at the Program level with routing through Brigade. Brigades will send endorsements and supporting documentation to the appropriate RMID Scholarship Program Manager. USACC will return without action any requests received directly from the Program.

b. Incentives Division, Cadet Actions cover all scholarship types, including GRFD and G2G Scholarships. Any action involving G2G ADO Soldiers should refer to **USACC Reg 145-6**.

8-2. Financial Procedures requiring Cadet Actions.

a. Financial payments for scholarship Cadets must fall within the Expected Start Term and the Expected End Term of the scholarship. Benefits begin with the Expected Start Term and end with the Expected End Term authorized in CCIMM not to exceed 10 semesters or 15 quarter terms. Terms provide the correct length of scholarship to ensure academic and military alignment for the normal school year. Any action outside of the authorized terms requires an exception to policy (see **Paragraph 8-9**).

b. Cadets may attend summer school to graduate early or remain academically aligned in a current mission set. This is not an extension of benefits if they use a term of their authorized benefits. For payment of summer term procedures, see **Paragraph 8-3f** below and **Chapter 2-4g.**

8-3. Request for Summer Benefits.

a. Deadlines.

(1) Submit requests for summer school extension of benefits to HQ USACC, RMID Incentives Division no later than **30 March** of the year summer benefits are desired.

(2) USACC will process late requests in order by date received.

(3) All summer benefits require a Cadet Action.

b. Required Documents.

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

(2) USACC Form 145-1-3, Summer Counseling Statement

(3) Checklist/Validation Form located in **Appendix B**

(4) Transcript

(5) Brigade Recommendation

(6) Current and contracting **USACC Form 104-R**

c. Summer Term (Mandatory and Non-Mandatory).

(1) The summer session is not considered part of the SY but will count as one of the benefit terms, if approved for payment. The Program can validate a **USACC Form 104-R** with summer term(s) to project completion of degree requirements.

(2) One summer term equals one semester/quarter of benefits. Regardless of the number of sessions the school holds in the summer, it counts as one term. **Example:** A school offers a 4-week session of summer classes, and then another 4-week session of summer classes following the first. The two sessions count as one term.

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

(4) Summer benefits will be paid only when the courses pursued are:

(a) An integral part of the Cadet's major field of study required for attainment of the Cadet's degree and not offered during the academic year.

(b) Required as the result of changes in curriculum made by the school subsequent to approval of the Cadet's degree plan.

(c) Required to be repeated because injury or illness prevented the Cadet from completing scheduled courses during the academic year, provided the Cadet was on an approved absence.

(d) Mandatory summer school are courses offered during the summer and not at any other time during the academic year or state mandated attendance at summer school.

(5) Cadets must attend the same educational institution at which they are seeking the degree or have a letter of acceptance indicating the institution accepts the hours taken toward the degree. Payment is authorized only at the academic or host program.

d. Mandatory Summer Benefits.

(1) Requests for mandatory summer benefits will be submitted to HQ USACC, Incentives Division, Scholarship Program Management Branch using **USACC Form 131-R** listing all the Cadets who are required to take the course and proof from the school catalog that the course is mandatory.

(2) Mandatory summer school is defined as courses that are only offered during the summer and cannot be taken at any other time during the academic year or state mandated attendance at summer school.

(3) If the request fits the provisions in **paragraph 8-3c(4)** above, the required documentation submitted to HQ will consist of the **USACC Form 104-R**, the portion of the school catalog that proves the course is only offered in the summer, other documents supporting the action e.g. illness, **USACC Form 131-R** with PMS statement and Validation Checklist.

(4) Requests will be processed through Brigade and then sent to USACC, RMID, Scholarship Program Management Branch. Requests received at HQ USACC directly from the school will be returned without action.

e. Non-Mandatory Summer Benefits.

(1) Requests for Non-Mandatory summer benefits will be submitted to HQ USACC, Incentives Division, Scholarship Program Management Branch using **USACC Form 131-R** with the documentation required for an extension of scholarship benefits.

(2) The **USACC Form 131-R**, signed by the Cadet and the PMS, will include the PMS endorsement, to include recommendation and justification. The **USACC Form 131-R** also will include the phone number and email address of the Program POC, projected cost, and the term requested.

(3) A Checklist/Validation form signed by the PMS, located in **Appendix B**, and any other forms required by the checklist.

(4) Cadets may elect to attend summer school in order to graduate early or remain academically aligned. In this instance, the Expected End Term will be adjusted.

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

(a) The statement is an understanding that the Cadet has been counseled that receiving benefits for the Summer (CY) term will count as one of the terms agreed to at the time of scholarship award and contracting.

(b) The PMS must ensure that scholarship Cadets receiving summer tuition clearly understand that the use of summer benefits reduces the available extension of scholarship benefits. Cadets electing to use a term of benefits to graduate early will not be authorized an extension of benefits.

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

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

8-4. Extension of Scholarship Benefits.

a. Deadlines.

(1) Fall Term academic school year extension of benefits must be submitted to HQ, USACC, Incentives Division between **1 FEB** and no later than **30 May**.

(2) Spring Term academic school year extension of benefits must be submitted to HQ USACC, Incentive Division between **1 July** and not later than **30 OCT**.

(3) Late requests will be worked in order by date received. All requests are sent by Brigade with the Brigade Commander's endorsement to the RMID Scholarship Program Manager.

b. Required Documentation.

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

Projected Cost Format:	**Tuition:**	**Room/Board:**
Tuition & fees or Room & Board:	**Fees:**	**Books:**
	Books:	
	Total:	**Total:**

(2) A Checklist/Validation form signed by the PMS, located in **Appendix B**, and any other forms required by the checklist.

(3) Programs will forward the request to Brigade. Brigades will then forward the entire package to RMID Scholarship Program Manager. USACC will not action requests received directly from the school.

(4) If the Cadet does not have an approved request prior to the start of the term, the Cadet is responsible for paying the tuition, and will receive reimbursement if approved.

c. Five and Six-year Degree Programs.

(1) Programs must document these degrees and must include a copy of the curriculum outlined in the university catalog. HQ USACC must approve these programs

prior to a student's attendance. Cadets must receive any dual degrees simultaneously, not consecutively.

(2) Cadets must maintain academic and military alignment; however, any changes made after a Cadet contracts, are an exception to policy processed through the appropriate Program Manager, after Brigade endorsement. Please contact individual Brigades for specific processing procedures before receipt at HQ USACC.

(3) If a fifth academic year of scholarship benefits is approved, students who accept extended scholarship entitlements and those who receive 10 semester terms or 15 quarter terms at the start of the scholarship must follow the procedures below:

(a) Programs must execute amended contracts that extend a Cadet's active-duty service commitment for a period of time equivalent to the length of the entitlement extension. Programs will ensure completion of items J, K, L, and M on the **DA Form 597-3** and will upload a copy of page 1 reflecting the annotation to Cadet Document Upload in CCIMM.

(b) When initially contracting national high school winners with more than 8 semesters or 12 quarters, an extension of benefits request is not required; however, the PMS remains responsible for ensuring that the **DA Form 597-3** is annotated and sent to RMID Scholarship Program Manager along with the USACC Form 104-R in order to adjust the scholarship end term.

(c) If a Cadet is not approved for a fifth year of benefits or needs more than 5 years, the Cadet will not receive any more benefits to include stipend and must be placed in a completion status. See **USACC Reg 145-3**.

d. Authorized Extended Benefits. By law, extension of benefits cannot exceed 10 semesters or 15 quarters. An extension of benefits is not an entitlement and are approved on a case-by-case basis and based on available funding.

(1) The PMS must ensure that scholarship Cadets receiving summer tuition clearly understand that the use of summer benefits reduces the availability of additional extension of scholarship benefits.

(2) An extension of benefits beyond 4 years incurs an ADSO of 6 months for each additional semester or 4 months for each additional quarter.

8-5. Retroactive Benefit Requests.

a. Retroactive benefits are not automatic. USACC reviews all requests and decisions are made on a case-by-case basis. USACC will only consider requests for one semester or two quarters.

b. Programs will not make conditional scholarship offers to an individual to begin in the same term as the offer. **Example:** Student walks in first day of Fall term and is

interested in applying for a scholarship, the Program will make the offer for Spring term. Retroactive benefits are not authorized for the Fall term.

c. The request package will consist of:

(1) USACC Form 131-R - include the Program POC, phone number, and e-mail address.

(2) A Checklist/Validation form signed by the PMS, located in **Appendix B**, and any other forms required by the checklist.

(3) A Detailed Timeline (sample at **Appendix B**). There should not be more than a 6-week to 2-month time span between actions. Any action with a longer time span will require a detailed explanation.

(4) Students will elect the option of tuition and fees or room and board reimbursement IAW **USACC Reg 145-1**, **Paragraph 2-7c**.

d. Eligibility:

(1) A Cadet must be contracted E$ before the program can submit a request for retroactive benefits.

(2) Valid Offer Date. All requests must have an application in CCIMM showing a confirmation number and an offer date prior to the end of the term to receive retroactive benefits. Verbal offers are not considered. **Example**: Cadet requests retro benefits during the spring term for the previous fall term. The scholarship application shows an offer date that falls within the spring term, not the fall term. Legally, this Cadet would be ineligible for benefits for the fall term because the Army had not entered into a scholarship agreement with the Cadet prior to the end of the Fall term.

(3) Cadet must have been otherwise qualified for the term requested. **Example:** Cadet receives an offer to start Fall term; however, he/she does not become DoDMERB qualified until the Spring term. The Cadet did not take an ACFT during the Fall term; therefore, the Cadet is ineligible for retroactive benefits.

(4) Applicants who have not completed their eligibility requirements within 1-year will be ineligible for retro benefits. The Brigade must decide whether to hold that scholarship allocation for that applicant.

e. Send requests through the Brigade to the appropriate RMID Scholarship Program Manager. USACC will not action requests received directly from the school.

8-6. Scholarship Academic Discipline Change.

a. Change of Major. IAW the **DA Form 597/597-3**, Cadets are not authorized to change their major without the approval of the PMS. The PMS may grant one change of

major with retention of scholarship benefits for all academic disciplines, except HQ USACC funded offer.

b. HQ USACC Funded Scholarship Change of Major. HQ USACC must approve any change of major for Headquarters Funded (i.e. Nurse, Language listed in **Appendix O**, STEM, etc.) Scholarship Cadet. Programs will counsel Cadets who receive a HQ Funded scholarship that targets a specific academic discipline in writing using the **USACC Form 145-1-4 Specialty Scholarship Counseling Form** about the policies associated with the scholarship. Students approved for a change of major may be placed on admin suspension for one term and retained as a line scholarship Cadet, provided funding is available.

c. Second Change of Major. The PMS may grant a second change of major with retention of scholarship benefits if the scholarship Cadet stays within the same academic discipline classification; for example, mechanical engineer to civil engineer.

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

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

d. Loss of Credits. Programs must inform the Cadet that any change of major resulting in loss of credits or additional classes will make the individual ineligible for an **extension of benefits**.

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

(1) USACC Form 131-R signed by the Cadet explaining why they are requesting a change of major and stating that the Cadet understands that they are not eligible for an extension of benefits should they lose academic credits or require additional classes due to the change in academic discipline.

(2) A Checklist/Validation form signed by the PMS, located in **Appendix B**, and any other forms required by the checklist.

(3) It is imperative that the Program PMS initiate procedures to validate the registration of scholarship Cadets in the disciplines in which the scholarship was awarded or ensure change of major is approved by proper authority.

(4) Cadets who change their major from an academic discipline mix 4 or 5 e.g. engineering or nursing degree that requires a 5-yr degree (10 Semesters/15 Quarters) to an academic discipline mix 1, 2, or 3 will have their Terms reduced to the appropriate 4-yr degree plan. Unless the degree plan is supported in the school catalog as a 5-year plan.

8-7. Study Abroad.

a. Approval Authority.

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

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

(b) The cost of the study abroad does not exceed the tuition cost of the Cadet's academic school.

(c) HQ USACC RMID is the approval authority if the study abroad occurs during the summer or during an interim session or if the cost of the study abroad exceeds the tuition cost of the Cadet's academic school.

b. Required Documentation.

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

(2) Transcript.

(3) USACC Form 104-R.

(4) Brigade Commanders endorsement.

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

(6) A copy of the university's course catalog or description of the study abroad program showing that the courses support the Cadet's degree requirements.

(7) Counseling statement acknowledging that airfare and travel expenses are not reimbursable.

c. Additional Instructions.

(1) Study abroad only pays tuition and authorized fees, not room and board.

(2) IAW guidance from HQDA G1, the Army ROTC Scholarship cannot pay for program costs that include both tuition and fees and room and board; therefore, any costs listed as program costs must not include room and board expenses.

(3) Travel Reimbursement is not authorized.

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

proposals submitted by the Brigade. Requests for Summer term study abroad must be received **NLT 30 March.**

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

(1) Active Duty Service Obligation.

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

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

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

(3) Cadet training requirements, i.e. Professional Military Education (PME) and Advance Camp remain on track.

f. Documentation required for reimbursement.

(1) If the Study Abroad occurs during the normal academic year (Fall, Winter/Spring), the Cadet will upload a Cadet Payment Request to the current Army pay system.

(2) If the Study Abroad occurs during the summer, the school will need to submit a manual payment request to G8 Scholarship Pay.

(3) If payment is to the school, create course titled "Study Abroad" on the Cadet Course Planner and select "On Campus" as the Instruction Mode on the CPR.

8-8. Administrative Suspension and Probation.

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

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

(2) If a PMS places a Cadet on administrative suspension before to the Brigade Commander's decision to place the Cadet on probation, the request must be sent to HQ USACC for approval/disapproval.

(3) Properly record the probation period in CCIMM.

(4) A Cadet will not be placed on probation more than one once for the same offense. If retention standards are not met by the end of the term, the Cadet will automatically be placed on administrative suspension and forfeit a term of benefits.

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

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

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

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

(a) Example 1: A Cadet is placed on admin suspension for the Fall 2023 term for an academic GPA below 2.0. The Cadet's GPA did not improve. The Cadet is again placed on admin suspension for the Spring 2024 term for the same reason. This constitutes two consecutive (back-to-back) admin suspensions for the same reason. The PMS must initiate disenrollment. (USACC Pam 145-4)

(b) Example 2: A Cadet is placed on admin suspension for the Fall 2023 term for an academic GPA below 2.0. The Cadet's GPA improves, and the admin suspension is lifted. However, the Cadet is placed on admin suspension for the Spring 2024 term for misconduct. Although, the Cadet has two consecutive (back-to-back) admin suspensions, the suspension reasons are different. The PMS is not obligated to disenroll the Cadet for the consecutive admin suspensions.

(4) Short term deficiencies. HQ USACC is the authority to lift an administrative suspension on a Cadet who has not served the full term. If a Cadet can meet retention standards within the same school term that the administrative suspension went into effect, the PMS must send a **USACC Form 131-R** and the supporting documentation -- through the Brigade headquarters -- to the Scholarship Program Manager for action.

(a) When scholarship benefits **have not been** paid for the term and the Cadet corrects the deficiency prior to the last day of the school term, the admin suspension **MAY** be lifted.

(b) When scholarship benefits **have been paid** for the term and the Cadet corrects the deficiency prior to the last day of the school term, the administrative suspension **MAY** be lifted by HQ USACC and no other action is required. Cadet scholarship benefits are paid for all subsequent authorized terms.

(c) When a Cadet fails to correct the deficiency and is not in full compliance with the terms of the scholarship contract and other regulatory requirements by the last day of the school term in which the administrative suspension was used, the PMS will review and evaluate the Cadet's overall performance to determine whether the Cadet should continue to be on administrative suspension, request scholarship termination, or initiate disenrollment action.

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

(5) End of school term deficiencies.

(a) The PMS will review and evaluate the Cadet's overall performance at the end of each school term to determine whether to use administrative suspension, to request scholarship termination, or initiate disenrollment action.

- Normally, Cadets placed on administrative suspension during the end-of-term review **will not** be authorized scholarship benefits for the next full term.

- As an exception to policy is considered on a case-by-case basis, administrative suspension resulting from an end-of-term review can be lifted. Requests must be e-mailed to RMID Scholarship Program Manager and will be posted in the CCIMM personnel actions module.

(b) Cadets who are placed on administrative suspension based on an end of term review will be advised, in writing, that scholarship benefits will not be paid for the next full term. Payment of scholarship benefits **is not** authorized for Cadets who subsequently correct deficiencies prior to the start of the next full term or during the term on administrative suspension unless approved through an exception to policy.

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

(a) Failure of the current Army fitness standard or height/weight standard.

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

(c) Failure to maintain minimum ROTC 2.0 current and cumulative GPA. After term corrections will not be considered.

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

(e) Progress toward a degree falls below what's normally required for graduation at the scheduled time without sufficient cause or justification. (NOTE: This

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

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

(g) When requests for scholarship termination (with retention as a Non-Scholarship) or retention waivers (e.g., civil conviction, self-admitted drug use, etc.) are pending decision.

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

(7) Guidance. The PMS will use the following guidance when placing a Cadet on administrative suspension:

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

(b) Notify the Cadet in writing that-

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

- Continued participation in the ROTC program is required and subsistence allowance will continue;

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

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

(d) Properly record the Administrative Suspension in CCIMM. CCIMM is the system of record. If the admin suspension is not recorded in CCIMM, then the admin suspension does not exist, and the Cadet must be paid benefits.

(e) Cadets who do not meet the standard after consecutive terms of admin suspensions, are subject to disenrollment from the program. See USACC Pam 145-4 for disenrollment processes.

8-9. Exception to Policy/Reconsiderations.

a. USACC CG has authorized a formal waiver process for any scholarship requirement established by policy. For any other exceptions to policy not mentioned in this chapter, please contact the appropriate RMID Scholarship Program Manager.

b. Please follow the action specific process for Cadet Actions listed in this chapter. For Reconsiderations, all actions must present pertinent and new information not considered previously that is deemed not the fault of the Cadet.

c. Waivers will be considered for insufficient GPAs. Waiver must be substantiated with other achievements.

(1) Brigade Commanders have approval authority of on-campus GPA waivers down to 2.0.

(2) GPA Waivers below 2.0 must go to the Cadet Command for approval.

d. USACC, CG is the approval authority for High School and Green to Gold 4-year applicants and MJC High School 2-year applicants.

e. Waiver packet contents are established IAW **USACC Pam 145-4** for the following:

(1) Civil Conviction, Dependency, Medical, Re-enlistment Code, and Drug Usage.

(2) Information on pending waivers must be annotated on the **USACC Form 139-R** for posting to Cadet Document Upload in CCIMM.

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

9-1. Purpose.

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

9-2. Responsibilities.

a. HQ USACC, RMID.

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

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

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

b. HQ USACC, G8.

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

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

c. PMS

(1) Implements and monitors the CLIP-B program within their Programs, including extension units and cross-town schools.

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

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

9-3. CLIP-B Program.

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

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

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

(1) Level-I.

(a) Languages. Portuguese (Brazilian and European)

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

(2) Level-II.

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

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

(3) Level-III.

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

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

(4) Level-IV.

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

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

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

b. Exception.

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

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

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

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

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

c. Course Types.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

d. Documentation Requirements.

(1) DA Form 2142, Pay Inquiry.

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

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

(2) USACC Form 597-7, CLIP-B Addendum

(3) Transcript or Testing Result

(4) Cadet Statement of Understanding (optional)

9-4. CLIP-B Payment Process.

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

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

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

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

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

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

9-5. Points of Contact and Distribution Addresses

a. Distribution Address. RMID usarmy.knox.usacc.mbx.incentivesactions@army.mil.

Chapter 10 -- GRFD Program and Simultaneous Membership Program (SMP)

10-1. Purpose.

This chapter prescribes processing procedures and responsibilities for the administration of the Simultaneous Membership Program (SMP) and the Guarantee Reserve Forces Duty (GRFD) Scholarship Program.

10-2. References.

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

USACC Reg 145-9, Reserve Officers' Training Corps Branching, Commissioning, and Accessioning.

AR-145-1, Senior Reserve Officers' Training Corps Program: Organization, Administration, and Training.

AR 601-210, Regular Army and Reserve Component Enlistment Program.

AR 135-91, Service Obligations, Methods of Fulfillment, Participation Requirements, and Enforcement Procedures.

10-3. Explanation of Abbreviations and Terms.

Refer to **Section I** and **Section II** in the Glossary.

10-4. GRFD Scholarship Program.

a. Description. GRFD Scholarships are available for those Soldiers/Cadets who are interested in serving in the ARNG/USAR upon commissioning and may be used for either undergraduate or graduate degrees. Acceptance of these scholarships requires participation in the SMP. Additional information regarding the SMP can be found in **AR-145-1** (Para 3-17), **AR 601-210** (Chapter 9), **NGR 600-100** (Chapter 13), **NGR 600-200, and Chapter 10-8 of this pamphlet**.

(1) Tuition Assistance (TA).

(a) If Room and Board option is selected for GFRD Scholarship, then it is permissible for State (if applicable for ARNG) TA to pay for tuition. Room and Board is paid directly to the Cadet and is capped at a flat rate of $12,000 per academic year.

(b) If Tuition option is selected for GRFD Scholarship, State A may not be used for Room and Board.

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

(2) Conditional Offers. Applicants may submit requests for GRFD Scholarships on a continuous basis; however, no conditional scholarship offer will be made within the same term as benefits will begin.

(3) Revocation. GRFD Scholarship recipients may not request conversion or t revocation of their GRFD Scholarship contracts except for Ike Skelton Scholarship, Health Professions Scholarship Program recipients, or acceptance to the Uniform Services University of the Health Sciences.

(4) Military Service Obligation. Individuals selected for the GRFD Scholarship must serve their 8-year military service obligation in an active drilling capacity (one weekend a month and a two-week annual training period each year) except for period(s) of active duty required to obtain branch qualification (i.e. Basic Officer Leadership Course (BOLC)) or related to mobilization.

(5) Montgomery GI Bill.

(a) MGIB Chapter 1606/1607 benefits will be terminated and may **NOT** be used with GRFD Dedicated Scholarships. However, MGIB Chapters 30/33 benefits **MAY** be used with a GRFD Dedicated Scholarship.

(b) MGIB Chapters 30/33 and MGIB Chapters 1606/1607 benefits may be used in addition to the GRFD 2-Year scholarship.

(6) Allocations/Funding. The number of GRFD Scholarship allocations available in each year/mission set are based on available funding, with the exception of the mandated 88 Ike Skelton Scholarships (22 per MJC).

(7) GRFD Designator Codes.

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

GRFD Designator Code	GRFD Designator Name
a. CARGRFD	CONVERSION ARMY RESERVE GRFD
b. CDEDNG	CONVERSION DEDICATED ARNG
c. CDEDUSAR	CONVERSION DEDICATED USAR
d. CNGGRFD	CONVERSION NATIONAL GUARD GRFD
e. DEDNG	DEDICATED ARNG
f. DEDUSAR	DEDICATED USAR
g. NG	NATIONAL GUARD
h. USAR	US ARMY RESERVE

Table 10-4-1 – GRFD Designator Codes

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

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

(8) GRFD Control Numbers. HQ USACC enters the appropriate GRFD Designator code and the GRFD control number for offered scholarship.

(a) GRFD Control numbers reflect in the Military Tab in CCIMM.

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

- The first two (2) numbers reflect the mission set the Cadet graduates.
- The letter that follows is reflected as:
  - **A** = Accepted Alt Offer/Active GRFD Control Number
  - **V** = Revocation has been approved, Alt Offer has been revoked

(c) The last four numbers are sequentially and automatically generated and assigned (i.e., 24A1234).

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

(1) HQ USACC:

(a) Verify scholarship applicant eligibility as indicated in CCIMM.

(b) Post scholarships by inputting “Alt Offer” and a GRFD designator code into CCIMM and e-mailing BDE ROO with scholarship offer letter.

(c) Assign GRFD control numbers.

(2) Brigade:

(a) Allocate GRFD Scholarship funds to Programs.

(b) Verify applicant packets.

(c) E-mail the respective Scholarship Program Manager **USACC Form 167-R** if the Cadet declines the scholarship.

(3) PMS:

(a) Complete applicant packets and determine applicant eligibility. Input the application into CCIMM Student/Cadet Information module.

(b) E-mail the respective BDE ROO with the required documentation IAW **Paragraph 10-4d** below.

(c) E-mail the Brigade ROO the **USACC Form 167-R** if the Cadet declines the scholarship.

(d) Market the GRFD Program.

(e) Conduct continuous review to ensure utilization of assigned allocations. Update CCIMM immediately when a Cadet declines the scholarship or the scholarship becomes void.

c. Eligibility. Applicants must meet all eligibility requirements as stated in **AR 145-1, Paragraph 3-34** and **USACC Reg 145-1, Chapter 2-4.**

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

(1) USACC 145-1-5, Scholarship Request Form.

(2) Current Transcript

(3) USACC Form 104-R

(4) SMP Agreement

(a) DA Form 4824 for USAR (signed by the unit commander **IAW AR 145-1**)

(b) NGB 594-1 for ARNG**.**

(5) USACC 203-R, GRFD Scholarship Cadet Contract Endorsement**.**

10-5. GRFD ARNG/USAR 2-year or Dedicated ARNG/USAR Scholarships.

a. All applications for GRFD-ARNG/USAR Scholarships will be processed by the PMS who will upload a scholarship application in CCIMM. IAW **Paragraph 2-3d** all paperwork (SMP Agreement, contract, application, etc.) is to be filed with the school the Cadet attends. See **Paragraph 10-4d** above for the required documentation to submit for a GRFD Scholarship.

b. 2-year GRFD Scholarship: Cadets who receive a 2-year GRFD ARNG/USAR Scholarship must join either an USAR unit or an ARNG unit upon commissioning.

c. Dedicated GRFD Scholarship: A GRFD scholarship that is more than 2 years in length is considered, by law, a Dedicated GRFD Scholarship. However, an applicant may request a 2-year Dedicated GRFD Scholarship.

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

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

d. Dedicated GRFD 3AD Scholarship.

(1) Requirements. Dedicated 3-year Advanced Designee Scholarship will follow the same requirements and validations as outlined in **Chapter 2-2h** of this publication.

(2) Procedures. All Dedicated 3AD scholarship applications will be processed IAW **Chapter 10-4d**. The following procedures are in addition to the validation requirements listed in **Chapter 2-2h**.

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

e. Declining a GRFD Scholarship: Applicants who decide not to accept a GRFD Scholarship must sign the **USACC 167-R** declining the scholarship. The PMS will send a copy to the Brigade ROO who will then forward a copy to the RMID Scholarship Program Manager. A decline will be posted in CCIMM and the GRFD control number will be revoked.

f. Contracting. Forms necessary for contracting GRFD Scholarship recipients are:

(1) DA Form 597-3 (Army Senior ROTC Scholarship Cadet Contract)

(2) DA Form 4824-R (USAR) or **NGB Form 594-1-R** (ARNG).

(3) DD Form 4 (Enlistment Contract).

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

g. GRFD Non-Scholarship Request.

(1) Applicants must be members of the RC or be willing to join the USAR/ARNG as a SMP participant.

(2) The Program will submit the GFRD Request **USACC Form 227-R** to the Brigade. The Brigade will then forward that request to the RC Program Manager.

Ensure that the school indicates in the form which Reserve Component the Cadet desires to be affiliated with as a SMP (ARNG or USAR).

(3) The Program also will submit the **DA Form 4824-R** (SMP Agreement USAR IAW AR 145-1 signed by the unit commander) or **NGB Form 594-1-R** (SMP Agreement ARNG).

10-6. GRFD Scholarship Conversions.

a. Contracted Scholarship Cadets can request to convert their scholarship to a GRFD or Dedicated GRFD scholarship.

(1) Dedicated GRFD Scholarship – Conversion takes affect during the 1st term of their MS II year.

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

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

(2) GRFD Scholarship – Conversion takes affect during the 1st term of MS III year.

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

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

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

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

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

(3) SMP Agreement

(a) DA Form 4824 (USAR) or

(b) NGB Form 594-1 (ARNG)

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

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

10-7. Revocation of GRFD Control Numbers.

a. Deadline. Non-Scholarship GRFD Cadets and Ike Skelton Scholarship Cadets from a MJC who wish to revoke their GRFD Cadet Contract Endorsement and compete for an active duty selection must request revocation of the GRFD endorsement through the Brigade by **1 July** of the Fall in which they are to be accessed by the DA/ROTC Selection and Branching Board, using **USACC Form 204-R**.

(1) The deadline is the date for the completed request to be received at Cadet Command Headquarters. USACC will strictly adhere to the **1 July** suspense date.

(2) The PMS will forward Cadet requests for revocation through their Brigade to HQ, USACC (**ATCC-ROI**), for consideration. This must be completed before transmitting the Cadet's accession packet to the National OML Ranking process and DA/ROTC Selection and Branching Board.

b. Approval Authority. The CG, USACC, or designee, is the final approving authority for revocation requests. Revocation of the GRFD contract is not guaranteed.

c. MGIB and Tuition Assistance. GRFD Cadets who request and are selected for active duty may be liable and subject to recoupment for any benefits received from the SRMGIB, MGIB Kicker, federal tuition assistance, and ARNG state tuition assistance programs. SMP Cadets must be counseled on this before initiating a revocation request.

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

10-8. SMP Program.

a. Description. The SMP is a volunteer officer-training program designed to increase the number of ROTC officers available for Reserve Forces Duty (RFD). It provides the future officer with leadership and RC unit experience. This program is also available to MS II Cadets on a limited basis.

(1) SMP Cadet. A SMP Cadet is a reserve officer trainee assigned to an RC TPU, while simultaneously participating as a contracted Cadet in the ROTC Advanced Course or MS II level of military instruction taught at a university or college.

(a) Enlisted members of the ARNG or USAR cannot be contracted into the ROTC Advanced Course or MS II until they have elected to participate in either the SMP or be discharged from the TPU. At this time, they must reenlist in the USAR Control Group (ROTC).

(b) Enlisted members of the ARNG or USAR must be discharged from TPU to accept campus-based ROTC line scholarships and reenlist in the ROTC Control Group.

b. Responsiblities:

(1) HQ, USACC:

(a) The CG, USACC establishes policy governing Cadet Command personnel in the implementation of the SMP within the command.

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

(2) PMS

(a) Manage the SMP in their Program.

(b) Request support from surrounding ARNG/USAR units for the universities SMP.

(c) Supervise all SMP participants.

(d) Interview and counsel prospective SMP Cadets concerning reserve unit assignment during participation in the program and post-commission options.

(e) Ensure that contracted ROTC Cadets belonging to a TPU have a SMP status.

(f) Ensure that all GRFD, Dedicated ARNG, Dedicated USAR, and Ike Skelton ECP scholarship recipients participate in the SMP. **Note:** Joining the SMP for the non-scholarship MJC Cadet is optional.

(g) Encourage local unit commanders to market GRFD, MJC, and Dedicated ARNG/USAR scholarships to unit personnel.

(h) Coordinate with appropriate authorities to ensure RC Soldiers electing to participate in the SMP are transferred into the USAR Control group (ROTC) prior to contracting as ROTC Cadets.

(i) Verify that the TPU processes the necessary paperwork to place SMP Cadets at pay grade E-5, or higher where appropriate (AR 601-210, Para 9-14a (3); NGR 600-100, Paragraph 13-5b, c).

(j) Verify that SMP Cadets are supervised in their TPU by commissioned officers. When necessary, advise TPU commanders when Cadets are not utilized and trained properly to ensure SMP Cadets get the best possible leadership experience.

(k) Provide the Cadet's unit commander with a copy of the ROTC Program's training schedule and obtain a copy of the unit's weekend drill schedule for the year. Resolve training schedule conflicts between the ROTC Program and the TPU.

(l) Conduct periodic reviews of reserve strength reports and officer vacancies with unit administrators and strength management officers located at each Joint Force Headquarters Command (JFHQ) for the National Guard and Readiness Divisions (RD) for the USAR to facilitate assignment of Cadets in the SMP and reserve components upon commission.

(m) If possible, visit the TPU Commander to observe SMP Cadets during inactive duty training (IDT). This should provide an opportunity to review with the TPU Commander, the Cadet's performance and participation as an officer trainee.

(n) Counsel MS IV Cadets during the preparation of their accession packets concerning the completion of **ROTC Cadet Evaluation Worksheet Series 67-10**. Provide guidance concerning RC force structure, locations of major troop units in the Cadet's projected area of residence, and branch opportunities within the respective components.

(o) Serve as a liaison between Cadet Command elements and TPU by providing continuous coordination, assistance, and negotiation. Refer unresolved issues to the appropriate Cadet Command RC Assistant Chief of Staff.

(p) Update CCIMM in a timely manner to reflect all changes related to SMP status for Cadets.

(q) Process requests for revocation (**USACC Form 204-R**) of the Non-Scholarship GRFD Cadet Contract Endorsement (**USACC Form 202-R**) before submitting the Cadets accession packet to Cadet Command for the National OML. Submit revocation before ranking process and the DA/ROTC Selection and Branching Board NLT **1 June** or as specified by the accession circular guidance.

(r) MJC PMS’s must submit **USACC Form 205-R** at least 120 days prior to commissioning for Cadets requesting change of service obligation.

10-9. Cadet Contracting Criteria.

The following is a consolidation of eligibility criteria provided in pertinent regulations and policy memorandums concerning the SMP:

a. ROTC student/Cadet Criteria.

(1) Must apply and meet all eligibility requirements as stated in **AR 145-1** or **USACC Reg 145-1** or **USACC Pam 145-4** for either Non-Scholarship or GRFD Scholarship, into the ROTC.

(2) Must be enrolled with a minimum of two years remaining in a full-time course of instruction leading to a baccalaureate or advanced degree at an eligible institution hosting ROTC or having a ROTC partnership agreement. This requirement does not apply to individuals contracted and enrolled in MS III or MS IV at time of enlistment.

b. Reserve Criteria.

(1) Currently be a member of an ARNG or USAR TPU (or be eligible to enlist) as an officer trainee.

(2) Have a remaining statutory or contractual service obligation of four or more years at the time of enrollment into the ROTC Advanced Course.

(3) Meet medical fitness standards of **AR 40-501**.

(4) Meet height and weight standards of **AR 600-9**.

(5) Be of good moral character.

(6) Be a U.S. citizen.

(7) Meet component-specific ARNG/USAR criteria and applicant requirements.

(a) USAR. Requirements for participation in the USAR SMP are stated in **AR 601-210, Paragraph 9-14**. Applicants must complete and submit **DA Form 4824-R (dated April 2005)** and Letter of Acceptance (LOA) from the unit**.**

(b) ARNG. Requirements for participation in the ARNG SMP are stated in **NGR 600-100, Chapter 13, Table 13-1**. Applicants must complete and submit **NGB Form 594-1**.

(8) The PMS and the unit commander retain the authority to accept or reject an individual. Positive coordination between the reserve unit and the ROTC Program is key to a mutually successful program. This coordination must be done up front and accomplished by completing the SMP agreement (**DA Form 4824-R, recent version**, or **NGB Form 594-1**).

10-10. Administrative SMP Processing.

Information regarding administrative SMP processing can be found in **AR-145-1** (Para 3-17), **AR 601-210** (Chapter 9), **NGR 600-100** (Chapter 13), and **NGR 600-200**.

10-11. Conditional Release of USAR or ARNG Member.

The ROTC Program will request a conditional release from the USAR/ARNG unit for the purpose of enrollment in the ROTC program by completing **DD Form 368**, Request for Conditional Release from Reserve or Guard Component, dated AUG 2011. The PMS

completes Sections I and II, granting conditional release from the USAR/ARNG in order to enlist into the USAR Control Group (ROTC).

a. USAR

(1) Upon receipt of conditional release, the ROTC Program immediately enlists the Cadet in the USAR Control Group (ROTC).

(2) A copy of **DD Form 4** will be sent to the unit for forwarding to its local Regional Readiness Command and appropriate discharge authority. Reference (**AR 145-1, Paragraph 3-44d, AR 135-178, Paragraph 1-25** and **Paragraph 3-3d.1**).

(3) The discharge order should be dated one day prior to the date on the **DD FM 4**, effecting enlistment into the USAR Control Group (ROTC).

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

b. ARNG

(1) Upon receipt, the ROTC Program will provide a copy of **DD Form 4**, effecting enlistment into the USAR Control Group (ROTC) to the unit for forwarding to the Adjutant General along with the request for discharge.

(2) The effective date of the discharge should be dated one day prior to the effective date of the enlistment in the USAR Control Group (ROTC).

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

10-12. Conditional Enrollment, SROTC Advanced Course (Non-Scholarship).

a. TPU members who wish to participate as an SMP Cadet while conditionally enrolled in the senior ROTC Advanced Course (non-scholarship) will be treated the same as a potential participant. Reference **AR 601-210, Paragraph 10-7** and **NGR 600-100, Paragraphs 13-3** and **13-6**.

b. The ROTC Program will require the potential SMP participant to sign a written agreement stating that they understand and agree to the following provisions:

(1) As a conditional SMP participant, they are not entitled to retroactive pay for either advancement to E-5 (Cadet) pay grade or for the SROTC stipend for that period.

(2) They acknowledge the conditional status must be resolved within one academic year or such status will be terminated. Continuance in the ROTC Advanced

Course will not be allowed until the conditional status is favorably resolved and they become fully qualified and eligible to reenter under current reenrollment criteria.

(3) They understand that time spent in the ROTC Advanced Course as a conditional SMP is creditable toward meeting military science requirements for commissioning.

c. The ROTC Program should coordinate directly with the TPU concerned to secure a copy of **DD Form 4** with **DA Form 4824-R** or **NGB Form 594-1** attached.

(1) The individual must have four years remaining on the current enlistment from the date of contracting.

(2) The effective date on **DA Form 4824-R** or **NGB Form 594-1** must be the same as that on **DA Form 597** (ROTC Contract) to preclude dual contracts and erroneous compensation.

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

10-13. Incentive Program Status.

a. Selected Reserve Incentive Programs.

(1) Enlistment bonus.

(2) Reenlist/extension bonus.

(3) Accession/Affiliation bonus.

(4) Repayment of student loans.

(5) Health Professionals Loan.

b. Termination of Incentives.

(1) All Selected Reserve Incentive Programs that could apply to potential SMP participants listed above are terminated when the individual enters the ROTC/SMP on enrollment in the ROTC Advanced Course or becomes an assigned member of Control Group (ROTC).

(2) Individuals who were eligible for Montgomery GI Bill (MGIB) benefits prior to contracting in the ROTC Advanced Course do not lose their eligibility simply based on contracting. These Cadets will also receive the MGIB SMP Kicker if otherwise qualified. This includes Cadets who are receiving financial assistance under a GRFD Scholarship (**Title 10, U.S. Code 2107a**). Dedicated scholarship Cadets presently cannot simultaneously receive CH 1606 /1607 MGIB and scholarship benefits. These Cadets cannot receive the MGIB SMP Kicker if otherwise qualified.

(3) Cadets participating in the SMP also are eligible to receive state tuition assistance.

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

c. Recoupment of Incentives.

(1) A recipient of Selected Reserve Incentive Program benefits already received is not subject to recoupment of benefits upon becoming an SMP participant.

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

10-14. Leave of Absence (LOA).

a. General Guidance. The ROTC Brigade Commander is the approving authority for LOA. Approval authority may be delegated as necessary.

b. An SMP Cadet who has been placed on LOA for an extended period may, at the discretion of the unit commander, be reassigned from the RC unit to the USAR Control Group (ROTC) under the administrative jurisdiction of the appropriate ROTC Program in which the Cadet is enrolled. The Cadet will remain assigned to the USAR Control Group (ROTC) until disenrolled (discharged), commissioned, or reassigned to participate as an SMP member. SMP participants will not be transferred to the Control Group (ROTC) solely to be discharged from the ROTC and thereby avoid statutory or contractual MSO.

c. If a LOA is granted to an SMP Cadet to study abroad, coordination must be made with the appropriate ARNG or USAR unit to ensure that the SMP member is placed in an inactive status for the duration of the LOA.

d. A LOA from ROTC training for a semester or more may be granted to a scholarship Cadet by the CG, HQ USACC, unless subordinate level approval is authorized for one or more of the reasons listed in **AR 145-1, Paragraph 3-38**.

10-15. Early Commissioning Program/Completion Cadet Program.

a. ECP.

(1) A Cadet enrolled at an MJC who has completed all ROTC requirements may be commissioned under the ECP upon graduation from the MJC. Only Cadets who attend an MJC may be commissioned under the ECP.

(2) See **USACC Reg 145-9**, Accessioning and Commissioning (Chapter 5) for additional information concerning the processing of ECP.

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

10-16. Uniform Code of Military Justice (UCMJ).

a. USAR. USAR members not on AD are subject to UCMJ only while serving on AT, ADT or when flying space-available on military aircraft. During UTAs and other forms of Inactive Duty for Training, members are subject to administrative action under the provisions of **AR 135-91** and **AR 135-178**.

b. ARNG. By Federal law, each state has authority to conduct general, special, and summary courts-martial for ARNG personnel accused of a military offense. Implementation of this depends on each state legislature granting authority to exercise powers (state military codes).

(1) Some state statutes may provide non-judicial and administrative powers to the governor in relation to the state's ARNG.

(2) While on full-time training duty (FTTD), AT, or when flying space-available on military aircraft, ARNG members are subject to the UCMJ.

(3) IDT ARNG SMP Cadets are in Title 32 training status.

Appendix A -- References

Section I -- Required Publications

a. AR 40-29 (Medical Examination of Applicants for U.S. Service Academies, ROTC Scholarship Programs, Including the Air Force, Army, and Navy 2- and 3-Year Scholarships, and the Uniformed Services University of the Health Sciences)

b. AR 40-501, Standards of Medical Fitness

c. AR 135-100, Appointment of Commissioned and Warrant Officers of the Army

d. AR 145-1, Senior ROTC Program: Organization, Administration, and Training

e. AR 601-25, Delay in Reporting For and Exemption From Active Duty, Initial Active Duty Training, and Reserve Forces Duty

f. AR 601-141, U.S. Army Health Professions Scholarship Program

g. AR 635-10, Processing Personnel for Separation

h. AR 635-200, Enlisted Personnel

i. USACC Reg 145-3, ROTC Precommissioning Training and Leadership Development

j. USACC Reg 145-4, Marketing, Advertising, and Publicity to Support Enrollment

k. USACC Reg 145-5, U.S. Army ROTC Basic Camp

l. USACC Reg 145-6, ROTC Green to Gold Program

m. USACC Reg 145-9, ROTC Accessioning and Commissioning

n. USACC Reg 145-12, Cadet Data Base (under revision)

o. USACC Pam 145-4, PMS Guide for Enrollment, Retention, and Disenrollment

p. Reserve Officers Training Corps/DoDMERB Guide of Medical Processing

q. USAREC Regulation 601-37, Army Medical Department Recruiting Program

r. USAREC Regulation 601-105, HPSP Instruction Handbook on Applicant and Selectee Processing

s. DA Pamphlet 611-21, Military Occupational Classification and Structure

t. USACC Circular 601-05-01, Personnel ROTC Procurement FY 2005.

Section II -- Prescribed Publications

a. AR 25-400-2 (The Modern Army Recordkeeping Systems (MARKS)

b. AR 600-8-2 (Suspension of Favorable Personnel Actions)

c. AR 600-9 (The Army Weight Control Program)

d. AR 600-43 (Conscientious Objection)

e. AR 601-210 (Regular Army and Army Reserve Enlistment Program)

f. National Guard Regulation **NGR 600-100** (Commissioned Officers Federal Recognition and Related Personnel Actions)

g. National Guard Regulation **NGR 600-200**, Enlisted Personnel Management

h. Marketing Action Plan

Section III – Prescribed Forms

The following Forms can be found on the Cadet Command website.

USACC 104-R, Planned Academic Worksheet
USACC 139-R, Cadet Enrollment Record
USACC 145-1-1, ROTC Physical Fitness Assessment Scorecard.
USACC 145-1-3, Summer Benefits Counseling Form
USACC 145-1-4, Specialty Scholarship Counseling Form
USACC 145-1-5, Scholarship Request Form
USACC 145-1-6, Transfer Evaluation Form
USACC 145-1-7, Study Abroad Request Form
USACC 159-R, ROTC Scholarship PMS Interview Sheet
USACC 167-R, ROTC Scholarship Acceptance/Declination Statement
USACC 174-R, **Green to Gold Active Duty Option Program Application**
USACC 192-1-R, Registered Nurse Professional Background Check
USACC 201-R, ROTC Cadet File Worksheet
USACC 202-R, GRFD Non Scholarship Cadet Contract Endorsement
USACC 203-R, GRFD Scholarship Cadet Contract Endorsement
USACC 204-R, GRFD Revocation Non Scholarship
USACC 205-R, MJC GRFD Scholarship Revocation
USACC 226-R, Request Conversion to GRFD or Dedicated Scholarship
USACC 227-R, GRFD Control Number Non Scholarship
USACC 597-2, Formal Linkage Program Addendum
USACC 597-5, Basic Camp Bonus Addendum
USACC 597-7, CLIP Addendum
USACC 597-9, Cyber Scholarship Addendum

Appendix B – Cadet Command Forms

https://armyrotc.army.mil/forms-publications/

Appendix B-2 – Sample Notification Letters and Memorandums

Sample Financial Aid Notification Letter

Office of the Program Commander xx July 20xx

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

Dear Sir/Madam:

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

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

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

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

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

Sincerely,

PMS Signature
PMS Signature Block

Sample Non-Selection Notification Letter

Date

Mr. John Jones
123 Any Street
Anytown, VA 11111

Dear Mr. Jones:

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

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

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

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

Sincerely,

PMS Name
Professor of Military Science

Sample Ineligible Notification Letter

Date

Mr. John Jones
123 Any Street
Anytown, VA 11111

Dear Mr. Jones:

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

If you have any questions please contact, (_____)

Sincerely,

PMS Name
Professor of Military Science

Appendix B-3 – Sample Spreadsheets and Checklists

Application Checklist

Form	Maintain in Program File	Send to:	Done?
USACC Form 139-R	X		
USACC Form 104-R	X		
Transcripts	X		
Med Exam Status	X		
DD 214 (Prior Military Only)	X		
Waiver Request/Approval	X		
Selection Score Board Sheet	X		
ARNG/USAR Unit SMP Letter of Acceptance (GRFD Only)	X		
Civilian/Military Resume (GRFD Only)	X		

Formal Linkage Checklist

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

Appendix B-4 – Cadet Actions Checklist/Validations

Scholarship Cadet Actions Checklist/Validation				
The following is a checklist to be forwarded with all USACC Form 131-R, Cadet Action Requests.				
CHECKLIST/VALIDATION	**Check Action**	**Yes**	**No**	**Comments**
USACC Form 131-R must be signed by PMS.				
All requests must include this validation plus the USACC Form 131-R signed by the PMS or a PMS memorandum; if BDE or requires you to send through them, do not send to HQs USACC without required endorsements/signature.				
EXTENSION OF BENEFITS/SUMMER BENEFITS				
List each term needed/effective date on request form with PMS recommendation.				
Explain why an extension is needed on the request form.				597-3 completion date:_____ Current completion date:_____
Current and original USACC Form 104-R is on file through Cadet's projected grad/commission date?				
Has the Cadet earned any D's, F's, or I's after contracting? -- if on transcript, send in.				
If no poor grades, list the current GPA, CGPA, and the term (i.e—SPR, Fall & yr)				GPA: _____ CGPA: _____ Term: _____
Current major is the same major listed on the DA 597-3? -- if not, explain on request.				
List projected cost for each term on request.				
Has student been full time each term since receiving scholarship benefits? -- if not, send transcript.				
RETROACTIVE BENEFITS				
List effective term on request with PMS recommendation.				
Provide detailed timeline (dates and events) including: offer date, contract date, exam date, when remedials were received and completed. DODMERB and remedial pertinent info and any admin delays. The purpose is to prove a clear case when the system failed to respond within a timely manner to qualify an applicant.				
Is Cadet otherwise qualified/meets retention standards (i.e. ACFT, DODMERB, CGPA)?				
TRANSFER GREEN TO GOLD/NURSING/GRFD				
List projected cost for each item on USACC Form 131-R.				
Has Cadet migrated from original contract date? If Yes, explain why on USACC Form 131-R.				597-3 completion date:_____

				Current completion date:_____
Is e-mail from gaining and losing PMS agreeing to transfer included in the request?				
EXCEPTION TO POLICY				
Explain why an exception is needed on the request form.				
List each term with PMS recommendation on request form.				
Does Cadet meet retention standards if request is to offer a scholarship?				
Please contact **Incentives** for supporting document inquiry if request not listed above.				
CHANGE OF MAJOR Nurse				
List the term requested/effective date with PMS recommendation.				
If change is to or from Nursing, has Cadet signed the USACC Form 145-1-4 Counseling Statement?				
For all Nurses, send in transcript and USACC Form 104-R.				
Does Cadet meet retention standards?				
Has Cadet migrated from original contract date? If Yes, explain why on request form.				597-3 completion date:_____ Current completion date:_____
Note 1: Mandatory Summer Benefits are submitted as a listing: USACC Pam 145-1, Para 2-7e.				
Note 2: If action is a reconsideration, it must include new documentation to be considered.				
Note 3: If action is an exception to policy along with any of the above actions, you must follow the action-specific checklist.				
Please submit to: USACC,RMID Incentives Division, Scholarship Program Manager				
PMS Signature: **Date:**				

Sample Timeline for Retroactive Scholarship Benefits:

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

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

For additional forms, go to https://armyrotc.army.mil/forms-publications/

ARMY ROTC SPECIALTY SCHOLARSHIP COUNSELING FORM

For use of this form, see USACC Regulation 145-1. The proponent agency is ATCC-ROI

DATA REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY:	Title 10, US Code 2101 and 2104 and 2107 and 2107a and E.O. 9397 (SSN).
PRINCIPAL PURPOSE:	To assist leaders in conducting and recording counseling data pertaining to Cadets and AROTC Specialty scholarships.
ROUTINE USES:	To inform the Cadet of the policies associated with an Army ROTC Specialty scholarship.
DISCLOSURE:	Disclosure is voluntary. Information is necessary for acceptance of an Army ROTC Specialty scholarship.

PART I - ADMINSTRATIVE DATA

Reset Form	Name *(Last, First, MI)*	Last 4 SSN	Date of Counseling

CIP Code *(STEM Only)*	CIP Code Title	ADM Code	Academic Major

Scholarship Type	Scholarship Category	Expected Start Term	Expected End Term	Mission Set

Bde	Host School	Academic School
0		

PART II - OBJECTIVE

Acceptance of an Army ROTC Scholarship as a _____major (or change of Major to_____) and the United States Army Cadet Command Policy on subsequent changes of major.

PART III - STATEMENT OF UNDERSTANDING

I have been counseled and understand that as a_____Scholarship recipient under the current policy, if I request to change my major from a_____at a later date, I may be subject to the following consequences:

a. Current standing within Scholarship Retention Standard -- Term or Cumulative Grade Point Average of 2.0 or better on a 4.0 scale:

I may be placed on an administrative suspension of scholarship benefits for one term immediately following the change of major.

I understand that I must be prepared to pay tuition costs during this period. While in an administrative suspension status, I am required to be enrolled in military science classes. I will continue to receive payment of subsistence allowance and book stipend.

Upon completion of the one term of administrative suspension, I will be removed from such status and scholarship benefits will be paid if I meet all retention eligibility requirements under contractual agreement. I will be ineligible for extended scholarship benefits.

b. Current standing below Scholarship Retention Standard (Term or CGPA below 2.0) or Failure from the_____Program:

My scholarship may be terminated, and I may be retained as a non-scholarship Cadet if I fail to progress in the_____Program.

If retained as a non-scholarship Cadet, I will be held to the obligation of the original scholarship contract, and I must be prepared to pay tuition costs.

c. As a MSL III or MSL IV Cadet, my scholarship may be terminated, and I will be retained as a non-scholarship Cadet. I also understand that I will be held to the obligation of the original scholarship contract as a non-scholarship Cadet.

d. Failure to meet Non-scholarship Retention Standards: Disenrollment proceedings will be initiated if I fail to meet non-scholarship retention standards.

e. I understand that upon successful completion of the program I will be accessed and commissioned IAW the needs of the Army.

Cadet Signature	Date

Professor of Military Science Signature	Date

U. S. ARMY ROTC SCHOLARSHIP ACCEPTANCE/DECLINATION STATEMENT AND PMS VALIDATION

For use of this form, see USACC Pam 145-1, the proponent agency is ATCC-ROI

DATA REQUIRED BY THE PRIVACY ACT OF 1974

Authority: 10 USC 2101 and 2107.

Principal Purpose(s): To notify ROTC Cadet Command that winner accepts or declines a scholarship offer. Notifies which institution winner will attend and reason if scholarship offer is declined.

Routine Uses: To maintain count of acceptances/declinations to enable ROTC Cadet Command to make awards to alternates. Information on the institution is obtained to identify enrollment and allocation of funds to pay costs. Information is also used to mail medical forms to be included in the Cadet personnel file. Information on why recipient declines is maintained for statistical studies of enrollment trends. Information is used by ROTC Cadet Command and to provide specific data to ROTC Regions and PMS.

Disclosure: Mandatory or voluntary disclosure and effect on individual not providing information - all data is mandatory. Individuals who do not notify ROTC Cadet Command of acceptance will lose their scholarship.

Bde: 0 | HOST SCHOOL | ACADEMIC SCHOOL

3. NAME OF WINNER *(Last Name, First Name, MI)* | 4a. SSN *(Last 4 digits)* | b. Cadet ID

5a. SCHOLARSHIP CONTROL NUMBER

(A Scholarship offered without a Scholarship Control Number is unauthorized and not valid.)

b. GRFD CONTROL NUMBER (*if applicable*)

6. SCHOLARSHIP TYPE:

☐ Basic Camp ☐ Graduate ☐ Language ☐ URBAN ☐ STEM ☐ Nurse

Campus Based
- ☐ 2-Year Campus Based
- ☐ 2-Year Advanced Designee (AD)
- ☐ 3-Year (or 2.5-Year) Campus Based
- ☐ 3-Year Advance Designee (AD)
- ☐ 4-Year (or 3.5-Year) Campus Based

GRFD
- ☐ 2-Year GRFD-ARNG/USAR
- ☐ 2-Year Ike Skelton Scholarship
- ☐ 2-Year Dedicated ARNG/USAR
- ☐ 3-Year (or 2.5-Year) Dedicated ARNG/USAR

Green to Gold
- ☐ 2-Year Green to Gold
- ☐ 3-Year Green to Gold
- ☐ 4-Year Green to Gold

High School
- ☐ 4-Year High School
- ☐ 3-Year Advance Designee (AD)

7. DECISION: ☐ ACCEPT ☐ DECLINE

8. REASON FOR DECLINATION:

- ☐ 1 - Commitment
- ☐ 2 - Academic Major Restriction
- ☐ 3 - Non-Military Scholarship
- ☐ 4 - Other Military Scholarship
- ☐ 5 - ROTC Too Time Consuming
- ☐ 6 - No Longer Interested
- ☐ 7 - Other *(Please explain)*

PMS VALIDATION OF 3- AND 2-YEAR ADVANCE DESIGNEES (TRANSCRIPT MUST BE INCLUDED FOR VALIDATION)

Validation must be completed by 1 July the summer before the Cadet is scheduled to contract IAW CC PAM 145-1, 2-2h(7)

1. GPA, Academic Cumulative | 2. GPA, ROTC Cumulative

No more than 4.0 will be entered. If other than a 4.0 scale, convert using the table in USACC Reg 145-1.

3. MAJOR SUBJECT:

ACADEMIC MAJOR CODE :

4. STATUS OF MEDICAL QUALIFICATION:
- ☐ Qualified
- ☐ Has Changed (Physical submitted to DoDMERB)

5. PMS RECOMMENDATION:
- ☐ Recommended
- ☐ Not Recommended

6. PROJECTED GRADUATION DATE (MMYYYY):

7. SCHOLARSHIP AWARD DATE(YYYYMMDD):

8. PMS REMARKS:

PMS SIGNATURE | DATE (YYMMDD)

I, the undersigned, hereby acknowledge receipt of notification of my selection for the award of an Army ROTC Scholarship. In accepting this scholarship I understand that I will obtain a degree in the academic major indicated on my application/contract or I may lose my scholarship if I change to another academic discipline without prior written consent of the Professor of Military Science.

9. CADET'S SIGNATURE | 10. DATE

PLANNED ACADEMIC PROGRAM WORKSHEET

For use of this form, see USACC Pam 145-1; the proponent agency is ATCC-PA-C

DATA REQUIRED BY PRIVACY ACT STATEMENT OF 1974

AUTHORITY: Title 10, US Code 2101 and 2104.

PRINCIPAL PURPOSE: To provide information and data necessary for administering Army Senior ROTC program processing, and managing of selected students for commissioning in the Army IAW established public law and Army Regulations.

ROUTINES USE(S): To provide a projected academic plan to determine if the applicant meets the public law requirements of two remaining academic years.

VOLUNTARY DISCLOSURE: Voluntary information is necessary to determine eligibility of the individual for acceptance, continuance, or disenrollment in the Army ROTC program.

1. NAME OF STUDENT (LAST, FIRST, MI)	2. ACADEMIC MAJOR / 2a. CIP CODE	3. AS OF DATE (MM/DD/YYYY): Date of form preparation
4. ACADEMIC SCHOOL	5. CREDIT HOURS — Select Semester or Quarter (S/Q): Semester	6. GRADE POINT AVERAGE (GPA)
a. IDENTIFICATION (Check one): Host ☐ / Extension Center ☐ / Cross-Enrollee ☐	a. Total required for degree: 1	Term: / Curr GPA: / CUM: / Term: / Curr GPA: / CUM: / Term: / Curr GPA: / CUM: / Term: / Curr GPA: / CUM: / Term: / Curr GPA: / CUM:
b. HOST FICE / c. HOST SCHOOL	(1) ROTC Hours Req (do not count):	Term: / Curr GPA: / CGPA: / Term: / Curr GPA: / CGPA: / Term: / Curr GPA: / CGPA: / Term: / Curr GPA: / CGPA: / Term: / Curr GPA: / CGPA:
	(2) Total Hours Req for NAPS: 1	
	Normal Academic Progression Standard: 3	
	b. Credits toward degree Comp to date:	
	c. Transfer Credits accepted:	
	d. Remaining for Degree: 1	
	e. Number of authorized S/Qs: 5	

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

a.

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

b.

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

c.

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

d.

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

e.

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

f.

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

8. STUDENT INITIALS & DATE: (Have the student initial and date beside each term to indicate they have been counseled.)

TERM 1: _____ TERM 2: _____ TERM 3: _____ TERM 4: _____ TERM 5: _____ TERM 6: _____ TERM 7: _____ TERM 8: _____ TERM 9: _____

Cadet Command Form 145-1-1 ROTC Physical Fitness Assessment Scorecard

THE ROTC SCHOLARSHIP PHYSICAL FITNESS ASSESSMENT SCORECARD

DATA REQUIRED BY THE PRIVACY ACT OF 1974

Authority	10 USC 2102 and 2107
Principle Purpose	Form is used to record the results of applicants' Physical Fitness Assessment.
Routine Use	Form is used to obtain information on applicants applying for a scholarship through the Army ROTC National Program.
Disclosure	Information provided on this form is voluntary. Failure to provide information may delay consideration for a scholarship.

Administrative Data

Scholarship applicants are required to complete The ROTC Physical Fitness Assessment Scorecard as part of the High School application process. The assessment consists of three events: Curl-ups, Push Ups, and 1 Mile Run. Upon completion upload the form to your online application or forward to HQCC (RMID) via email: usarmy.knox.usacc.mbx.train2lead@army.mil

ROTC Applicant Information

Name:	Last 4 SSN:	Gender:	Age:	Ht (in):	Wt (lbs):

High School:	

Signature:	Comments:

Test Administrator Information

Name:	Title:	Test Date:

Signature:	Comments:

The ROTC Physical Fitness Assessment Scorecard Events

Push Up event (1 Min)	Curl Up event (1 Min)	Run event (1 Mile)
Instructions: The student lies face down on the mat in push-up position with hands under shoulders, fingers straight, and legs straight, parallel, and slightly apart, with the toes supporting the feet. The student straightens the arms, keeping the back and knees straight, then lowers the body until there is a 90-degree angle at the elbows, with the upper arms parallel to the floor. A partner holds her / his hand at the point of the 90-degree angle so that the student being tested goes down only until her / his shoulder touches the partner's hand, then back up. To start, a timer calls out the signal "Ready? Go!" and begins timing student for one minute. The student stops on the word "stop." Record number of correct Push Ups.	Instructions: Have student lie on cushioned, clean surface with knees flexed and feet about 12 inches from buttocks. Partner holds feet. Arms are crossed with hands placed on opposite shoulders and elbows held close to chest. Keeping this arm position, student raises the trunk curling up to touch elbows to thighs and then lowers the back to the floor so that the scapulas (shoulder blades) touch the floor, for one curl-up. To start, a timer calls out the signal "Ready? Go!" and begins timing student for one minute. The student stops on the word "stop." Record number of correct Curl Ups.	Instructions: On a safe, one-mile distance, students begin running on the count "Ready? Go!" Walking may be interspersed with running. However, the students should be encouraged to cover the distance in as short a time as possible. Times are recorded in minutes and seconds.
Number of Repetitions:	**Number of Repetitions:**	**Time:** **Min** **Sec**

USACC Form 145-1-1, May 2022

Appendix B-6 – SMP Sample Memorandums & Forms

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

ROTC LETTERHEAD

(Enter Order Number)

(Enter Order Date)

(Enter Standard Name Line)

You are discharged from the Component shown.

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

Effective Date: (Enter the effective date.)

Component: USAR Control Group

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

Format: 500

(Enter Authentication)

Signature Block
Professor of Military Science

(Enter Distribution)

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

ROTC LETTERHEAD

(Enter Order Number)

(Enter Order Date)

(Enter Standard Name Line)

You are reassigned in the Reserve Components as shown below.

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

Reason: (Enter the reason for the reassignment)

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

Effective Date: (Enter the effective date.)

Additional Instructions: (Enter any authorized additional instructions)

FOR ARMY USE
Auth: (Enter the authority information.)
Assigned To Management Designation: 09R20
Basic Branch: Not Applicable
Control Branch: Not Applicable
Control Specialty: Not Applicable
Projected Specialty: Not Applicable
Format: 450
(Enter Authentication)

Enter Signature Block
Professor of Military Science

(Enter Distribution)

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

LETTERHEAD
(ROTC Institution)

(Office Symbol) (Date)

MEMORANDUM FOR

SUBJECT: PMS Certification

1. IAW NGR (AR) 600-100, Chapter 13, officials of the Army National Guard must have certification from a ROTC, Professor of Military Science (PMS), that an applicant for the ROTC Simultaneous Membership Program will be enrolled in the ROTC Senior Course, before the ARNG enlistment can be completed.

2. As a result of an interview with ___(Name)____ on ____(Date)____, I hereby certify that __he or she__ will be accepted for enrollment in the ROTC Senior Course. The applicant appears to have those qualifications necessary for becoming an effective Army officer.

3. POC _____(Name)_____ at ____(Telephone: commercial and/or DSN) (email when appropriate).

(Signature Block of PMS)

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

LETTERHEAD

(Unit)
(Office Symbol) (Date)

MEMORANDUM FOR

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

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

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

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

3. The following additional information is provided:

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

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

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

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

FOR THE COMMANDER:
(Commanders Signature Block)

Statement of Understanding of Conditional Enrollment - SMP

LETTERHEAD

(PMS Institution)

(Office Symbol) (Date)

MEMORANDUM FOR

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

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

a. I can only be conditionally enrolled in the Army ROTC Senior Course for a maximum of one academic year.

b. I will receive service credit for the time spent as a conditional Cadet provided I meet all eligibility requirements and become fully contracted within one academic year.

c. I will be eligible for any reenlistment or extension bonuses due as an actively participating enlisted member of the (ARNG or USAR) while in a conditional status.

d. If not already in a pay status equivalent to E-5 or above, I will be eligible for an administrative advancement to Cadet pay grade E-5 (MOS 09R20) in the (USAR or ARNG) effective on the day that I am fully contracted into the ROTC Senior Course.

e. I will not be eligible for the stipend while in a conditional status.

f. I will receive credit for my reserve time for either length of service (Title 10 USC, 2106(c)) and for pay purposes (Title 37 USC, 205(d)) once I am commissioned.

_____

Signature of Applicant

_____

Signature of PMS or Enrollment

Appendix B-7 – Publicity/Certificate Script

Suggested script for presenting ROTC Scholarship Certificates.
See Paragraph 2-8

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

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

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

ROTC scholarship will provide full college tuition and mandatory educational fees or room and board up $12,000 per year, provide an allowance for textbooks, school supplies, and required equipment. In addition to these generous benefits, this scholarship also includes an educational grant of up to (insert current amount Appendix I) each school year.

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

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

Appendix C – Reimbursable/Non-Reimbursable Fees

Appendix C-1. Reimbursable/Appropriate Fees for Payment

C-1. Reimbursable/appropriate fees for payment (when required for degree completion or to attend the college or university)	
Academic enrichment fee	Equipment fee
Academic program fee	Equipment rental fee
Accident insurance fee	Facility fee
Activity fee	Faculty improvement fee
Application fee	Financial aid trust fee
Art gallery fee	Freshman of the year studies fee
Artist fee	General use fee
Arts and science fee	Graduation fee
Athletic fee	Health and recreation fee
Auxiliary fee	Health center fee
Auxiliary maintenance fund fee	Health enhancement fee
Building maintenance fee	Health fee
Bond Requirement fee	Health insurance fee
CAAP testing fee campus activity fee	Health service fee
Campus privilege fee	ID card fee
Campus recreation fee	Infirmary fee
Campus services card fee	Instructionally related activities fee
Cap & gown fee	International student service fee
Chapel fee	Internet/On-Line Class fee
Class activity fee	Laboratory fees
CLEP fee (payable only if taken after contract date)	Learning technical fee
Clinical nursing fee	Lecture fee
Communication lab fee	Liability fee
Comprehensive fee	Library fee
Computer lab fee	Mailbox fee
Computer lease fee (not auth if applied to purchase)	Maintenance fee
Computer usage fee	Malpractice fee
Construction fee	Matriculation fee
Convocation fee	Medical center fee
Course fee	Medical science fee
Course incidental fee	Medical service counseling fee
Early experience fee	Microscope fee
Ecology lab fee	Mobile Computer Access fee (not authorized is applied to purchase)
Education fee	Music fee
Educational enhancement fee	Music room practice fee

C-1. (continued)	
Educational enhancement fee	Music room practice fee
English lab fee	New student orientation fee
Enhancement fee	Nonresident fee
Enrollment fee	Nurse Malpractice insurance fee [1,2]
Equipment fee	Special operating fee
A One-time payment of $650.00 for required nurse uniforms/clinical supplies/equipment to be paid no earlier than the start of clinicals. Amount will be validated on the Scholarship Tracking Obligated Tuition & Fees/Room & Board Listing Report as "Fees" or "Board." Submit this Report and a memorandum (listing Host FICE, Acad FICE, Name of eligible Scholarship Nursing Cadet, Last 4 of SSN and Term) requesting one-time payment of $650.00 to HQ, USACC, G8, Pay Operations, for processing. [1]	State university fee
	Student activity fee
	Student assessment fee
	Student center fee
	Student commons fee
	Student government fee
	Student publications fee
	Student record
	Student recreation complex fee
	Student recreation fee
	Student union fee
	Special course fee (required for degree i.e., music, PE, biology, physics, science, engineering, business, chemistry, art, choir fee, opera fee, natural science, criminology, etc.) (does not include flying hours of any course)
	Telecommunications fee (cannot include dorm hookup, TV, phone)
	Technology fee
NCLEX-RN Review Course (must be paid prior to commissioning) [1,2]	Theater fee
NCLEX-RN PREP Test[1,2]	Transcript fee
Nurse State Licensing Exams (must be paid prior to commissioning)[1,2]	Union maintenance fund
Nursing immunization fee[1,2]	Special assessment fee
Observer fee	Wellness center fee
Orientation fee	Science lab fee
Phone registration fee	Sickness insurance fee
Photo ID fee	Registration fee
Recording fee	Recreation fee

[1] All scholarship nurse Cadets are eligible for these fees regardless of whether they have elected tuition and fees or the room and board scholarship option.
[2] GRFD-NG and dedicated National Guard scholarship nurse Cadets are not eligible for reimbursement of NCLEX Review course, prep test, or exam fees.

Appendix C-2. Non-Reimbursable Fees

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

Appendix D – Eligibility Criteria Chart

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

Note 1 to Appendix D College Board scores (SAT/ACT) are required for the 4-year, 4-year Green to Gold and 2-year MJC scholarships; However, there is no minimum score required.
Note 2 to Appendix D ROTC GPA is used for enrolled Cadets only. This is an eligibility requirement, which does not confer any selection points. The board members should consider the ROTC GPA and provide appropriate weight in their voting.

Appendix E – Academic Major Codes

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

Academic Discipline Mix One – Generalist (continued)

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

Academic Discipline Mix Two – Technical

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

Academic Disciplie Mix Two – Technical (continued)

Code	Academic Title
FDC	Physical Therapy Electro Physics
FDD	Physical Therapy Neurology
FDX	Physical Therapy Corrective Exercise
FEA	Pathology Speech
FEX	Audiology
FJA	Environmental Health
FKA	Sanitary Science
FLA	Public Health
PEX	Law Prelaw
PXX	Law General

Academic Discipline Mix Three – Physical Science/Analytical

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

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

Code	Academic Title	Code	Academic Title
DCL	Radiological Hygiene	**DHB**	Mathematics Cryptanalysis
DCX	Biology	**DHC**	Mathematics Ballistics
DDA	Biochemistry General	**DHX**	Mathematics General
DDB	Chemistry Analytical General	**DLA**	Physics Biophysics and Radiology
DDC	Chemistry Inorganic General	**DLB**	Physics Electricity/Magnetism/Electronic
DDD	Chemistry Organic General	**DLC**	Health Physics
DDE	Chemistry Physical General	**DLD**	Physics Nuclear
DDF	Chemistry Nuclear	**DLE**	Physics Optics Light (Optics)
DDG	Chemistry Ceramics/Glass	**DLF**	Physics Thermal
DDH	Glass Technology	**DLG**	Jet Propulsion
DDK	Chemistry Electrochemistry	**DLH**	Technology Nuclear Reactor
DDL	Chemistry Textile	**DLK**	Applied Science
DDM	Chemistry Paper	**DLL**	Medical Technology
DLM	Radiological Physics	**HAX**	Pathology Tissue
DLN	Acoustics	**HCX**	Laboratory Animal Sciences
DLP	Aerodynamics	**IIX**	Dental Prosthesis
DLX	Physics General	**IJX**	Dental Materials
DLY	Laser/Microwave Physics	**KXX**	Pharmacy
DLZ	Physics Astrodynamics	**LAX**	Physiologic Optics
DMS	Material Science	**FKX**	Physiology
DPS	Polymer Science	**FMA**	Nuclear Medicine Technology
DXX	Physical Sciences General	**GAX**	Anesthesiology
FGC	Virology	**GBX**	Dermatology
FHA	Serology	**GCA**	Allergy
FHX	Immunology	**GCD**	Tuberculosis
FIA	Toxicology	**GCJ**	Rheumatic Diseases
FIB	Pharmacology	**GCK**	Gastrology
FIC	Chiropractic	**PA**	Basic Training
GCL	Arthritis	**GPB**	Pre-Dental and Pre-Vet
GMF	Atomic Medicine	**GPX**	Pre-Med
GOB	Physician's Assistant Training		

Academic Discipline Mix Four - Engineering

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

Academic Discipline Mix Four - Engineering (continued)

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

Academic Discipline Mix Five -- Nursing

Code	Academic Title
JXX	Nursing

Appendix F – Intentionally Left Blank

Appendix G – Selection Board Points and Worksheets

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

Applicant A:

1. Cumulative Grade Point Average 2.83.

2. Extra-curricular, Athletics, and Leadership

   a. Member of two sports teams and played each for two years [1 point for each year and 1 point for each team total 4 points]

   b. Was President of High School Senior Class [2 points]

   c. Is Freshman reporter on college newspaper [1 point]

   d. Leads a youth group in church [2 points]

   e. Captain of High School Debate team [2 points]

   f. Member National Honor Society (1 year) [1 point]

   g. Member of AKA (social fraternity/sorority) [1 point]

   h. Member Ranger Challenge team [1 point]

   i. Member ROTC Flag detail [1 point]

3. Received a 5 on the APMS interview.

4. 19 points from Selection Board members which averages to 3.8.

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

Selection Criteria	Raw Score	Selection Points
Grade Point Average	2.83	18
Activities	15	8
Interview	5	15
Selection Board	3.8	22
Total		63

Table G - 1 – Selection Points

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

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

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

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

Table G - 2 – Interview

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

Table G - 3 – Selection Board Points

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

Table G - 4 – College Board Scores

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

No minimum SAT score or ACT score. SAT/ACT score is required. Applies to all scholarship applicants with no college credit or less than 1 full term of college credit.

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

Table G - 5 – ACT/SAT Scores Campus Based

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

Table G - 6 – CGPA Campus Based

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

Table G - 7 – Interview Campus Based

Range of Scores	Points	Range of Scores	Points
1.0 − 1.1	0.5	3.2 − 3.3	11.5
1.2 − 1.3	1.5	3.4 − 3.5	12.5
1.4 − 1.5	2.5	3.6 − 3.7	13.5
1.6 − 1.7	3.5	3.8 − 3.9	14.5
1.8 − 1.9	4.5	4.0 − 4.1	15.5
2.0 − 2.1	5.5	4.2 − 4.3	16.5
2.2 − 2.3	6.5	4.4 − 4.5	17.5
2.4 − 2.5	7.5	4.6 − 4.7	18.5
2.6 − 2.7	8.5	4.8 − 4.9	19.5
2.8 − 2.9	9.5	5.0	20
3.0 − 3.1	10.5		

Table G - 8 – Selection Board Point Average Campus Based

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

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

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

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

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

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

Table G - 11 – Grade Point Average

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

Table G - 12 – Interview

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

Table G - 13 – Selection Board Points

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

Table G - 14 – Scholar, Athlete, and Leadership

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

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

Appendix H – School Allocations/Funds

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

Appendix I – Scholarship Benefit Package

FY 24 (1 Oct 2023)	
Tuition/Fees*	Up to Full tuition and mandatory fees
Room/Board *	$12,000 annual flat rate
Books	$1200 annually
Stipend	MS I: $420 a month (up to 10 months)
	MS II: $420 a month (up to 10 months)
	MS III: $420 a month (up to 10 months)
	MS IV: $420 a month (up to 10 months)
Summer Benefits	
Tuition	Up to 12 Credit hours
Room/Board	Not available for Summer
Books	$400

* Must elect Tuition/Fees or Room/Board each term.

Appendix J – Commanders Green to Gold Hip Pocket Scholarship Program

List is subject to change.

Div/Corp/Command	Location	Auth Scholarships
101st Airborne Division (Air Assault) and Fort Campbell	Fort Campbell	5
10th Mountain	Fort Drum	5
1st Armor and Fort Bliss	Fort Bliss	5
1st Cavalry	Fort Cavazos	5
1st Infantry	Fort Riley	5
25th Infantry	Schofield Barracks	5
2nd Infantry	Korea	5
3rd Infantry	Fort Stewart	5
4th Infantry and Fort Carson	Fort Carson	5
7th Infantry	Joint Base Lewis-McChord	5
82nd Airborne	Fort Liberty	5
11th Airborne US Army Alaska	Joint Base Elmendorf Richardson	5
US Army Combined Arms Center/Fort Leavenworth	Fort Leavenworth	5
US Army Europe	Germany	5
US Army John F Kennedy Spec Warfare Center and School	Fort Liberty	5
21st Theater Sustainment Command	Germany	3
Eighth Army/ Chief of Staff Combined Forces Command	Korea	3
I Corps and Joint Base Lewis-McChord	Joint Base Lewis-McChord	3
III Corps and Fort Cavazos	Fort Cavazos	3
Seventh Army Training Command	Germany	3
XVIII Airborne Corps and Fort Liberty	Fort Liberty	3
US Army Intelligence and Security Command	Fort Belvoir	3
US Army Installation Management Command (IMCOM)*	Joint Base San Antonio	3
First Army Division East	Fort Knox	2
First Army Division West	Fort Cavazos	2
US Army Fires Center of Excellence and Fort Sill	Fort Sill	2
US Army Intelligence Center of Excellence and Fort Huachuca	Fort Huachuca	2
Aviation Center of Excellence and Fort Novosel	Fort Novosel	2
US Army Maneuver Support Center of Excellence (CM/MP/EN)	Fort Leonard Wood	2
Joint Readiness Center and Fort Johnson	Fort Johnson	2
US Army Maneuver Center of Excellence and Fort Moore	Fort Moore	2
National Training Center and Fort Irwin	Fort Irwin	2
US Army Combined Arms Support Command and Sustainment CoE	Fort Gregg-Adams	2
Cyber Center of Excellence and Fort Eisenhower	Fort Eisenhower	2
US Army Special Operations Command	Fort Liberty	2
US Army Soldier Support Institute	Fort Jackson	2
US Army Africa/Southern European Task Force*	Germany	2
13th Sustainment Command (expeditionary)	Fort Cavazos	2
19th Sustainment Command (expeditionary)	Korea	2
593rd Sustainment Command (expeditionary)	Joint Base Lewis-McChord	2
US Army Northern Command and NORAD	Peterson Air Force Base	2
US Army Cadet Command and Fort Knox	Fort Knox	2
US Army Training Center of Excellence and Fort Jackson*	Fort Jackson	2
20th Chemical, Biological, Radiological, Nuclear, Explosive Command	Aberdeen Proving Ground	2
Joint Forces Headquarters-National Capital Region	Washington D.C.	2

3rd Sustainment Command (Expeditionary)	**Fort Liberty**	2
US Army Network Enterprise Technology Command	**Fort Huachuca**	2
US Army Recruiting Command	**Fort Knox**	2
US Army Human Resources Command	**Fort Knox**	2
94th Army Air and Missile Defense Command	**Hawaii**	2
US Army Pacific	**Fort Shafter**	2
US Army Space and Missile Defense Command	**Huntsville, AL**	2
8th Theater Sustainment Command	**Fort Shafter**	2
32nd Army Air and Missile Defense Command	**Fort Bliss**	2
US Army Japan and I Corps (Forward)	**Camp Zama**	2
1st Theater Sustainment Command	**Fort Knox**	2
Deputy Chief of Engineers/Deputy CG US Army Corps of Engineers	**Washington D.C.**	2
Brooke Army Medical Center/Deputy CG Regional Health Command-Central	**Joint Base San Antonio**	2
Regional Health Command Central	**Joint Base San Antonio**	2
Defense Language Institute Foreign Language Center	**Monterey, CA**	2
US Army Medical Command/The Surgeon General	**Virginia**	2
CG Aberdeen Proving Ground and Communications-Electronics Command	**Aberdeen Proving Ground**	2
US Army Test and Evaluation Command	**Aberdeen Proving Ground**	2
Provost Marshal General/ US Army Criminal Investigative Command*	**Pentagon**	2
North Atlantic Treaty Organization (NATO)	**Belgium**	1
44th Medical Brigade	**Fort Liberty**	1
Military Surface Deployment and Distribution Command	**Scott Air Force Base**	1
The Judge Advocate General of the Army	**Pentagon**	1
US Army Training and Doctrine Command	**Fort Eustis**	5
US Army Futures Command	**Texas**	2
US Army Central Command	**MacDill Air Force Base**	2
HQ Regional Health Command Atlantic	**Fort Belvoir**	2
HQ, Regional Health Center-Pacific	**Tripler Army Medical Center**	2
HQ Regional Health Command Europe	**Germany**	2
V Corps	**Fort Knox**	2
US Army North	**Joint Base San Antonio**	2

Appendix K – CCIMM Coding

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

Appendix L – Scholar Athlete Leader Criteria

1. Purpose. To provide the command with a simple method to assess and capture the quality indicators of a student contracting into ROTC program. Quality one-time assessment is based on the Scholar - Athlete - Leader (SAL) model.

2. SAL assessment system overview:

a. Upon contracting, the PMS will validate an evaluation of the contracting Cadet IAW the criteria for Scholar, Athlete, or Leader designations. Evaluation should be done at the same time that the USACC Form 139-R is filled out. PMS will report results in CCIMM.

b. Baseline SROTC qualifications IAW AR 145-1 and USACC Pam 145-4 are still applicable for the Cadet at the time of contracting. A Cadet may be 100% qualified to contract and commission without meeting any of the SAL criteria. Any waivers of basic eligibility criteria are considered adverse quality indicators.

c. There are two separate sets of metrics for each of the SAL criteria. One set is for Cadets contracting out of High School. The other set is for Cadets already in college.

d. Assessment for each SAL criteria is binary in nature (Yes or No). The Cadet only needs to meet one of the qualifying criteria in that category to qualify.

e. Applicants identified as SALs under this section may be offered a scholarship from available school allocations/funds or through the Brigade adjustment pool.

<u>High School Criteria (4-Year Scholarship Applicants)</u>

1. Scholar (only requires one of the bullets)

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

2. Athlete (only requires one of the bullets)

- Varsity Letter from HS team
- Member of regional/city/competitive league

- Either active involvement in organized competitive team sports or active involvement in individual athletic competitions (triathlon, mountain biking, etc)

3. Leader (only requires one of the bullets)

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

Campus Criteria

1. Scholar (only requires one of the bullets)

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

2. Athlete (only requires one of the bullets)

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

3. Leader (only requires one of the bullets)

- Elected member of student government, class, activity
- Captain of college athletic or academic team
- Eagle Scout / Gold Star
- Prior Service NCO (reserve or active duty)
- Owns/runs own business or in supervisory position

Serves in position of responsibility in school/club or private organization and leader in volunteer service organizations/activities

Appendix M – Structured Interview Plans

Chapter VII Interview Plans

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

Structured Interview Army Precommissioning Program Selection

Interview Plan #1 -- No College Background Format (No Prior Service)

Applicant's Name: _____
Interviewer(s): _____
Date of Interview: _____

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

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

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

To Open the Interview:

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

My role today is to discuss with you some of your background experiences and then give you a chance to ask any questions you might have about _____ (ROTC, USMA, or the U.S. Army). I know that an interview is a somewhat stressful situation, but please relax as much as possible. If I (we) get to know you well—what you have done and hope to do—then I (we) will have a much better idea as to whether the US Army is best suited for your talents and interests. I think you will agree it is in my (our) best interests as well as yours for us to become better acquainted before selection into the program.

I have some planned questions I would like to ask about your experiences that will take approximately 30-45 minutes. Then, I will give you a chance to ask questions. So I do not overlook any important items, I will be taking notes of our discussion. Let's start with your high school experiences. Which high school are you attending?

EDUCATIONAL BACKGROUND: High School _____

Career Motivation

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

	Situation	Action	Result
a.			
b.			
c.			

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

Situation	Action	Result

4. In what kinds of non-classroom activities have you participated in school?

5. Have you worked at a part-time or Summer job while in school? If so, in what capacity and for how long?

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

Initiative

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

Situation	Action	Result

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

Situation	Action	Result

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

Situation Action Result

Planning and Organizing

Preparing for College

1. Have you prepared yourself for college?

Situation Action Result

Planning for a Week

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

Situation Action Result

Major Tests

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

Situation Action Result

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

Situation Action Result

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

Situation Action Result

Influence

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

Situation Action Result

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

Situation Action Result

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

Situation Action Result

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

Situation Action Result

Judgment

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

Situation Action Result

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

Situation Action Result

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

Situation Action Result

Career Motivation

1. Why does the US Army interest you?

2. What are your career plans at this time?

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

Situation Action Result

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

Situation Action Result

NOW SAY: Thank you for sharing so much information with me about your background. Now I would like to check my notes to ensure I didn't miss any planned questions. While I do that, please give some thought to the question: "What kind of teacher, instructor, coach, boss, etc. do you enjoy learning or working with best and why?"

After checking your notes, ask the following:

1. What are your thoughts on my question?
2. Do you have any unanswered questions or follow-up questions?

THEN SAY: Now I would like to explain the _____ (ROTC, USMA, or BIOCC) program and answer any questions you may have.

Explain _____ (ROTC, USMA or BIOCC) to the student. Cover the following areas:

1. A description of the school
2. Faculty members
3. Curriculum available
4. ROTC or USMA extracurricular activities or programs
5. Military training
6. Commissioning process—student commitment

Ask the student if he has any questions on the program for which he is applying.

Close the interview by thanking the student for his interest and explain when he will be hearing the results of the selection process.

Interview Plan #2 Background Format (Military Service Section Included)

Applicant's Name: _____
Interviewer(s): _____
Date of Interview: _____

Directions: Review those applicant records which are available to you and bring them to the interview. Use the records to determine key areas for questioning during the interview. Do not write on the records. Instead, use this interview form.

This Interview Plan can be used for ROTC or BIOCC precommissioning selection. Applicants should have some college background. If they also have military service experience, use the section on military service included in this plan. If not, simply do not ask the military service questions. If the applicant does not have any college or military service experience, use Interview Plan #1.

Use pages 85 through 87 to clarify previous college, extracurricular activities, or work (military or otherwise) experiences which could be pursued during the interview. Use pages 5 through 10 of this plan to explore the key dimensions listed. Feel free to vary the questions somewhat to fit your personal communication style or the applicant's background.

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

To Open the Interview:

SAY: Hello, my name is _____. I'm the _____for (title) (organization) _____. *If a panel interview, introduce other panel members. State their function.*
My role today is to discuss with you some of your background experiences and then give you a chance to ask any questions you might have about _____ (ROTC, BIOCC, or the U.S. Army). I know that an interview is a somewhat stressful situation, but please relax as much as possible. If I (we) get to know you well—what you have done and hope to do—then I (we) will have a much better idea as to whether the US Army is best suited for your talents and interests. I think you will agree it is my (our) best interest as well as yours for us to become better acquainted before selection into the program. I have some planned questions I would like to ask about your experiences that will take approximately 30 to 45 minutes. Then, I will give you a chance to ask questions. So I do not overlook any important items, I will be taking notes of our discussion. Let's start with your school experiences. What is your major in school?

EDUCATIONAL BACKGROUND

College: School _____ Major _____ CGPA _____

Of the course you have taken so far:

Which courses have you liked best?

Which courses have you liked least?

Judgment

Why did you choose _____ as school to attend? What other schools did you consider? Would you go somewhere else if you could do it again?

Why have you selected _____ academic major?

Career Motivation

1. What would you consider your two or three most significant accomplishments in school? Please describe each and why they were significant to you?

Situation Action Result

For ROTC Students Only:

2. What are (were, if already joined) the reasons you are (were) interested in ROTC?

MILITARY EXPERIENCE -- This series of questions should be asked of those applicants with military experience.

Career Motivation

1. Why did you join the service?

2. Please describe your last two positions in the military:

Position #1: Rank _____
Job Title _____
Length of Time in Position _____
Major Responsibilities _____

Position #2: Rank _____
Job Title _____
Length of Time in Position _____
Major Responsibilities _____

3. In which job or tasks did you gain the greatest amount of satisfaction? Which position or tasks did you find most frustrating? Why?

4. (If the candidate has left the service ask) Why did you leave the service?

WORK EXPERIENCE

Part-time or full-time positions held during school year or Summer months. (**Note:** *Only jobs of at least a full Summer or six months duration part-time should be pursued.*)

Other than Military Service

Job #1
Position _____
Organization _____
Dates of Employment _____

Job #2
Position _____
Organization _____
Dates of Employment _____

Initiative

How did you locate your first position?
How did you find your second position?

Judgment

1. What did you consider in accepting the job?

Career Motivation

What did you like most about this job? Least?
What did you like most about this job? Least?

Now I would like to ask some additional questions about your experiences. You can refer to your college, military, work or ROTC experiences (if applicable) in responding to the questions.

INITIATIVE

1. Has there been a need to finance your education yourself? If so, how are you accomplishing this?

   Situation Action Result

2. Give me some examples of situations (extracurricular, military, ROTC) in which you received I-9 little guidance on what to do. How did you handle them?

   Situation Action Result

3. In what extracurricular activities (or military experiences) in school have you participated in which you worked the hardest and are most proud of? Please explain.

   Situation Action Result

PLANNING AND ORGANIZING

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

   Situation Action Result

Planning for a Week

2. Explain how you planned for your final exams last semester/quarter.

   Situation Action Result

Studying for Finals

3. Describe a few situations in which you had too much to do at the same time (military, ROTC, school). How did you handle them? What was the outcome?

   Situation Action Result

4. Everyone has something that “Falls through the cracks.” Describe some situations in which this has happened to you.

   Situation Action Result

INFLUENCE

1. What was the best idea you ever sold to a supervisor, teacher, peer or subordinate? What did he like about it?

   Situation Action Result

2. In your (military, ROTC, or civilian work experience), describe a situation in which you were in a position of leadership and led your subordinate(s) to the successful accomplishment of a goal. Give other examples.

   Situation Action Result

3. In your activities outside of the duty or school environment, describe a situation in which you were in a position of leadership and significantly influenced your peers' or group's activities and effectiveness.

   Situation Action Result

JUDGMENT

1. What has been the toughest decision you have made in the last year? Tell me how you went about it. What alternatives did you consider?

   Situation Action Result

2. Give me two examples of other good decisions you have made in your work, education or military service.

   Situation Action Result

3. All of us had an opportunity to look back and reexamine some decisions we have made. What are some examples of recent decisions you have had the insight to reconsider?

   Situation Action Result

CAREER MOTIVATION

1. What were your career goals upon entering college? What are they now?

2. Describe what you have found most satisfying about your experiences in ROTC (or the Army) to date. Least satisfying?

NOW SAY: Thank you for sharing so much information about your background. Now I would like to check my notes. While I do that, please give some thought to the question:

1. What are your long-range career goals (5-10 years)?
2. What are your thoughts on my question?
3. What have you done to help to achieve those goals?

Do you have any unanswered questions or follow-up questions?

THEN SAY: Now I would like to explain to you the ROTC Advanced Course or Officer Candidate Program and answer any questions you may have.

EXPLAIN THE ADVANCED COURSE PROGRAM AND BIOCC TO THE CADET/CANDIDATE.

Topics which should be covered to explain the Advanced Course or Officer candidate School:

1. Describe the school (if new student) or a description of facilities.
2. Describe who the faculty members are and their backgrounds in general.
3. Curriculum available.
4. Military training provided.
4. Commissioning process—student commitment.

Ask the Cadet if he has any questions on the program for which he is applying. Close the interview by thanking the Cadet for his interest in the Army and explain when he will be hearing the results on the selection process.

Appendix N – Summer Language Hub Program

Summer Language Hub Program approved courses:

San Diego State University
- Arabic
- Persian

University of North Georgia
- Arabic
- Mandarin Chinese

Indiana University
- Persian
- Pashto
- Arabic

Arizona State University
- Persian

Georgia Institute of Technology
- Chinese

Texas A&M
- Chinese
- Arabic

University of Mississippi
- Chinese
- Arabic

University of Texas at Austin
- Persian

University of Utah
- Arabic
- Persian
- Chinese
- Korean
- Hindi-Urdu
- Pashto

Virginia Military Institute
- Arabic

Appendix O – Army Focus Language Scholarship Program

Army Focus Language Scholarship Program Approved Majors

Arabic (all Dialects)

Chinese – Mandarin

Hausa

Indonesian

Pashto (all Dialects)

Persian (all Dialects)

Portuguese

Swahili

Russian

Urdu

Glossary – Abbreviations & Terms

Section I – Acronyms and Abbreviations

ACRONYM	*DESCRIPTION*
ACCT	Accelerated Cadet Commissioning Training
ACFT	Army Combat Fitness Test
ACT	American College Testing
AD	Advanced Designee
ADO	Active Duty Option
ARNG	Army National Guard
AUSA	Association of the United States Army
CCIMM	Cadet Command Information Management Module
CGPA	Cumulative Grade Point Average
CLC	Cadet Leaders Course
CSSP	Civilian Sponsored Scholarship Program
CST	Cadet Summer Training
CONUS	Continental United States
DedARNG	Dedicated Army National Guard
DedUSAR	Dedicated United States Army Reserve
DODMERB	Department of Defense Medical Examination Review Board
EAP	Educational Assistance Program
ECP	Early Commissioning Program
FY	Fiscal Year
GPA	Grade Point Average
GRFD	Guaranteed Reserve Force Duty
HBCU	Historically Black College/University
HQ USACC	Headquarters, U.S. Army Cadet Command
HRC	Human Resource Center
IAW	In accordance with
LOA	Leave of Absence or Letter of Acceptance
MILPO	Military Personnel Office
MJC	Military Junior College
MS	Military Science
MSL	Military Science Level
NAPS	Normal Academic Progression System
OML	Order of Merit List
PMS	Professor of Military Science
ROTC	Reserve Officers' Training Corps
RRC	Regional Readiness Command (USAR)
SAT	Scholastic Aptitude Test
SMP	Simultaneous Membership Program
SY	School Year
TAG	The Adjutant General (ARNG)
USAA	United Services Automobile Association
USACC	U.S. Army Cadet Command
USAR	United States Army Reserve

Section II – Terms

a. Academically and militarily (ROTC) aligned. Status of an ROTC Cadet who has completed a similar number of college academic and ROTC classes and has a like number of years remaining for degree and ROTC completion; i.e., military science (MS) I Cadet would be an academic freshman, MS II Cadet an academic sophomore, MS III Cadet an academic junior, and MS IV Cadet an academic senior. Cadets in a documented five-year degree program and receiving extended benefits are classified as MS V. Contracted Cadets who have completed all ROTC requirements but have not completed baccalaureate degree requirements are classified as completion Cadets.

b. Advanced designated scholarships. (3AD) A 4-year scholarship that pays 3 years of benefits provided the applicant successfully passes the first year which is a probationary year in which the Cadet receives no benefits. (2AD) A 3-year scholarship that pays 2 years of benefits provided the applicant successfully passes the sophomore year which is a probationary year in which the Cadet receives no benefits.

c. Alternate. An applicant declared eligible by Headquarters Cadet Command but did not receive a scholarship from available allocations/funds or the adjustment pool.

d. Completion Cadet. A Cadet who has completed their ROTC requirements but who has not completed their degree requirements. Completion Cadets do not receive stipend or scholarship benefits.

e. Compression. As used in this publication, compression is used to indicate taking two courses in one Term while in the Basic Course. This is not to be confused with the term “Compression” as used in AR 145-1 which indicates combining two courses into one course which is prohibited.

f. Conditional Winner. An applicant who has been selected to receive a scholarship. However, due to an unresolved medical and/or administrative problem, the award is not final. Award must be final and notification received prior to contracting as a scholarship Cadet.

g. Cooperative Program. A work/study program that causes a student to take more than 4 normal academic years to complete.

h. Dedicated GRFD Scholarships. A GRFD scholarship that is 2.5 years or more in which the Cadet commits at the time of contracting to either the ARNG or USAR.

i. Enrolled Cadet. Any individual currently enrolled in an ROTC military science course who has signed **CC Form 139** (Army ROTC Loyalty Oath and Conscientious Objector Statement).

j. Mission Set. The commissioning date of the Cadet based on the Fiscal Year determines a Cadet's mission set. Mission set year runs from **1 Oct - 30 Sep**. A **15 May 23** commissioning date places a Cadet in mission set 23. A **15 Dec 23** commissioning date places a Cadet in mission set 24.

k. MSL 6 Cadet. A Cadet who has completed their degree requirements but who still needs to complete ROTC requirements to commission. MSL 6 is a non paying status and do not receive stipend or scholarship benefits.

l. Non-enrolled Student. Any individual not enrolled in an ROTC military science course. This student should be an A-status in CCIMM.

m. Qualified Winner. A fully qualified scholarship recipient. No further action is required by Headquarters, Cadet Command, or Brigade, as the individual is fully qualified for the scholarship. The PMS must ensure the winner is still fully qualified at the time of enrollment and contracting as a scholarship Cadet.