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Functional Area

RESERVE OFFICERS' TRAINING CORPS ACCESSIONS GUIDE

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History. This publication is a revision impacting the Fiscal Year (FY) accessions process and procedures of FY2026 thru FY2029 Cohorts. Portions affected by this administrative revision are listed in the summary of change.

Summary. This circular provides detailed procedures and assigns responsibilities for U.S. Army Cadet Command (USACC) and its subordinate units regarding policies, operating tasks, and steps governing the annual Senior Reserve Officers' Training Corps (ROTC) Accessions process as a function. FY and Year Group (YG) are synonymous, both covering dates from October 1 to September 30 of the effective year. This publication remains in effect through FY2029 unless superseded.

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

Proponent and Exception Authority. The proponent for the Senior Reserve Officers' Training Corps Accessions process is the US Army Cadet Command, Deputy Chief of Staff, G1, ASD, (ATCC-PAS), Fort Knox, Kentucky 40121. The proponent has the authority to approve exceptions or waivers to this regulation that are consistent with controlling laws, regulations, and USACC policies. Brigades/Programs may request a waiver to this regulation by providing justification that includes a full analysis of the expected benefits and must include a formal review by the activity's senior legal Officer.

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

Supplementation. Supplementation of this regulation is not permitted by subordinate commands of USACC.

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

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

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Revisions:

- Paragraph 2-3 remove integration of female Officers into Armor and/or Infantry Branches for the FY25 Cohort are a requirement for branch consideration and branch detail preferences.
- Paragraph 2-3 remove Army medical Department branches should not be listed as any branch preference in the Talent Based Branching (TBB).
- Paragraph 2-3 add ASD queries CCIMM for Cadets having a SIFT score and use those records to screen for flight physical qualifications. A failure to input the SIFT score in CCIMM means the Cadet will not be considered for Aviation.
- Appendix A - Change ACFT to AFT

- Appendix D- paragraph C (1) added trainer, or similar time-intensive position
- Appendix G- Updates to Calculate ROTC GPAs
- Appendix H - Remove iPERMS. Add CCIMMs.
- Appendix H2 - Changed from Interactive Personnel Electronic Records Management System (iPERMS) to Required Uploaded Documents to CCIMM
- Remove iPERMS from Figure H-2
- Appendix K - Paragraph K-7 Removed letter g
- Appendix K - Paragraph K-8 Replaced USAR with Reserve of the Army
- Appendix K- Paragraph K-9 AFCT changed to AFT
- USAR and National Guard are separate Appendix
- Appendix M - Paragraph M-3 Eligibility Criteria b (5) added maximum of 140 days working days to perform GBR
- Appendix Q - Updated table Q-1 Approved Fellowships Removal of instructions for SF-182s

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Chapter 1 – Introduction

1-1. Purpose

This circular supports the annual Senior Reserve Officers' Training Corps (ROTC) accessions process. It provides prescribed policies, operating tasks, and procedural steps governing the annual accessions process in a chronological sequence.

1-2. References

References are listed in Appendix A.

1-3. Explanation of Terms

Acronyms and special terms used in this circular are explained in Appendix A, Section IV.

1-4. Responsibilities

a. The proponent for the Senior Reserve Officers' Training Corps Accessions process is the US Army Cadet Command, Deputy Chief of Staff, G1, ASD, (ATCC-PAS), Fort Knox, Kentucky 40121.

b. Commanders, Staff, Cadre, and Cadets involved in the ROTC process are responsible for adherence to prescribed policies, operating tasks, and steps in this circular, as well as meeting suspense dates published in Appendix B.

c. Brigades will ensure Cadet Command Information Management Module (CCIMM) accession data is reviewed, verified, validated, and submitted by published suspense dates. See Appendix B (Accessions Suspense Calendar Timeline).

d. Professors of Military Science (PMS) are responsible for ensuring Cadet Performance evaluations and all administrative tasks are completed on the Appointment Checklist prior to commissioning. (See Appendix C, PMS Checklist and Appendix N, USACC Form 145-5-1 Officer Appointment Checklist). Each PMS is responsible for all accessions data entered in the CCIMM database is correct, complete, and accurately reflects Cadets' performance, to include component and branch preferences.

e. ROTC program Human Resources Assistants (HRA) are responsible for understanding accessions processes, regulations and policies related to CCIMM data verification, entry, and accuracy.

f. Cadets are responsible for timely submission of all required data to include verifying the accuracy of all personnel data and preferences entered in CCIMM.

g. HQ, USACC, G1, ASD/PMS/HRA/Cadets are responsible to meet deadlines identified in the Accessions Suspense Calendar. (See Appendix B.)

1-5. Accessions Administrative Responsibilities

a. Professors of Military Science (PMS) Responsibilities: for completion of administrative accessions requirements in accordance with (IAW) this publication and other prescribed policies and regulations. Reference Appendix C, PMS Checklist and Appendix N, USACC Form 145-5-1 Officer Appointment Checklist for detailed administrative requirements. Cadets must be offered the opportunity to validate and sign the AMS prior to the annual component and branching processes to confirm data entries to include Campus Evaluation Report (CER) data. In addition, each active component Cadet must be offered an opportunity to validate and sign the CC Form 218-R, BOLC Assignment Preference Sheet.

b. Cadets/2LTs Responsibilities:

(1) Monitor enterprise email accounts for updates weekly. Army enterprise email accounts are the authoritative notification method for official correspondence from ASD. Cadets must maintain an active .mil account as .edu will not be used for correspondence. After graduation cadets email information must be updated in CCIMM with an email they have access to (example Gmail, Hotmail, etc.).

(2) Keep the ROTC Program(s) PMS, cadre, and staff informed of any changes in medical status, legal matters, law violations, name, dependent status, citizenship, address, marital status, graduation/commissioning dates, and any circumstances that could preclude attendance at BOLC and Advanced/Basic Camp. This information must be submitted to HQ, USACC, G1, ASD as specified in paragraph 1-5a above.

(3) Initiate actions to meet special requirements NLT the Spring semester of the MSIII year. This includes but is not limited to graduate exams, flight physical, Selection

Instrument for Flight Training (SIFT) and GRFD revocations. See paragraph 2-3 (Branch Preferences and Restrictions) for additional information.

(4) Complete accessions inputs/data entry and Reserve Forces Duty (RFD) preference ARNGUS or USAR selection by the suspense date annotated in Appendix B. Cadets are personally responsible for the accuracy of this information. They must ensure each entry is accurate, sign their individual AMS with PMS/APMS and obtain a copy for their record.

(5) Simultaneous Membership Program (SMP) is an Officer training program that requires ARNGUS or USAR enlisted status. Non-Scholarship SMP participants may compete for Active Duty or their choice of ARNGUS/USAR. GRFD Cadets must commission into their current component unless their GRFD status is revoked or a component change request has been approved by Assistant Chief of Staff (ACoS) for ARNGUS and USAR.

(6) Early Commission Program (ECP) 2LTs commissioned by Military Junior Colleges (MJC) will access into the same Reserve Forces Component in which they served following MJC commissioning. While completing their baccalaureate degree. Unless selected for Regular Army accession during the annual Selection and Branching Board as approved by Department of the Army G1 (DA G1), DMPM & Assistant Secretary of the Army for Manpower and Reserve Affairs (ASA(M&RA)). ECP 2LTs selected for Active Duty will be managed by USACC, G1, ASD HRA for GBR and BOLC assignments. ECP 2LTs that are self-select, or are assigned to ARNGUS or USAR, will continue to be under the authority of CG, US Army Human Resources Command (HRC).

(7) Ensure the BOLC Assignment Preference Sheet (CC Form 218-R) is entered correctly in CCIMM by established suspense date for all Cadets selected for Active Duty.

(8) Notify PMS/HRA of any extenuating circumstances affecting Advanced/Basic Camp and BOLC attendance. If Officer cannot attend scheduled BOLC, PMS/HRA must annotate CCIMM, notify USACC G1, ASD immediately and follow up with a Change/Delete Report.

(9) Cadet BOLC Assignment Preference Sheet (CC Form 218-R) must be signed by the Cadet whose record appears on the CC Form 218-R.

(10) CC Form 218-R in CCIMM is the *only source of reference* for Cadet BOLC date *preferences*; handwritten comments maintained in the Cadet local file are not acceptable.

(11) Cadets must ensure they receive a printed copy of their CC Form 218-R for reference once validated.

(12) Failure of the Cadet to ensure the AMS correctly reflects their performance record and duty preference is not an administrative error. This will not be considered an exceptional circumstance or justification for any component selection reconsideration requests.

(13) Cadets must obtain a DS Logon prior to commission date or CAC expiration date, whichever comes first. DS Logon is required to access Integrated Personnel and Pay System- Army (IPPS-A) for accession orders, regardless of component.

1-6. Brigade Responsibilities

a. Review all program CCIMM inputs for accuracy prior to suspense dates in Appendix B.

b. Ensure accuracy of SROTC Program GPA calculations, annotating degrees for Early Commission Program (ECP)/Military Junior College (MJC) Cadets, and coding academic degrees accurately.

c. Review PMS comments on the AMS, page 1, for accuracy and completeness to ensure *cut and paste remarks* are not forwarded.

d. Develop an oversight process to ensure that PMS(s) complete *pre-commissioning and commissioning* records management requirements for the accession's component selection and branching processes.

e. Request USACC G1, ASD Order of Merit List (OML) Administrator to unlock records when necessary to change data that requires correction prior to the selection and branching boards. Requests after the designated lock date will be for extenuating circumstances only through USACC G1, ASD Chief or Deputy Chief.

Chapter 2 – Accessions Cohort

2-1. FY Accessions Zone

a. All Cadets and ECP LTs who have successfully completed Advanced Camp, will graduate with a baccalaureate or higher degree, and commission from **1 October thru 30 September** will be accessed during the annual accessions process for that FY. Example: If graduation and commission take place between 1 October 2025 and 30 September 2026, Cadets will be year group 2026. This includes Cadets formerly known as Out of Cycle Commission that did not go through the previous year's accession process due to migration, failure to complete Advanced Camp with their MSIII peers, failure to remain academically aligned, etc. Every effort will be made to ensure G2G ADO Cadets are not prevented from commissioning as soon as they are eligible to preclude time in service and time in grade loss. Contracted Cadets that earn a baccalaureate degree during the time indicated above are part of the accession year group are not permitted to pursue a master's degree unless applying for Educational Delay IAW Appendix J. A baccalaureate degree is the minimum required degree to receive a commission from ROTC.

b. Cadets, ECP 2LTs, and Educational Delay Selectees who have been boarded by a Department of the Army/Reserve Officers' Training Corps (DA/ROTC) Regular Army (RA) Talent Based Branching Board (TBB) and HQDA Education Delay Board will not be re-boarded regardless of if their graduation and commission date changes. They will retain their original OMS score and remain in their original cohort. If any Cadet, ECP 2LT or G2G ADO candidate previously completed the TBB process and received a component and branch, they will not re-compete as the TBB process was completed and approved by a seated panel of board members. This includes Cadets & ECP 2LTs that requested Active Duty and were assigned RFD ARNGUS or USAR.

2-2. Component Selection and Branching Procedures

a. The OMS model is used to develop the national Order of Merit List (OML) standing and to identify the top 20% of the national OML as a Distinguished Military Graduate (DMG). The national OML is also used to determine the Active Duty eligible Cadet's position within each of the Branch's bins once they assign a rating to the Cadet's record during TBB.

(1) Regular Army selectees are branched based on Army requirements using the TBB process. This process considers Cadet preference, each branch proponent's individual assessment rating, Cadet Performance Record, Cadet Branch ADSO preferences, Branch Detail preferences, and their OML standing.

(2) Reserve Component Cadet branch is validated through US Army Reserve Command (USARC) G-1 Initial Military Training (IMT) branch release for the USAR or the Letter of Acceptance (LOA) process for ARNGUS. Cadets who do not obtain an Army Reserve branch or LOA prior to commission may be branched by their perspective component State ARNGUS or USAR without regard to Cadet/2LT preference.

b. Cadet Personnel Actions. Appendix P provides detailed explanations on administrative procedures for processing Cadet actions impacting accession. Reference this section for types of Cadet Personnel actions and required documentation.

2-3. Branch Preferences and Restrictions.

a. Active Duty branch choices must be selected in the TBB website <https://branching-rotc.army.mil/index.php/user/home>. Active Duty branching will occur at the Cadet's request using the TBB process. All Cadets must provide their Reserve Forces Duty branch choices in CCIMM as their Secondary component preference in the event of non-selection for Active Duty.

b. SMP Cadets selected for Active Duty may not be commissioned until they are separated from their current component. They must be separated the day prior to their commissioning, IAW AR 145-1.

c. Aviation (AV) branch has qualification restrictions that must be met including testing and physical requirements. Candidates will not be considered qualified to compete for AV if they do not have a valid Selection Instrument for Flight Training (SIFT) score of 40 or greater on file in CCIMM. AV candidates must also have a fully qualified Class 1A flight physical on file in the Aeromedical Electronic Resource Office (AERO) database. The SIFT and flight physical requirements must be met prior to the suspense date listed in Appendix B. Only candidates that truly desire to be an Army Aviator should complete the testing and physical requirements by established date(s) in Appendix B. AV Branch applicants must meet the age requirement, older than 18 or must be actively involved in flight training by the age of 32. Any AV candidate that will be age 32 prior to graduation, commission or BOLC is not qualified and must have an approved age waiver from AV proponent office at Ft Rucker, AL. An age waiver previously approved by USACC, regardless of approval level, will not qualify for AV

branch. IAW AR 611-110, USACC G1, ASD does not process age waivers for AV branch.

(1) Testing – AV candidates must have a valid SIFT score of 40 or greater in CCIMM by the deadline in Appendix B. Retests are not allowed after a qualifying score. Per AR 611-110, Cadets must wait 45 days to retake the SIFT if their score is below 40. USACC G1, ASD will query CCIMM for Cadet SIFT scores. Only Cadets with a valid SIFT score in CCIMM will be screened for flight physicals; failure to input the score means the Cadet will not be considered for AV.

(2) Physical

(a) All Cadets/2LT competing for Active Duty AV must be fully qualified by United States Army Aeromedical Activity (USAAMA) located at Fort Rucker, AL, NLT 20 October unless otherwise notified of new suspense. AV candidates are strongly encouraged to begin their flight physicals prior to attending Advanced Camp. There are no exceptions for this suspense date regardless of physical delays, remedials identified and not completed, or the late initiation of the flight physical. Cadets/2LT are responsible for ensuring their physicals are initiated in a timely manner and must contact the Aeromedical Electronic Resource Office (AERO) at usarmy.novosel.medcom-lahc.list.lahc-aero-helpdesk@health.mil or voice direct at COM: 334-255-0750 DSN: 558-0750 if they have not been notified of physical qualification by 1 October of cohort year group. Example: Graduation and commission between 1 October 2025 and 30 September 2026 are cohort year group 2026. Early communication with AERO is encouraged. Regardless of circumstances, all AV candidates must be fully qualified by 20 October. Date may change, note in Appendix B.

(b) Cadets enrolled in ROTC programs located more than 125 Miles from the nearest medical treatment facility (MTF) and SIFT score of at least 40, can complete Class 1A Flight Physical at Advance Camp. Exceptions will be considered by the Command Surgeon. Physical status inquiries should be directed to USACC Command Surgeon office at (ATCC-ZS). AV candidates must have a Class 1A Flight Physical approved by Fort Rucker IAW cut-off date indicated in Appendix B to compete for AV branch DA Branching Board or compete for RFD AV Branch assignment. There is no reconsideration for missed or late flight physicals and/or testing. Cadets receiving Flight Physicals at CST with remedial evaluations historically do not meet the suspense requirements to compete for AV Branch. MTF Aeromedical providers who cannot input Class 1A flight physical into Aeromedical Electronic Resource Office (AERO) should arrange for the flight physical forms (DD2807-1, DD2808-2, and other associated labs, studies, etc.) be sent to the Surgeon Office for review. Flight Physicals must be sent through GEARS (Version 3). Do not send directly to United States Army Aeromedical Activity (USAAMA). Cadet/2LTs are not considered flight qualified until USAAMA *qualifies* them and the appropriate stamp indicating a *qualified* or *waiver granted* status

is on the DD Form 2808. Cadets/2LTs receiving waivers from AAMA must have the appropriate waiver memorandum included in their packet and uploaded in CCIMM. Requests for timeline extensions **are not authorized** based on the limited number of Aviation Branch allocations.

2-4. Electronic Accession File Preparation

a. SROTC programs must enter and validate all accessions data in CCIMM for all Cadets. The Brigade will review, and validate data entered into CCIMM. CCIMM is the official database for any accessions file, therefore only administrative errors associated with CCIMM will be considered for duty status changes following the release of board results. Cadets will use electronic “paperless” files. No paper copies are required for the DA/ROTC Regular Army Branching Board. Use the Accession File Checklist to ensure all required data/documents are completed and/or submitted.

b. Cadets requesting Education Delay (DL) must have a Digital File prepared by the SROTC Program using the forms in CCIMM and supporting documentation. HRA will route the packet(s) through the respective Brigade S1 to HQ, USACC, G1, ASD via encrypted email. Packets are to be uploaded as one single document. Refer to Appendix J and Figure J-1 for more detailed instructions.

c. Brigades will review DL packets for accuracy and completeness, then transmit the completed packet to Program Analyst at USACC G1, ASD.

d. Brigades will review and validate all data on the AMS in CCIMM and close out each record once it is accurate by entering the “BDE Reviewed Date” in their respective OML Panel tab located in CCIMM. This is required in order to execute the OML in CCIMM.

e. USACC G1, ASD, is the final reviewer of data and documents required for all boards.

f. ALL COMPOS - To be included in the OMS Model process, all Cadets that graduate and commission between **1 Oct 2025 and 30 Sep 2026**, must have accession files marked as “OMS Data and Component Selection Complete” NLT 12 September 2025 in the OMS & Component Module. The CCIMM path is as follows:

“Main Menu” / “OMS & Component Data/Accessions” / “OMS & Component Data”. This includes Out of Cycle Cadets, formerly known as End of Camp Commission (EOCC), candidates. An incomplete, inaccurate, or late data entry in CCIMM could

negatively impact a Cadet's OML ranking; ultimately impacting component selection. Candidates for component and selection must meet HT/WT, have passed the current physical assessment test, and cannot have any pending medical or civil issues that otherwise prevent them from commissioning.

Example 1: A female Cadet/2LT will not go through the accession process if she is pregnant at the time of selection and branching. If medical determination is pending, the Cadet will not go through the accession process.

Example 2: A Cadet with outstanding law violations that cause a review of commission status will not go through the accession process until all issues have been adjudicated. Cadet/2LTs with pending waivers of any type will not go through the accession process.

g. Cadet Files **NOT** marked "OMS Data and Component Selection Complete" will **NOT** be considered for component and branching selection during the cohort year group accessions process. In the "OMS and Component Data/Accession" tab, place the competing year group in the "Year Group" box and check the "OMS Data and Component Selection Complete" block to confirm that the PMS and Cadet agree on the entries of the AMS and the information in CCIMM contains no errors.

h. Files that are not part of the current cohort year accessions process will be submitted Stand-By Board consideration. Files submitted to a Stand-By Board will be integrated into the National OML using .5 markings. Cadets must be checked as "OMS Data and Component Selection" in the Branching Module of CCIMM. The final step is Brigade review date in CCIMM "OML Panel" tab. This process applies only to potential USAR or ARNG Cadets. For Cadets that are requesting Active Duty, they will be boarded in the next cohort's annual accessions process.

i. Cadets are personally responsible for the accuracy of this information; therefore, Cadets will ensure each entry is accurate, each Cadet must sign their individual AMS with their PMS/APMS and obtain a copy of their AMS for their record.

2-5. Requests for Branch and Duty Status Change.

a. The Commanding General (CG), Cadet Command may disapprove branch and component change requests. CG, USACC has delegated disapproval authority to Brigade commanders. Branch and duty status changes must arrive at HQ, USACC, G1, ASD by the suspense dates published in Appendix B. Change requests based upon an

administrative error submitted after the suspense date will not be considered. All actions must be processed through the chain of command.

(1) USACC will forward all branch changes requests recommended for approval by CG, USACC to the CG, Human Resources Command (AHC-OPD-A).

(2) USACC will forward all component change requests recommended for approval to HQDA DMPM (DAPE-MPA-AP) for Cadets and to CG, Human Resources Command (AHRC-OPD-A) for newly commissioned second lieutenants (2LTs).

(3) CG, USACC may approve one-for-one component change requests between ARNGUS and USAR if the Cadets are not dedicated GRFD and the change does not prevent the losing component from making their required mission.

b. Cadets may request branch or duty status changes if an administrative error was made in their accession file which would have resulted in a different branch/duty status. Exceptional circumstances may be considered if such a change is for the good of the Army (e.g., *Cadet's standing on the OML can be directly related to a traumatic event such as death of a parent or sibling which created a situation that caused lower performance prior to occurrence of situation*). USACC G1, ASD will consider duty status changes from AD to RFD and vice versa only if there is evidence and supporting documentation (*non-relative third party, i.e., physician, chaplain*) validating a family hardship. All changes for an administrative error must be completed by the date identified in Appendix B. Failure to receive a *preferred* branch or component are not exceptional circumstances and will be returned without action.

c. Lieutenants who have been commissioned and are requesting a Reserve Duty (RD) component or duty status change must submit a DD 368 Conditional Release through their ARNGUS or USAR unit directly to the Officer's higher headquarters, not USACC HQs.

d. Cadets holding Dedicated NG Scholarships must obtain an LOA from an ARNGUS Officer Strength Manager (OSM). Cadets holding Dedicated USAR Scholarships must obtain an approved branch and unit assignment from (USARC), G1, assigning them to a position and branch within a desired USAR unit. All must be completed by the date identified in Appendix B.

e. Cadets accessed RD with Dedicated Guard/Reserve or Guaranteed Reserve Forces Duty (GRFD) scholarships are not authorized to request a component change to

Active Duty. The only exceptions are Cadets who are participating in a Health Professional Scholarship Program (HPSP), Financial Assistance Program (FAP), Uniformed Services University of the Health Sciences (USUHS), and Early Commissioning Program Cadets. Recruiting, Incentives, Marketing Directorate (RMID) is the USACC Proponent regarding GRFD contracts. HQs, USACC, G1, ASD does not process nor action GRFD revocation requests. The Point of Contact for a GRFD revocation is: Recruiting Marketing & Incentives Division (RMID) Room 26, HQs, Cadet Command, 204 1st Cavalry Regiment Road, Building 1002, Fort Knox, KY. Reference USACC Regulation 145-1, Chapter 10 for specific guidance on this process.

(1) Cadets with a GRFD Non-Scholarship Contract Endorsement cannot apply for Active Duty unless they have an approved USACC Form 204-R (Revocation of GRFD Contract Endorsement) revocation by the date identified in Appendix B.

(2) Military Junior Colleges (MJC) ONLY: GRFD Scholarship revocation requests must go to the Secretary of the Army for approval in accordance with Title 10, Section 2107a. MJC Cadets interested in requesting a revocation of a GRFD Scholarship must submit the request 120 days prior to commissioning and must be approved prior to commission. HQs, Cadet Command, ASD, G1 does not process nor action GRFD revocation requests.

2-6. Basic Officer Leader Course-B (BOLC).

a. BOLC fulfills the Army Officer Initial Military Training (IMT) requirement. CG, Center of Initial Military Training (CIMT) is the functional proponent for all Initial Military Training policy and execution guidance.

b. USACC G1, ASD will obtain BOLC class quotas and first duty assignments for Regular Army Active Duty (RA) selectees and issue appropriate initial AD Accession orders. Army Nurse Corps BOLC class quotas are managed by Human Resources Command. ASD will publish AD Accession orders for these Officers.

c. The US Army Reserve G1 IMT Branch or National Guard Bureau G1, Accessions Branch will obtain BOLC quotas and make reservations for all Reserve Duty selectees. Notice of assignment and orders will be provided through each selectee's Army Enterprise email account. For ARNGUS selectees contact NGB BOLC Reservations at Toll Free: 1-800-356-2764 Option #2 (BOLC), Direct: (703) 607-3939, or Email: ng.ncr.ngb-ARNGUS.mbx.ARNGUS-rotc-bolc-section@army.mil. For USAR BOLC RFI, email: usarmy.usarc.usarc-hq.mbx.g1-imt-Officer-team@army.mil

d. Green-to-Gold Active Duty Option (G2G ADO) 2LTs will be scheduled to attend the first available BOLC upon commissioning.

e. Active Duty 2LTs in the pre-accession control group awaiting BOLC report date are not authorized to attend additional training prior to arrival at BOLC. This training includes, but is not limited to Pathfinder School, Sapper Leader Course, Airborne Training, Air Assault Training or Ranger Assessment and Selection Program (RASP), Cadet Troop Leader Training (CTLT), Special Forces Assessment and Selection (SFAS) and Army Survival, Evasion, Resistance, and Escape (SERE).

2-7. Attachment Program.

The attachment program applies to Active Component Officers and allows 2LTs who sustain medical injuries while performing GBR duty and cannot attend a scheduled BOLC to remain at the ROTC program(s) while recuperating from the injury. Furthermore, it would allow a ROTC G2G ADO to remain at the program in an Active Duty status until scheduled for departure to BOLC. This ensures that G2G ADO Officers do not have a break in service while pending attendance at BOLC. **Attached 2LTs are not authorized to enroll or attend any graduate school while pending BOLC.** The attachment program is completed by the Active Duty orders published by USACC G1, ASD once the Officer is commissioned by the SROTC programs. The Officer will execute only the Regular Army Oath of Office upon commissioning in accordance with AR 145-1.

2-8. Personnel Security Management (PSM) – ROTC Program Responsibilities

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

(1) The PSOA will verify U.S. citizenship (to include parents' citizenship) citing the original document(s) and ensure these documents are uploaded to CCIMM (birth certificate, certificate of birth abroad, naturalization certificate, certificate of citizenship, adoption decree with parent's birth certificate or adoptive parent's naturalization certificate). **Note:** U.S. Nationals (i.e. American Samoa) are not U.S. Citizens and should not be registered as U.S. Citizens in CCIMM.

(2) Prior to enrollment the PSOA will verify security clearance/investigation statuses in the Defense Information System for Security (DISS) and immediately upon contracting. The PSOA(s) must take a relationship with all contracted Cadets in DISS. The PSOA will ensure the Reserve category is selected or create it and take an

“Owning” relationship. The PSOAs will maintain the relationship until the Cadet is commissioned and reports to BOLC for Active Duty, or for those selected RD to their new National Guard/Reserve unit, or disenrolled. **Note:** It is a requirement to track investigation status changes in DISS (open, closed, and eligibility) and request CCIMM updates be made by USACC G33 Personnel Security Branch POC for your Brigade.

(3) The PSOA will monitor the DISS Subject Summary Section to verify whether the subject has a valid investigation (T3 or T5) and security eligibility determination before initiating an investigation. The Special Agreement Check (SAC) is the terminology used for fingerprints and is not a background investigation. If the Cadet has an eligibility determination for Secret, or TS/SCI, request the USACC G33 Personnel Security Branch POC for your Brigade update the CCIMM security clearance tab. If the Cadet does not have an investigation, the PSOA will within **60 DAYS OF CONTRACTING** submit a request to initiate a secret (T3) investigation using the Personnel Security Investigation Portal (PSIP). Prior to submitting a new request in PSIP for either a T3 or T5 investigation, the PSOA must ensure the fingerprint SAC is showing DISS and ownership of the Cadet has been established.

(4) The Personnel Security Investigation Center of Excellence (PSI COE) will review and verify the Electronic Application (eAPP) Investigation Request, submit it to OPM, and email all listed requesters that the eAPP Investigation Request has been submitted to the OPM. The PSOA will download an archival copy of the eAPP Investigation Request to review any credible derogatory information, take appropriate action if discovered, then file and maintain it in the Cadet’s personnel file. Under no circumstances should the PSOA print a hardcopy of the Cadet’s SF-86 for archival purposes. The Cadet should be encouraged to download a copy of their SF-86 from eAPP upon completing it.

(5) Fingerprints are required to be completed and submitted digitally via the LIVESCAN program by ROTC program(s) or local Recruiting Station in accordance with Homeland Security Presidential Directive 12 (HSPD12). Fingerprints and Special Agreement Check (SAC) uploads can be verified in DISS and are valid for 120 days. If the investigation has not been submitted to OPM within this 120-day period, a new fingerprint upload will be required. Fingerprint, Special Agency Checks (SACs) should show in DISS before an investigation is uploaded to PSIP.

(6) Common Access Card (CAC) IDs per HSPD12 and DODM 1000.13 will not be issued until there is an open investigation recorded in DISS. The PSOA will monitor DISS, when once the investigation has been opened, they will inform the USACC G33 Personnel Security Branch POC for their Brigade to update the CCIMM security

clearance tab. They will coordinate with the local Defense Enrollment Eligibility Reporting System (DEERS)/Real-time Automated Personnel Identification Systems (RAPIDS) DEERS/RAPIDS site for the issuance of the CAC ID.

b. Interim clearances granted by ARNGUS or USAR do not meet the security clearance requirements for commissioning. Interim clearances must be granted by the USACC component adjudicator to meet this requirement.

c. ASD will not schedule 2LTs without the minimum security requirement for BOLC. Cyber (CY) and Military Intelligence (MI) Branches require a minimum of an interim TS/TSCI clearance based on a favorable review of an open T5 investigation by DCSA. Signal Corps (SC) and Explosive Ordnance (EOD) selected Cadets only require an open (initiated) T5 investigation, this included Green-to-Gold ADO candidates. EOD and SC must have a TS/TSCI initiated prior to Gold Bar Recruiter duty and/or BOLC attendance. All Active Duty CY, and MI 2LTs must have an interim TS/TSCI granted prior to Gold Bar Recruiter duty and/or BOLC attendance. A TS/TSCI clearance is valid for five (5) years from closing date or the continuous evaluation enrollment date, whichever is more recent. 2LTs who arrive at BOLC without the appropriate clearance eligibility will not be brought onto Active Duty and will be returned to their HOR for rescheduling or re-branching.

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

(2) For Active Component selectees only: If the T3 is closed without an eligibility determination contact the USACC G33 Personnel Security Branch Brigade POC to request an "expedite" on the adjudication be submitted. After the eligibility determination of Secret has been granted, submit a request to initiate a T5. No Cadet or G2G ADO candidate is eligible to receive their commission with a suspended or vacated security clearance. ECP 2LTs selected for Active Duty will not access Active Duty with a suspended or vacated security clearance.

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

(4) USAR selectees: All Cadets who have been branched in MI, CY, or SC, must have their T5 investigations initiated prior to commissioning and will receive assistance from their SROTC program(s) to complete fingerprints. The USAR G2 will initiate the T5 in direct coordination with the Cadet. Once the T5 questionnaire is available for completion, the Cadet is responsible for completing the eAPP Investigation Request within 7 calendar days. US Army Reserve Command (USARC) G-2 will be responsible for USAR clearances once initiated.

2-9. Reporting of Derogatory Information and Reportable Activities

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

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

c. Non-derogatory Reportable Activities such as foreign travel and marriage (TS/SCI only) will be reported in DISS by the PSO.

2-10. Gold Bar Recruiter Program (GBRP)

The GBRP supports recruiting by assisting the PMS and Recruiting Operations Officer (ROO). GBRs are most effective when engaging with targeted on-campus markets, sharing their Cadet experiences. Cadets selected for CY, EOD, or MI must have an interim or approved TS/TS-SCI clearance before commissioning or starting GBR duty.

ECP 2LTs selected for Active Duty may also be considered. See Appendix M for administrative procedures, restrictions, and requirements.

2-11. Common Access Card (CAC)

a. Programs can verify if a Service Member (SM) has a valid DEERS profile through RAPIDS, which interfaces with DEERS in real time. Contact the RAPIDS site before sending the Cadet/Officer. Alternatively, DEERS status can be checked via milConnect using a DS Logon.

b. Newly commissioned Regular Army (Active Component) 2LTs are authorized a United States Identification Card (USID), which provides access to military installations, commissary, PX, MWR, etc. If unable to obtain a Reserve ID card, email USACC G1, ASD Deputy Chief.

c. Active Component Officers awaiting accession, once issued a USID, are covered under TRICARE 708 per the 2004 NDAA. This includes care at Armed Service facilities or TRICARE Prime/Prime Remote enrollment. Officers with other medical insurance are ineligible.

d. For Contracted Cadets unable to obtain a USID, USACC Cadre/staff must email a copy of the Cadet's DD Form 4, DA 597, and a detailed issue description to USACC CST Deputy G1.

APPENDIX A – References

Section I – Required Publications

Army Regulation 25-50

Preparing and Managing Military Correspondence, 10 October 2020

Army Regulation 135-101

Appointment of Reserve Commissioned Officers for Assignment to Army Medical Department Branches, (Reprinted w/basic incl. C1-4), 15 February 1984

Army Regulation 145-1

Senior Reserve Officers' Program: Organization, Administrative, and Training, 28 April 2023.

Army Regulation 350-1

Army Training and Leader Development, 10 December 2017

Army Regulation 350-100

Officer Active Duty Service Obligations, dated 26 September 2017

Army Regulation 380-67

Department of the Army Personnel Security Program, Rapid Action Revision,
24 January 2014

Army Regulation 600-8-10

Leaves and Passes, 3 June 2020

Army Regulation 600-8-104

Army Military Human Resources Records Management, 7 April 2014

Army Regulation 601-2

Army Promotional Recruiting Support Programs, 13 April 2020

Army Regulation 601-25

Delay in Reporting for and Exemption from Active Duty for Training and Reserve Forces
Duty, 19 October 2006

Army Regulation 601-100

Appointment of Commissioned and Warrant Officers in the Regular Army,
21 November 2006

Army Regulation 611-110

Selection of Army Aviation Officers and Warrant Officers, 29 March 2019

Army Regulation 623-3

Evaluation Reporting System, 14 June 2019

Army Regulation 621-7

Army Fellowships and Scholarships, 12 March 2019

Department of the Army Pamphlet 600-3

Commissioned Officer Professional Development and Career Management,
3 April 2019

Department of the Army Pamphlet 600-4

Army Medical Department Officer Development and Career Management, 30 March 2020

Army Doctrine Publication (ADP) 6-22

Army Leadership, 31 July 2019

Army Technical Publication (ATP) 6-22.1

The Counseling Process, 1 July 2014

Field Manual 6-22

Leader Development, 30 June 2015

Section II – Prescribed Publications

Cadet Command Regulation 145-1, 2 August 2016

Army ROTC Incentives Policy

Cadet Command Regulation 145-3,

ROTC Pre-Commissioning Training and Leadership Development, 18 June 2019

Cadet Command Regulation 145-9

Reserve Officers' Training Corps Branching, Commissioning, and Accessioning,
1 April 2021

Section III – Prescribed Forms

DA Form 31 (Absence Request via IPPS-A)

DA Form 71 (prescribed in Appendices I, L, and M)

Oath of Office

DA Form 330 (prescribed in Appendix A)

Language Proficiency Questionnaire

DA Form 597 (prescribed in Appendix J)

Army Senior Reserve Officers' Training Corps (ROTC) Non-Scholarship Cadet Contract

DA Form 597-3 (prescribed in Appendix J)

Army Senior Reserve Officers' Training Corps (ROTC) Scholarship Contract

DA Form 705

Army Fitness Test Scorecard

DA Form 4187

Personnel Action

DA Form 4856

Developmental Counseling Form

DA Form 5248-R (prescribed in paragraph 2-9)

Report of Unfavorable Information for Security Determination

DD Form 4

Enlistment/Reenlistment Document Armed Forces of the United States

DD Form 785

(prescribed in paragraph 2-8) Record of Disenrollment

DD Form 2058, (prescribed in Appendix H)

State of Legal Residence Certificate

DD Form 2088

Statement of Ecclesiastical Endorsement

DD Form 2808 Report of Medical Examination

***Note:** “CC Form” and “USACC Form” are interchangeable in this publication

USACC Form 67-10-1 (Prescribed in Appendix E)

Campus Evaluation Report (CER)

USACC Form 145-5-1 (revised 5 November 2021 (prescribed in paragraph 1-4)

Officer Appointment Checklist

USACC Form 202-R

GRFD Non-Scholarship Contract

USACC Form 203-R

GRFD Scholarship Endorsement

USACC Form 204-R

Revocation of the Guaranteed Reserve Forces Duty Non-Scholarship Cadet Contract Endorsement

USACC Form 597-B

ROTC Branch for Active Duty Service Obligation (ADSO) Contract

USACC Form 597-G (not an option -suspended program currently)

ROTC Graduate School for Active Duty Service Obligation (ADSO) Contract

USACC Form 507-P

ROTC Post for Active Duty Service Obligation (ADSO) Contract

Section IV – Glossary: Acronyms/Abbreviations

AAMA – Army Aeromedical Activity

AC – Active Component (Officers selected for AC are appointed into Regular Army)

ACFT – Army Combat Fitness Test

AD – Active Duty (may also read Regular Army, Active Component)

AD– Air Defense (Air Defense Artillery)

ADO – Active Duty Option

ADOS-RC – Active-Duty Operational Support – Reserve Component

ADSO – Active Duty Service Obligation

AFT- Army Fitness Test

AMEDD – Army Medical Department

AMS – Accessions Management Sheet

AN – Army Nurse Corps

AR – Armor

ARNGUS – Army National Guard of the United States

AV – Aviation

BNC – Brigade Nurse Counselor

BNR – By Name Request

BOLC – Basic Officer Leader Course

CAC – Common Access Card

CCIMM – Cadet Command Information Management Module

CM - Chemical

CST – Cadet Summer Training

CH – Chaplain Corps

CTLT – Cadet Troop Leader Training

CY - Cyber

DAT – Dental Admission Test

DISS – Defense Information System for Security

DL – Educational Delay (May also read “ED”)

DLPT – Defense Language Proficiency Test

DMG – Distinguished Military Graduate

DMPM – Director Military Personnel Management (HQDA, G1, DMPM)

DMS – Distinguished Military Student

DoD SAFE – Department of Defense Secure Access File Exchange

DoDMERB – Department of Defense Medical Examination Review Board

ECC – Early Commissioning Program

ECP – Early Commission Program – Graduates of MJC allowed to commission

DL – Educational Delay (also abbreviated “ED”)

eAPP – Electronic Application

EN – Engineer Branch/Corps of Engineers

FA – Field Artillery

FC – Finance and Comptroller Branch

FY – Fiscal Year, may also be referred to as “Year Group”

G2G – Green to Gold non-Active-Duty Option

G2G ADO – Green to Gold Active Duty Option

GBR – Gold Bar Recruiter

GBRP – Gold Bar Recruiter Program

GPA – Grade Point Average

GRE – Graduate Record Examination

GRFD – Guaranteed Reserve Forces Duty

HRA – Human Resource Assistant

HRC – Human Resources Command

IN – Infantry

iPERMS – Interactive Personnel Electronic Record Management System

IPPS-A – Integrated Personnel and Pay System- Army

JAG – Judge Advocate General Corps

LOA – Letter of Acceptance (ARNGUS Unit Assignment and Branch Reservation)

LSAT – Law School Admission Test

MCAT – Medical College Admission Test

MEDDAC – Medical Department Activity

MFE – Maneuver, Fires, and Effects

MJC – Military Junior College - graduates receive an associate degree

MI – Military Intelligence Branch

MP – Military Police

MS – Medical Service

NCLEX – Nurse Council Licensure Examination

OD - Ordnance

OML – Order of Merit List

OMS – Order of Merit Score

PMS – Professor of Military Science

PSOA – Personnel Security Officer Admin

QM – Quartermaster

RA – Regular Army (Cadets selected for AC take Regular Army Oaths)

RC – Reserve Component (ARNGUS and USAR)

RFD – Reserve Forces Duty (ARNGUS and USAR)

ROO – Recruiting Operations Officer

SAC – Special Agreement Check

SC - Signal Corps

SIFT – Selection Instrument for Flight Training

SMC – Senior Military College

SMP – Simultaneous Membership Program

SROTC – Senior Reserve Officers’ Training Corps

T2COM – U. S. Army Transformation and Training Command (26 September 2025)

T5 – Tier 5 Investigation for TS/SCI Access

TAB – Talent Assessment Battery

TBB – Talent Based Branching

TC – Transportation Corps

TM – Talent Management

TRADOC – Training and Doctrine Command (Deactivation 26 September 2025)

USARD - United States Army Recruiting Division

USAREC – United States Army Recruiting Command

USAR – United States Army Reserve

USARC – United States Army Reserve Command

VCAT – Veterinary College Admission Test

VHR – Vacancy Hold Report (USAR Unit Assignment and Branch Reservation)

YG – Year Group

APPENDIX B – Accessions Timeline

<u>Suspense dates</u> are set giving the Program(s) maximum amount of time to complete the required tasks. This timeline combines OML ranking and accession selection dates. Dates below are in chronological order, across an FY. Example: 1 MAY – 1 JUN, as indicated below, is 1 MAY 2025 to 1 JUN 2026. Updates to established dates below will be published as determined or deemed necessary each year.				
Suspense Dates	Required Action/Task	Cadet, Cadre, Program	BDE S1	G1, ASD
01 MAY	MSL III Cadet Evaluation Report (CER) in CCIMM deadline and prior to Advanced Camp attendance	X		
31 MAY	Terminate DL status and submit Standby packet for those not accepted into their professional studies institution	X	X	X
30 JUN	Revocation requests for GRFD Non-Scholarships must be sent to RMID	X	X	
11 JUL	FY26 Cohort Master Roster sent to Brigades for review & correction. BDEs Review Accession Data	X	X	X
12 SEP	Final Day for TBB profile edits; files sent to branches	X		
12 SEP	Last day to enter OMS Data by Programs and BDE CCIMM lock at 2400 HRS	X	X	

12 SEP	Final BDE Review Accession Scrub with ORSA		X	X
15 SEP	All data in CCIMM & OMS data, Component selection complete and locked, to include AMS	X	X	X
22 SEP	Education Delay Packets due to ASD USACC HQ	X	X	X
30 SEP	Education Delay Board			X
01 OCT	Component Results Released for Active Duty Eligible, Army Nurse, ARNG, USAR and Educational Delay	X	X	X
02 OCT	USAR branch preference submission period opens	X		
15 OCT	Submission deadline for USAR branch preference entered CCIMM (Cadets selecting USAR as 1 ST and 2 nd)	X		
20 OCT	Cadets requesting AV branch must have qualified must be qualified in AERO. No Exceptions	X		
20 OCT	Submission deadline for USAR AV and USAR CY board packets IAW Appendix L	X		
20 OCT	Branch Commandant Ratings Released to Cadets	X		
26 OCT	Final Branch Preferences Due	X		
5-8 NOV	DA/ROTC RA Branching Board			X
17 NOV	USAR assignment preference period opens for DEC-MAR commissionees	X		
03 DEC	Release RA Branching results for Dec and Spring graduates. Note: RFD Selected must obtain LOA within 14 days of release date			X
05 DEC	Submission deadline for USAR unit location preference for DEC-MAR commissionees	X		
10 DEC	USAR unit assignment results for DEC – MAR commissionees			X
15 DEC	Cadet Branch and Duty Status change request deadline. Post ADSO requests received by G1, ASD and 218-R data complete for the entire COHORT. Initiate TI-SCI “T5” security clearance requests for CY, MI, SC, and EOD Branched Cadets with USACC Personnel Security	X	X	X
15 DEC	218-R complete in CCIMM Dec and Spring Graduates	X		
15 DEC	LOA Due. Cadets not selected for AD and assigned ARNG	X	X	
15 MAR	USAR unit assignment preference period opens for APR-JUN commissionees	X		
31 MAR	Submission deadline for USAR location preferences for APR-JUN commissionees	X		
1 APR	USAR assignment results for APR-JUN commissionees	X		
1 JUN	Ed Delay selection packets are due to USACC G1/ASD see appendix J for required documents	X		

APPENDIX C - Professor of Military Science (PMS) Checklist

Section 1.	Prior to accession data entry in CCIMM, PMS will:	Complete (Yes)	Incomplete (No)	N/A
1-1.	Submit a T3 investigation to the Office of Personnel Management <u>within 60 days of contracting</u> if the Cadet does not have an investigation or eligibility determination (para 2-8)			
1-2.	Verify all contracted Cadets have an Army Enterprise and *.EDU E-Mail Account entered in CCIMM. *.edu email is required for TBB correspondence, branch notifications, and interview requests			
1-3.	Comply with all established suspense dates IAW Appendix B			
1-4.	Identify Cadets interested in Aviation. Ensure SIFT tests and flight physicals are taken early (MSIII year if MTF is close/available.) Refer to para 2-3c (2) and USACC CST Flight Physical Policy			
1-5.	Identify Cadets interested in applying for Education Delay. Ensure Cadets schedule and take required graduate school exams (MCAT, LSAT, GRE) early enough to meet Ed Delay application IAW Appendix B. See Appendix J for application admin details			
1-6.	Submit request and receive revocation for any GRFD Non-scholarship Cadet desiring to compete for Active Duty IAW Appendix B. CG, USACC will review, and RC component affected will be notified. (See USACC Reg 145-1)			
1-7.	Identify all Cadets and ECP 2LTs who will graduate in the Accessions Zone/Cohort. Establish an accessions OML with all Cadets in cohort, see Appendix D. If SMP Cadet, must include an approved Conditional Release (DD Form 368) from the respective Component prior to accessing into another Component			
1-8.	Designate Distinguished Military Student(s) DMS from ROTC Program's OML IAW USACC Reg 145-9 & AR 145-1. School is responsible to order and prepare DMS certificates/order award certificates			

APPENDIX C - Professor of Military Science (PMS) Checklist (pg. 2)

Section 2.	Verification/data of accession data entry in CCIMM, PMS will:	Complete (Yes)	Incomplete (No)	N/A
2-1.	Verify accuracy and completeness of all accession data entered in CCIMM prior to suspense in Appendix B			
2-2.	Ensure Post ADSO contracts addendums are completed, signed by PMS/APMS and Cadet, and received by ASD, G1 personnel, annotated in CCIMM			
2-3a.	Verify Cadets competing in current FY Selection and Branching process have a MSIII Campus Evaluation Report (CER) on file in CCIMM and is reflected on page 1 of AMS			
2-3b.	Verify all CER comments are consistent with the letter ratings, correct grammar & spelling. Ensure that all CER "Not Qualified" ratings have a PMS comment. See Appendix E			
2-4.	Ensure data on all ECP 2LTs in the Accession Cohort is entered in CCIMM			
2-5.	Validate baccalaureate degree and major in CCIMM Accessions TAB			

APPENDIX C - Professor of Military Science (PMS) Checklist (pg. 3)

Section 3.	Prior to the start date of the accessions process, PMS will brief/counsel Cadets on the following procedures:	Complete (Yes)	Incomplete (No)	N/A
3-1.	Brief Cadets on the ROTC OMS Model, National Component Selection OML, Talent Based Branching process for Active Component, Reserve Component, and Ed Delay			
3-2.	Brief how the Branch ADSO contracts are used in the Active Component branching process. Brief ADSO options for cohort – see Appendix O			
3-3.	Review for accuracy and verify AMS data with the Cadet. Sign, date, provide copies to Cadet and maintain copy in Cadet file at Program			
3-4.	Remind GRFD scholarship Cadets about restrictions on revocations of GRFD contracts. Requires Sec Army Approval. (Contact USACC HQs, RMID is the lead action office for details)			

3-5.	Counsel ECP 2LTs on GRFD revocation procedures and restrictions. Dedicated MJC GRFD Scholarship Cadets <u>MAY request revocation</u> of GRFD and request Active Duty Revocations must be submitted 120 days prior to commission . Contact USACC HQs RMID for details			
3-6.	Brief Cadets on Distinguished Military Graduate status – Cadets who are in the top 20% of the National Order of Merit List IAW AR 145-1 para 6-10. PMS designate staff POC to receive and safeguard certificates until presentation ceremony. USACC HQs G1, ASD will prepare certificates and distribute to ROTC Program prior to commission			
3-7.	Brief Nursing Student Cadets on NCLEX & special requirements for commissioning and licensure. See Appendix K for details. Contact USACC HQs Nurse for questions			
3-8.	Brief Cadets desiring AV branch that the minimum ADSO increased from 6 to 10 years. ADSOs will not be entertained for Cadets competing for AV			
3-9.	Counsel Cadets using DA Form 4856 selected for RFD (USAR and ARNGUS) within 48 hours of Component Results Release. See instructions at Appendix L. Modify verbiage for correct component			

APPENDIX C - Professor of Military Science (PMS) Checklist (pg. 4)

Section 4.	For Active Duty Branching Data, PMS will:	Complete (Yes)	Incomplete (No)	N/A
4-1.	Comply with all suspense dates for CCIMM data entry			
4-2.	Certify that each Cadet meets all requirements for Active Duty Branching and consideration for commission IAW AR 145-1 paragraph 6-8, Appointment Eligibility. Complete PMS Appointment Checklist at Appendix N			
4-3.	CCIMM data entry - input a “check mark” indicating “ <i>OMS data and Component Selection Input Complete</i> ” for all Cadets in accessions cohort IAW Appendix B. PMS & Cadet must sign and date. Provide copies to Cadet and maintain copies for local files			

APPENDIX C - Professor of Military Science (PMS) Checklist (pg. 5)

Section 5.	Upon receipt of HQDA/ROTC Component Selection Results, Active Duty Branching Results:	Complete (Yes)	Incomplete (No)	N/A
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5-1.	▪ Counsel Cadets in writing on assigned component within 48 hours of official release ▪ Counsel Cadet in writing on active component branching results <u>for December and January Graduates</u> within 48 hours of official release ▪ Counsel Cadet in writing on active component branching results for <u>Spring graduates</u>. Refer to Appendix B for annual <u>suspense dates</u>			
5-2.	BOLC attendance takes precedence over CST and GBR. GBR duty will not start without a signed scroll, approved BOLC class, and official assignment orders. G2G 2LTs are NOT authorized GBR duty. ECP 2LTs selected for Active Duty may apply for GBR duty			
5-3.	Instruct Cadets to keep HRA/PMS informed and to notify you of any address changes, marital status, graduation/commission date changes, and any circumstances that could preclude attendance at BOLC and CST 2LT Cadre duty			
5-4.	Instruct Cadets on the importance of official military records review. Instruct them to check their iPERMS record 60 days following commission to ensure required documents are uploaded. Provide Cadets with copies of <i>Pre and Post Commission</i> documents found at Figures H-1 and H-2 of circular. See Appendix H			
5-5.	Instruct Personnel Security Officer Admin (PSOA) to print the CCIMM Security Clearance page and use it as the clearance verification source document for accession purposes			
5-6.	Verify that T5 Investigations for Cadets selected for Active Duty and assigned only as a control branch to CY, MI, SC, or any Branch selected for EOD, to the Office of Personnel Mgmt. IAW Appendix B. See para 2-8c. T5 investigations for RFD			
5-7	Verify that PSOA <u>out processes</u> Cadets from DISS <u>once the Cadet commissions</u> and reports to BOLC for Active Duty, RFD Cadets when they report to their Unit or Cadets who are disenrolled. Ensure the Record of Disenrollment (DD Form 785) and Disenrollment Memo are uploaded to iPERMS when a Cadet is disenrolled from ROTC			

APPENDIX C - Professor of Military Science (PMS) Checklist (pg. 5, Cont'd)

Section 5.	Upon receipt of HQDA/ROTC Component Selection Results, Active Duty Branching Results (cont.):	Complete (Yes)	Incomplete (No)	N/A
5-9.	Ensure HRA or designated staff monitors CCIMM for Active Component accession orders and provides to Cadets/LTs immediately			

5-10.	▪ Ensure HRA/ designated staff provides BOLC orders to 2LTs and instructs them how to read military orders. ▪ Provide 2LTs with a copy of the latest 2LT BOLC Travel Voucher Handbook published by USACC G8 ▪ Pay particular attention to multiple report dates ▪ Brief all 2LTs on AR 190-11, Physical Security of Privately Owned Weapons (POS) immediately and Ammunition ▪ Each installation requires soldiers to register POWs immediately upon arrival or it may be done prior to entering the gates ▪ Brief CST 2LT Cadre to Ft Knox, KY on Ft Knox Regulation 190-11 that governs Knox Garrison procedures for POWs, FK FM 2759-E, may be found on Ft Knox Website			
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APPENDIX D – ROTC OMS Model

D-1. OMS Model

a. The OMS is a 100-point model that offers an objective, consistent process to help Cadets/2LTs align their performance with their OML standing.

b. The OMS is computed based on performance in three main categories: Academic Outcomes (both general studies and Military Science), Leadership Outcomes, and Physical Outcomes that generate a merit-based ranking (highest to lowest) of the Cadets to be used in determining Component Selection. FY2026 thru FY2029 Cohorts earn OMS points derived from OMS model depicted in Figure D-1.

c. The OMS Process

(1) Step 1 - Throughout the year the ROTC host program(s) and Cadet Summer Training (CST) Cadre input data required by the OMS Model into Cadet Command Information Management Module (CCIMM).

(2) Step 2 – ROTC host program(s) validate the OMS data in CCIMM. Although some validation checks are made by CCIMM, it is critical that Cadre validate all the OMS data before they mark the OMS Data and Component Selection Complete. Data errors or omissions could negatively impact a Cadet's OMS and their National OML ranking. When Cadre check the "*OMS Data and Component Selection Complete*" box in CCIMM, that entry indicates to the OML Administrator validation is signified complete by the PMS and Cadet. The PMS/HRA must print the completed AMS for both the

PMS/APMS and Cadet to sign no later than the established suspense date IAW Appendix B.

(3) Step 3 - Brigades verify and validate the OMS data entered in CCIMM, to include the accessions GPA.

(4) Step 4 - USACC, G1, ASD verifies that all OMS data is in CCIMM.

(5) Step 5 - Using the data for each Cadet, the OMS Model is run to calculate each Cadet's OMS to establish their National OML standing.

(6) Step 6 - The National OML is created by rank ordering Cadets based on their OMS. The top 20% of the National OML identifies Distinguished Military Graduates (DMG) and determines the Active Duty Eligible Cadet's position within each of the branch bins once they have rated a Cadet's record during TBB. The National OML is then provided to the HQDA/ROTC Branching Board for branching and detailing all Cadets considered for Regular Army/Active Duty.

D-2. OMS Components

a. Academic Outcomes (Maximum 29 of 100 OMS points) points are earned through academic and language achievements.

(1) The Accessions GPA, as referred to in CCIMM, is a combination of the Academic GPA and ROTC GPA and is worth 22 of the overall 100 OMS points. This cumulative grade point average (GPA) is used in the OMS Model to determine each Cadet's individual OMS points. For undergraduate Cadets, accessions GPA is through the end of their third academic year or junior year, whichever comes first.

(a) For Cadets that are contracted as graduate students, the cumulative Graduate GPA for the first year of graduate studies is used as the Accessions GPA.

(b) ECP 2LTs will have their associate's degree and third academic year GPA included in their Accessions GPA.

(c) Cadets that receive Pass/Fail grades for graduate studies must provide documented proof from a school official, not ROTC PMS or Cadre. This proof includes but is not limited to official transcripts or letters from the Dean's or Registrar's office. If Pass/Fail is the given grade, Cadets will use the Cumulative GPA from their Baccalaureate Degree provided it is also on the official transcripts.

(d) For further assistance contact HQs, USACC G1, ASD, OML Administrator for assistance.

(2) Academic Discipline Mix (ADM) (Max 2 OMS points): ADM points are awarded in the OMS Model as follows:

ADM1: Generalist (Liberal Arts, Language, Dramatics) (0 OMS points)

ADM2: Technical (Accounting, Business, Exercise Science, Finance) (0 OMS points)

ADM3: Physical Science/Analytical (Aerodynamics, Astronomy, Biology, Cyber) (1 OMS point)

ADM4: Engineering (Architecture, Biomedical Engineering, Operations Research, Software Engineer) (2 OMS points)

ADM5: Nursing (1 OMS point)

(3) Language/Cultural Awareness (Max 5 OMS points): The ROTC OMS Model awards points to Cadets who major in foreign languages, successfully complete approved strategic foreign language courses and associated cultural studies. Also, points are awarded for: Rosetta Stone Language Training, completion of the Defense Language Institute Foreign Language Center HeadStart program, or study abroad programs at foreign universities in many non-English speaking countries. The Army places an emphasis on “certain strategic languages” which are identified by DA and subordinate commands as strategic to the Army in the foreseeable future. These languages are identified in bold in Table D-1 and will not be removed from this list for three years after they are removed from Army’s Critical Language List. Majoring, completing courses, completing Rosetta Stone training, or passing the Oral Proficiency Interview in those languages will earn OMS points as indicated in Table D-2.

Strategic Language List for Language OMS Points			
Arabic	Estonian	Latvian	Slovene
Azerbaijani	Georgian	Lithuanian	Somali
Balinese	Haitian-Creole	Macedonian	Swahili
Bambara	Hausa	Malay/Malaysian	Tagalog
Bantu	Hebrew-Modern	Mongolian	Tajik
Bengali	Hindi	Pashto	Tamil
Bosnia	Hungarian	Persian Afghan (other)	Telegu
Bulgarian	Igbo	Persian-Dari	Thai
Burmese	Indonesian	Persian-Farsi	Tibetan
Cambodian (Khmer)	Isizulu	Polish	Turkish

Chechen	Japanese	Portuguese	Turkmen
Chinese Mandarin	Javanese	Punjabi	Uighur
Chinese Cantonese	Kanarese	Romanian	Ukrainian
Chinese-Gan	Kazakh	Russian	Urdu
Chinese-Wu	Korean	Serbian	Uzbek
Croatian	Kurdish	Serbo-Croatian	Vietnamese
Czech	Kyrghyz	Slovak	Wolof
			Yoruba

Table D-1. Strategic Language List

(a) The breakout of Language OMS points are found in the academic section of the OMS Model at Table D-2. The total points outlined are 225 however; no Cadet can obtain all possible points. For example, it is unlikely that a Cadet would be able to major in both a critical and a non-critical language at the same time. All activities must have been performed while a college student but not necessarily enrolled in ROTC. For example, a Cadet could have taken a course in Arabic during his/her freshman year; but not yet have enrolled in ROTC prior to completing that course, and the Cadet still would receive 3 points for that course worth 0.83 OMS points. Physical evidence of activities (transcripts, Rosetta Stone printed course completion certificates, or Defense Language Institute certificates) must be presented to receive credit for Language OMS points in the academic section of the ROTC OMS Model. Defense Language Proficiency Test (DLPT) points will only be awarded if the DA Form 330 (Language Proficiency Questionnaire) has been signed by a Test Control Officer (TCO) authorized to administer the DLPT and is physically present. DA Form 330 must be sent to OML Administrator for manual OMS points to be added as CCIMM input is not an option.

(b) Language OMS points are listed below and explain the exact criteria for what data is required in CCIMM to be awarded Language OMS points and must be listed on college transcripts. The Culture and Leadership Program (CULP) is suspended, and OMS points are no longer awarded for CULP training events.

Language Major: Data for Cadets majoring in languages will be entered in the “Activities” tab Student Management, Cadet. Data can be for years 1, 2, and 3 in a similar manner to other Cadet activities explained in paragraph 3 above. To enter a language as a major for years 1 “YR1” or year 2 “YR2” the Cadet already must have declared the language in that year and taken at least one course in that language in each of the semester/quarters for that academic year. To enter a language as a major for year 3 “YR3” the language must be the declared academic major for the Cadet going before the board and correspond to the student’s academic major entered in CCIMM.

(1) Foreign Language Courses or Associated Cultural Studies. Data for Cadets successfully completing foreign language courses or associated cultural studies must be entered in the “Language” tab, Student Management, Cadet. Although completed high school language courses should be entered at this tab, only college level language courses will contribute to the Cadet’s Language/Cultural Awareness OMS. Thus, only courses completed as a college student should be entered in the College Level Language area. College Level courses taken in high school should be entered in “High School Language Experience” area and will not contribute to the Language/Cultural Awareness OMS points. The label “# Terms” already has changed to “Factor = 2 x #courses”. The value entered in this CCIMM field should be two times the number of courses successfully completed in that academic year (no odd numbers are to be put in this field). Reading and writing a foreign language because of life experience is not to be considered when awarding foreign language OMS points.

(2) Examples:

Example 1: If a Cadet took two German courses and one French course in his freshman year and then three German courses in his sophomore year, the HRA would confirm this on the Cadet’s transcript and add: Language: German, freshman, #Terms “4” (2 x 2 courses); Language: French, freshman, #Terms “2” (2 x 1 course); and Language: German, sophomore, #Terms “6” (2 x 3 courses). **No more than three “critical” language courses and three “non-critical” language courses should be entered for any given academic year.** (Note: The “# Terms” equals two times the number of courses completed at the foreign college.) CCIMM will automatically adjust the Language OMS points awarded based on whether the academic school is semester or quarter system.

Example 2: A Cadet who takes two semesters “non-Critical” courses in the academic year, will receive 6 Language OMS points, and a Cadet who takes three quarter “non-Critical” courses in the academic year will also receive 6 Language OMS points.

(3) HeadStart and Rosetta Stone: Rosetta Stone training is available to all Cadets at their expense. HeadStart is available without cost from the Defense Language Institute and should be encouraged. This training should be entered at the “Language” tab, Student Management, Cadet in CCIMM. All training completed by Cadets should be entered only when they present a completion certificate for the entire course level; however, only courses passed by the Cadet will receive Language OMS points. The Cadet will not receive credit for more than three successfully completed “critical” courses or more than three “non-critical” courses successfully completed.

(4) Study Abroad in a non-English speaking foreign country: Data for Cadets completing study abroad in a non-English speaking country should be entered in the “Language” tab, Student Management, Cadet. To make an entry in this area the study must be at a foreign college-level academic institution. High School studies in foreign countries will not be entered, and study at an English/American institution in a foreign country (example: University of MD in Korea) should not be entered. (Note: The “# Terms” equals two times the number of courses completed at the foreign college.) The course successfully completed does not have to be a language course. For example, a Cadet who studies Art and completes two courses at an Italian University would enter “Italy” and “#Terms” = 4.

Language Items	Points	Max Points per Yr.	Max Points
Major in a Strategic Language (Must be declared major at the time of the annual selection and branching board for 3 rd year credit, 1 st and 2 nd year must take language course in each semester/quarter of that year)	15	15	45
Major in Non-Strategic Language (Must be declared major at time of the annual selection and branching board for 3 rd year credit, 1 st and 2 nd year must take language course in each semester/quarter of that year)	10	10	30
Passing a Strategic Language Course or associated approved Cultural Study (must be on college transcripts, High School does not count)	5	15	45
Passing a Non-Strategic Language Course or associated approved Cultural study (must be on college transcripts, High School does not count)	3	9	27
Defense Language Proficiency (Strategic)		10	30
Defense Language Proficiency (Non-Strategic)		9	18
Study Abroad in a non-English speaking foreign Country (Must be course on transcript of non-US college level academic institution, completed courses do not have to be language courses)	10	10	30
Total Points Available: (45 Language Points = 5 OMS points)			225

Table D-2. Language Items

b. Leadership Outcomes (Maximum 62 of 100 OMS points)

(1) The PMS Experience Based Observations data is drawn from the Cadet Officer Evaluation Report (CER), ROTC CDT CMD Form 67-10-1, prepared for each Cadet by their respective PMS at end of the junior year (sophomore year for MJC Cadets). The PMS has direct input in the CER as follows:

(a) PMS Rating of Potential (Max 10 OMS points), rated with MSIII peers regardless of migration to another year, Block Va.

(b) PMS Ranking of Performance (Max 15 OMS points), ranked with MSIII peers regardless of migration to another year Block Vb.

(2) Cadet Training/Extracurricular Activities (Max 5 OMS points)

(a) Cadet Training: The OMS Model awards 5 training points to Cadets for each successfully completed training opportunity as defined in USACC Regulation 145-3, Pre-Commissioning Training and Leadership Development, and events listed in the training module in CCIMM. Only training opportunities that are available to all ROTC Cadets will count. Prior service Cadets earn Cadet Training points for service schools they successfully completed while enlisting if the training is also available to ROTC Cadets. These training points are part of the maximum 285 Training and Extracurricular Activities points a Cadet may earn. Airborne School, for example, is worth 5 Training points and equates to approximately 0.3125 OMS points.

(b) Extracurricular Activities: The following define the criteria for awarding points to Cadets participating in extracurricular activities. If appropriate, Cadets may earn points in more than one category for participation in the same activity. Points are only awarded for participation while attending college. Tables D-3 below displays the points awarded for participation (maximum of three years) in extracurricular activities. The years of participation do not need to correlate to the MS year. A Cadet must have been attending college (but not necessarily enrolled in ROTC) when a given activity was performed. The maximum Extracurricular Activities points that can be earned are 225 of the 285 total Training and Extra Curricular Activities points available.

(c) Cadet Training and Extracurricular Activities are worth a combined total of 285 points. Earning 100 points in these activities grants 5 OMS points. No additional Training and Extracurricular Activities OMS points are awarded beyond 100 points.

Extracurricular Activities	Points Per Year	Max Points
Band Member	5	15
Color Guard	5	15
Community Service	5	15
Debate Team	5	15
Drill Team	5	15
Elected Official of Organization	10	30
Leader/President/Captain	10	30
Peer Educator or Tutor	5	15
ROTC Recruiter	5	15
Ranger Challenge	5	15
Resident Advisor	10	30
Student Government	5	15
Total Possible Points: (100 Training & Extracurricular Activities points = Max 5 OMS points)	75	225

Table D-3. Extracurricular Activities

(d) Color Guard, Drill Team, Ranger Challenge, Band Member, Debate Team, Resident Advisor (also applies to Cadet Company Commanders and Cadet First Sergeants at Senior Military Colleges or Military Junior Colleges who serve as Resident Advisors in the Corps dorms), and Peer Educator/Tutor. To earn points for a given year for these activities, a Cadet must demonstrate participation throughout the duration of time in which the activity is available for the given year. Cadets who drop out of the activity before the activity concludes for the year or are released for misconduct will not receive points.

(e) ROTC Recruiter. To earn points for a given year for this activity, a Cadet must have participated in at least 2 ROTC program(s)'s recruiting activities and recruited at least one Cadet to enroll into the ROTC program(s) each year.

(f) Student Government. To earn points for a given year for these activities, a Cadet must have participated and remained in good standing throughout the given year.

(g) Community Service. Community Service consists of any activities that a Cadet volunteered for the purpose of mentoring, inspiring, educating, or improving the lifestyle of a specific individual or group of individuals. To earn points each year for Community Service, a Cadet must volunteer for at least 10 hours throughout each academic year.

(h) Elected Official of Organization. To earn points for a given year for this activity, a Cadet must have faithfully participated as an elected official throughout the

given year. Elected positions are for, but are not limited to, organizations such as fraternities, sororities, clubs, and student government. Organizations must ethically and professionally represent themselves within the community.

(i) Leader (President/Captain). To earn points for a given year for this activity, a Cadet must have faithfully participated as a president or captain throughout the given year. Leader positions may be in but are not limited to organizations such as fraternities, sororities, clubs, student government, and Ranger Challenge. Organizations must ethically and professionally represent themselves within the community.

(3) Maturity and Responsibility (Max 5 OMS points)

(a) Full-Time Job. To earn points for a given year for this activity, a Cadet must have faithfully worked any legally paying job at least 30 hours per week throughout the given academic school year. Green-to-Gold Active Duty Option Cadets are not authorized points for Full-Time Employment as they are Active Duty Soldiers on a limited academic path of 21 months. Cadets in enrollment status X or previous enrollment status X will not be able to enter information for Full-Time Job. See note in paragraph (d) below.

(b) Part-Time Job. To earn points for a given year for this activity, a Cadet must have faithfully worked any legally paying job at least 10 hours per week throughout the given academic school year. If a Cadet has worked two Part-Time jobs at the same time calculate the hours and if the combined hours are 20 or more, award "Full-Time" points in lieu of points for one "Part-Time" points. Green-to-Gold Active Duty Option Cadets are not authorized points for Part-Time employment as they are Active Duty Soldiers on a limited academic path of 21 months. If an entry is made, HQs, USACC, ASD OML administrator, will manually remove the acquired points and adjust the OMS. Cadets in enrollment status X (G2G ADO) or previous enrollment status X will not be able to enter information for Part-Time Job. See note in paragraph (d) below.

(c) SMP Cadet (ARNGUS/USAR). To earn points for a given year for this activity, a Cadet must have been a contracted SMP Cadet drilling with his/her unit and in a good status with their unit throughout the given year.

(d) Green to Gold Active Duty Option (G2G ADO) Cadets do not earn points for full-time or part-time employment as they are Active Duty Soldier(s) already guaranteed Active Duty. Outside employment is perceived as a distraction regardless of full or part time status. In addition, G2G ADOs may not have private sector

employment while in the ROTC program unless private sector employment is approved by Commander, HHD, USACC. Employment points will be manually added to the Cadet's OMS by HQ, USACC, G1, ASD OML Administrator upon receipt of a signed Memorandum for Record (MFR) from the Commander, HHD, USACC, is provided to HQ, USACC G1, ASD, OML Administrator. Memorandum authorizing outside employment must be approved prior to the commencement of employment, not after the fact. There is no exception to award points for failing to meet these criteria.

(4) ROTC Cadet Summer Training (Max 25 OMS points)

Successful completion of Advanced Camp is a requirement for appointment into the United States Army.

(5) RECONDO (2 OMS points)

c. Physical Outcomes (Maximum 9 of 100 OMS points)

(1) On Campus MSIII Fall "For Record" AFT (Max 2 OMS points), no alibis for missed ACT regardless of reason. (ACFT for Cohort 2026 only.)

(2) On Campus MSIII Spring "For Record" AFT (Max 4 OMS points) no alibis for missed ACT regardless of reason. (ACFT for Cohort 2026 only.)

(3) Varsity/Intramural/Community Team Athletics (Max 3 OMS points)

(a.) To earn points for a given year for these activities, a Cadet must demonstrate participation throughout the duration of time in which the activity is available for the given year. Cadets who drop out of the activity before the activity concludes for the year or are released for misconduct will not receive points. Varsity Athletics include all collegiate level sports represented by the National Collegiate Athletic Association (NCAA). Intramural Athletics include all sports represented by the college that the Cadet is attending. Community Team Athletics include all sports sponsored by the community or organizations within the community. Cadets may be given credit for each category if they were on staff as coach, trainer, or similar time-intensive position, mascot, etc. for the activity.

(b.) The OMS Model awards points to Cadets participating in athletics (varsity, intramural, and community level) similarly to extracurricular activities. Points are only awarded for participation while attending college. A Cadet must have been attending college, but not necessarily enrolled in ROTC, when a given activity was

performed. **Ranger Challenge** points are not to be awarded as athletics. See below Table D-4.

Points for Athletics	Points Per Year	Max Points
Varsity	10	30
Intramural	5	15
Community	5	15
Total Possible Points: (60 Athletic points = Max 9 OMS points)	20	60

Table D-4. Athletic Points

D-3. OMS Model Data Information

a. Through CCIMM, ROTC programs can view and print all data used by the OMS Model to calculate the OMS. Data used by the OMS Model for the OMS calculation can be viewed in the AMS under the Reports Module in CCIMM. The AMS also displays the sub-category values, their standardized scores, and weights. They can also view or print the AMS, which is used by the HQDA/ROTC Branching Board.

b. The OMS calculation in CCIMM is available all year for all ROTC Cadets and ECP LTs, not just those Cadets/ECP LTs considered during this year's OML process. CCIMM calculates the OMS based on the available data and is only as accurate as input data reflects.

c. Distinguished Military Graduate (DMG). Cadets ranked within the OML's top twenty percent of the National OML are designated as DMGs. The list of DMGs is released by HQ, USACC along with the Component Selection results. DMG distinction does not guarantee a Cadet/2LT basic or control branch selection.

d. OML is an internal HQ, USACC tool required by DA G1, and is generally not releasable, except for a listing of the OML's top ten Cadets for Public Affairs purposes.

e. The AMS displays all the performance evaluation data that is used in the OML plus additional information that may be used by the Talent Management Board.

(1) The AMS is a read-only form that draws its data from CCIMM. The accuracy of OMS data input to CCIMM is critical to the Component Selection and Branching process. PMS(s), Cadets, and HRA(s) are directly responsible for timeliness and

accuracy. PMS(s) and Cadets will sign original printed AMS documents attesting to their accuracy and then file them at the Program level. By checking the “X” in the OMS Data and Component Selection box in the CCIMM Branching Module, PMS(s), Cadets, and HRA(s) certify that the data has been verified as complete, accurate, and ready for OMS Model processing and the Component Selection and Branching boards. **CCIMM is the system of record for OMS and component information and is not connected to the Talent Based Branching (TBB) data collection.** The TBB website is the system of record for Cadets Active Duty branch preferences. It is the only location Cadets are required to list Cadet Comments, Active Duty branch, branch ADSO, and Branch Detail preferences. PMSs, Cadets, and HRAs must ensure that the information a Cadet desires to compete with is accurately reflected in CCIMM and may use information provided by the Cadet from the TBB site.

Example: Branch preferences listed in TBB are the branches the Cadet will be considered for if they receive Active Duty. Each Cadet must verify their branch preferences in the TBB website <https://branching-rotc.army.mil>.

(2) The OMS generated by CCIMM and displayed on each Cadet/2LT AMS is used solely to establish a rank ordering with a Cohort of Cadets/LTs meeting the Component Selection and Branching Board requirements. The mathematical design of the OMS Model is such that the OMS(s) are not comparable from year to year. PMSs and Cadre should refrain from using past years’ Accessions Board results and OMSs to counsel Cadets or to speculate on future Board results.

(3) Detailed preparation information regarding the AMS is found in Appendix F.

(4) Cadets are personally responsible to review the accuracy of this information; therefore, they must ensure each entry is true and correct, sign their individual AMS with their PMS/APMS, and obtain a copy of the AMS for their record.

1. Academic Outcomes (Maximum 29 of 100 OMS points)

- Accessions GPA (as defined in Appendix D-2 a(1)) (Max 22 OMS points)
- Academic Discipline Mix (2) ADM3/5 = 1 OMS pt ADM4 = 2 OMS pts;
- Language/Cultural Awareness (Max 5 OMS points)

2. Leadership Outcomes (Maximum 62 of 100 OMS points)

- PMS Experience Based Observations
 - MS III Cadet CER, PMS Rating of Potential (Max 10 OMS points)
 - MS III Cadet CER, PMS Ranking of Performance (Max 15 OMS points)
- Cadet Training/Extracurricular Activities (Max 5 OMS points)
- Maturity & Responsibility (Max 5 OMS points)
 - F/T Employment
 - P/T Employment
 - SMP Member
- Cadet Summer Training (Max 25 OMS points)
- RECONDO (2)

3. Physical Outcomes (Maximum 9 of 100 OMS points)

- On Campus MSIII Fall "For Record" AFT (Max 2 OMS points)
 - On Campus MSIII Spring "For Record" AFT (Max 4 OMS points)
 - Athletics: Varsity, Intramural, or Community Team (Max 3 OMS points)
- *(ACFT will be used for Cohort 2026 OMS points, not ACFT)

Figure D-1. FY 2026 thru FY 2029 OMS Model

APPENDIX E – Campus Evaluation Report (CER)

E-1. CER Purpose

a. The primary purpose of this appendix is to explain what information is retrieved from the CER and used in the accessions and TBB process. The CER must be completed and input into CCIMM by the suspense listed in Appendix B. Contact the Deputy Chief of Staff, Directorate of Leader Development and Education (DoLD-E), for information on how to write the CER.

b. The CDT CMD Form 67-10-1 allows rating officials to provide HQ, USACC G1, ASD with performance and potential assessments of each rated Cadet for USACC component and branching board processes. It also provides valuable information for use by successive members of the rating chain, emphasizes and reinforces professionalism, and supports the specialty of Officer Personnel Management System Processes. CER completion requires rating officials to make an assessment of a rated Cadet's performance and his/her potential for increased responsibility and service to our country prior to Advanced Camp attendance.

c. In accordance with CG Policy Memorandum 9-1, ROTC programs must complete MS-III CERs in CCIMM before Cadets depart campus at the end of their MS-III year. This will occur regardless of when they go to Advance Camp, access, graduate, and eventually commission. **Cadets that do not have a valid CER in CCIMM prior to Advanced Camp attendance are subject to removal from Advanced Camp scheduling/attendance until the CER is in CCIMM by the suspense provided in Appendix B.**

d. The CER is one of the most important parts of the OML as it is worth up to points; is crucial that it is completed before component and branching selection occurs. The potential impact on a Cadet for not having a complete CER in CCIMM will make a difference on whether the Cadet receives component of choice. (Regular Army or Reserve Forces Duty (USAR or ARNGUS). The CER must be completed at the end of the Cadets MSIII year and before attendance at Advanced Camp. PMSs are not authorized to delay the CER to include Advanced Camp Evaluation Report information. Incidents of this nature must be reported to HQ, USACC G1, ASD Chief or Deputy Division Chief for recommended action and reporting to compliance entities.

e. Leaders are charged with ensuring Cadet evaluations reflect equality across Host, Extension, and Cross-Town schools to ensure each have a fair and equitable rating and ranking reflective of their accomplishments.

E-2. ROTC CDT FORM 67-10-1, Part V – Senior Rater

a. Part Va. This section is where the senior rater assigns a rating to the Cadet based on Cadet's overall potential during the rating period as compared to other Cadets within the rated cohort (***Top 15% is the only forced distribution rating***) and it is worth up to 10 points of the total points.

b. Part Vb. After the senior rater has assigned a rating, he/she must also assign a ranking to the Cadet. This portion of the Cadet CER is worth up to 15 of the total points. Once all the above has been completed, there is a "Comments" section where the senior rater should write a narrative regarding the overall potential of the rated Cadet and use this area to note his or her recommended component selection and or branch assignment for the Cadet. Comments are required. They are reviewed during the accessions process, to include the Educational Delay and Regular Army selection board.

c. The senior rater's comments are seen by the board when reviewing Cadet AMS as well as the Talent Management File for the Cadet. Recommendations, good or bad, should be supported with strong narratives.

APPENDIX F – Administrative Procedures for Accessions

F-1. ROTC Cadet Accessions Management Sheet (AMS)

- a. The ROTC Accessions Management Sheet (AMS), ROTC CDT FORM 67-9-1, is an important accession file document.
- b. Cadets and PMS/APMS must sign and date to validate that all information is accurate and submitted in accordance with regulatory guidance. PMS/HRA are to provide the signed AMS to the Cadet/2LT and maintain a paper copy of signed form for future reference following the board process.
- c. The AMS is used to provide pertinent Cadet Performance data for all accession processes and boards; it is in the OMS & Component Data/Accession Module of CCIMM.
- d. The AMS must be included in the Educational Delay application IAW Appendix J.
- e. The accuracy of data entered on this report is critical to ensuring the best desired outcome for meeting Army requirements. Inaccurate or missing data could negatively impact board results.
- f. AMS will be reviewed and signed prior to the Cadet leaving campus.

F-2. Mandatory Accession Documents

- a. Official transcripts from the school the Cadet/2LT is currently attending through the spring term following the Cadets' MSIII year are required. An official copy of all other post-secondary school(s) transcripts, if transfer credit is being awarded to meet degree requirements for commission, are also required.
- b. PMS(s)/HRA(s) will include a memorandum explaining any difference between the cumulative GPA on transcript and the data in CCIMM as depicted on the Cadet Record Brief (CRB) (i.e., recalculation of GPA if ROTC/military science classes are not included in cumulative GPA or transfer credit) if applicable).
- c. Cadet Record Brief.
- d. Official SIFT Test Score Memorandum, if applicable. Note: A second SIFT attempt is only authorized if the score is less than 40 and at least 45 days have elapsed.

e. Approved Class 1A Flight Physical DD 2808 stamped “Qualified” or “Waiver Granted” by U.S. Army Aeromedical Activity (AAMA). Must receive physical from a Military Treatment Facility within 100 miles, if not examined at CST.

f. Approved Class 1A Flight Physical Waiver published by U.S. Army Aeromedical Activity, if applicable.

g. ROTC Cadet AMS.

F-3. BOLC Assignment Preferences - CC Form 218-R

a. The Assignment Preference Sheet (CC Form 218-R) displays information pertaining to the Cadets/Lieutenants’ preferences for initial assignment location, initial Active Duty dates, and consideration for special duty (CST Cadre or Gold Bar Recruiter duty). This form is filled out in the OMS & Component Data/Accession Module of CCIMM and applies to all Cadets accessing Active Component. Inaccurate or incomplete information on the CC Form 218-R creates a need to publish amendments and disrupts the BOLC and Advance camp assignment process. **The information annotated in this module on the day following the suspense day is what determines availability for assignment.**

b. PMS(s)/HRA(s) must include a brief explanation specified in Part II Remarks section if the Cadet has requested an Active Duty date later than 30 days from commissioning date (Does not apply to G2G ADOs, see para 2-8(6)c). BOLC course assignment priority is G2G ADO, Advance Camp Cadre, and OML ranking based on available seats.

c. Below are the steps required for entering data into CCIMM to update the Assignment Preferences. PMS(s) or HRA(s) must update CC Form 218-R data in accordance with CCIMM by the established cut-off date(s) as indicated in Appendix B for December graduates and Spring semester graduates.

(1) **Select:** BOLC Assignment Preferences.

(2) **Select:** Cadet.

(3) **Open:** Assignment Preferences section.

(4) **Select:** Assignment preference choices from drop down menu.

(5) **Open:** Additional Information section.

(6) **Update:** Will be auto-filled by “Address-Expected after Commissioning” data from Cadet Data/Personal tab in CCIMM.

(7) **Update:** Telephone number.

(8) **Update:** Enter Active Duty on/or about dates if necessary.

(9) **Select:** Mode of travel (POV or Commercial Air).

(10) **Select:** DO or DO NOT desire to serve as Cadre at Advanced Camp. Note: CG, USACC directed Advance Camp Cadre assignment as a mission priority. If Advance Camp 2LT Cadre TDA requirements are not met by volunteers, 2LTs will be selected, regardless of if “DO NOT” option is selected. BOLC dates that support CST and information in the CC Form 218-R “Remarks” section (see item 12), will be considered when selecting non-volunteers. Reserve or NG selected for Advance Camp Cadre will not bring their Reserve or NG issued equipment to Advance Camp. You must turn in issued equipment prior to discharge from Reserve or NG.

(11) **Select:** DO or DO NOT desire to serve as Gold Bar Recruiter (GBR).

(12) **Select:** DO or DO NOT request consideration for JOINT DOMICILE. If select, “DO” – enter the information on the military spouse.

(13) **Annotate key information in the Remarks section**, i.e., any reason/event such as competing for Army Scholarship program (Fulbright, Marshall, etc.), personal wedding, volunteer for Advance Camp Cadre duty or Gold Bar Recruiter, etc., that would preclude a Cadet from attending BOLC at a certain time. **Reference paragraph F-3b above, the PMS must ensure each Cadet provides a clear explanation with a valid justification (include date(s) of event or reason) for unavailability to enter Active Duty within 30 days of graduation/appointment or serve as Advance Camp 2LT Cadre.** Note: G2G ADOs must attend first available BOLC after commissioning, it’s highly encouraged not to make plans post-commissioning for vacations, weddings, etc.

(14) If the PMS concurs with this Cadet/2LT serving as a GBR it should be indicated in the Remarks section. The GBRP is a volunteer special duty where the Cadet indicates their desire to volunteer for GBR duty. BOLC/Advance Camp Cadre attendance has priority over GBR duty. The declaration of intent is in addition to the official request as specified in this circular Appendix M, GBRP. To prevent sending conflicting Active Duty availability dates, Cadets or school staff should not submit a

GBR packet with a beginning date earlier than the date entered in Part II item 2. (“I desire to enter Active Duty on/or about: 1st X, 2nd X, 3rd X.”)

(15) **CLICK “Submit”** to save the data.

(16) **Open** the “**Reports**” section. Select “BOLC Assignment Preferences Sheet (CC Form 218-R)”.

(17) **Select “Cadet”**.

(18) Review for accuracy, print and maintain signed copy.

F-4. Nurse Qualifications for BOLC Assignment

See Appendix K for specific administrative guidance on Army Nurse component selection, Active Duty selection process, AMS completion, Administrative Procedures for after National Council on Licensure Examination (NCLEX) completion, and paragraph K-6 for guidance on BOLC Assignment Preferences Sheet (218-R) completion.

APPENDIX G – Grade Point Average (GPA) Calculation

G-1. Calculate Cumulative GPAs.

a. Cumulative Academic GPA Freshman (Academic Year 1) is the cumulative GPA at the end of the student's first year. The 1st (fall) + 2nd (spring) + summer (if applicable) terms.

b. Cumulative Academic GPA Sophomore (Academic Year 2) is the cumulative GPA at the end of the spring term of the student's second year. The 1st (fall) + 2nd (spring) + summer (if applicable), + 3rd (fall) + 4th (spring) + summer (if applicable) terms.

c. Cumulative Academic GPA Junior (Academic Year 3) is the cumulative GPA at the end of the spring term of the student's third year. The 1st (fall) + 2nd (spring) + summer (if applicable), + 3rd (fall) + 4th (spring) + summer (if applicable) + 5th (fall) + 6th (spring) terms.

d. Cumulative Academic GPA for a master's degree is usually the cumulative GPA at the end of the spring term of the student's first year in the master's degree program i.e., the 1st (fall) + 2nd (spring). NOTE: However, if the Cadet was a graduate student prior to entering ROTC, include GPA from all graduate studies. This is to take into consideration studies that took place prior to entry into ROTC where the Cadet was contracted late in their academic progress and were already in pursuit of a master's degree when they contracted with ROTC.

e. ECP 2LTs will have their Associate's degree third academic year GPA included in their Accessions GPA.

Note: When calculating Cumulative Academic GPAs, ensure transcripts do not contain any handwritten markings (include ROTC grades in all GPA calculations).

G-2. Calculate ROTC GPAs

a. Cumulative ROTC GPA MS I is the cumulative GPA of all ROTC courses taken during the MS I year, (MS 101, 102, and associated lab courses)

b. Cumulative ROTC GPA MS II is the GPA of all ROTC courses taken through the end of the spring term of the Cadet's MS II year, (MS 101, 102, 201, 202, and associated lab courses).

c. Cumulative ROTC GPA MS III is the GPA of all ROTC courses taken through the end of the spring term of the Cadet's MS III year, (MS 101, 102, 201, 202, 301, 302, and associated lab courses).

d. Cumulative ROTC GPA MS IV is the GPA of all ROTC courses taken through the end of the spring term of the Cadet's MS IV year, (MS 101, 102, 201, 202, 301, 302, 401, 402, and associated lab courses).

e. Current ROTC GPA is the GPA of the ROTC courses taken the previous term.

f. If Cadets were in the program as an undergraduate and then enter a graduate program (to complete all their ROTC requirements), both their undergraduate and graduate grades/GPAs will count.

g. If Cadets enter the program as a graduate student, **only** their graduate degree grades/GPAs will count.

h. ECP 2LTs will have their associate's degree and third academic year GPA included in their Accessions GPA.

G-3. Factors used to convert hours.

This should be rare but may be used to incorporate ROTC classes into the GPA when a student is enrolled in a Cross-Town ROTC program, and the host school operates on a different credit hour system. Refer to the note in Figure G-1.

(1) Semester Hours to Quarter Hours To convert semester hours to quarter hours, multiply semester hours by 3 and divide total by 2.

****EXAMPLE:** 120 semester hours = 180 quarter hours.
 $3(120 \text{ semester hours}) \div 2 = 180 \text{ quarter hours}$ or $3 \times 120 = 360$ then $360 \div 2 = 180$

(2) Quarter Hours to Semester Hours To convert quarter hours to semester hours, multiply ($\times$) quarter hours by 2 and divide ($\div$) the total by 3.

(a) **EXAMPLE:** 200 quarter hours = 133.33 semester hours; $2(200 \text{ quarter hours}) \div 3 = 133.33 \text{ semester hours}$; Or: $2 \times 200 = 400$ then $400 \div 3 = 133.33$

(3) To convert 3.0 scale to 4.0 scale, Multiply GPA on the 3.0 scale by $4 \div 3$.

(b) EXAMPLE: 2.5 GPA on a 3.0 scale = $2.5 \times (4 \div 3) = 3.33$ on a 4.0 scale.
Or: $2.5 \times 1.33 = 3.33$ as $4 \div 3 = 1.33$ on 4.0 scale.

(4) To convert 5.0 scale to a 4.0 scale, Multiply GPA on the 5.0 scale by $4 \div 5$.

(c) EXAMPLE: 2.5 GPA on a 5.0 scale = $2.5 \times (4 \div 5) = 2.00$ on a 4.0 scale.
Or: $2.5 \times 0.80 = 2.00$ as $4 \div 5 = 0.80$ on 4.0 scale.

GPA CALCULATION - IMPORTANT NOTES

- Individuals with GPAs below 2.0 will not be boarded.
- GPAs will not be rounded up or down.
- Cumulative GPAs (CGPA) lower than 2.0 will not be rounded up to 2.0, to meet accession cycle eligibility.
- GPAs will be brought out to two decimal places and must match the CGPA on the transcript.
- Schools must manually input GPAs for transfer students where the receiving school only allows transferred courses on transcripts. Calculate by using points for letter grades.
- Use GPAs at the end of the MSIII year, or third academic year, to include Out of Cycle candidates. Example: Freshman Fall, Freshman Spring, and Freshman Summer; Sophomore Fall, Sophomore Spring, and Sophomore Summer and Junior Fall and Junior Spring only.
- Graduate students/Cadets that receive Pass/Fail grades for graduate studies must provide documented proof from a school official, not ROTC PMS or cadre. This proof includes, but is not limited to official transcripts, a letter from the Dean's or Registrar's office. If proven, Cadets will use the GPA from their Baccalaureate Degree provided it too is on an official transcript.

Figure G-1. GPA Calculation Notes

APPENDIX H – Army Military Human Resource Records Management (AMHRR)

H-1. Responsibilities

ROTC Program HRAs / PMS are no longer to use iPERMS as means to upload Cadet documentation. Cadet documentation must be submitted using the Cadet Document Upload module within CCIMM.

a. The AMHRR is an administrative record as well as the official permanent record of military service belonging to a Soldier. Each ROTC program's PMS and HRA are responsible for ensuring all required contracting and commissioning documents are administered and managed in accordance with Army and Cadet Command regulatory guidance.

b. AR 600-8-104, Army Military Human Resource Records Management, dated 29 June 2023 http://www.apd.army.mil/jw2/xmldemo/r600_8_104/cover.asp is the regulation that prescribes Army policy for the creation, utilization, administration, maintenance, and disposition of the Army Military Human Resource Record (AMHRR), formerly known as the Official Military Personnel File (OMPF). The Commanders of Army commands, Army Service Component Commands, and the State Adjutants General will monitor and assist in the administration of the AMHRR and its management program to ensure compliance with policies and mandated tasks.

c. For ARNGUS iPERMS upload, contact the State's G1 iPERMS Domain Manager or HR Specialist by emailing: ng.ncr.ngb-arng.mbx.ngb-perms-ngb-arng@army.mil

H-2. Required uploaded documents to CCIMM

a. The following Army Military Human Resource Record (AMHRR) documents **MUST** be uploaded for filing in CCIMM using the Cadet Document module. Ensure all pre-commission documents are uploaded within CCIMM within ten working days of contracting. The only exception is the eApp Investigation Request that must be scanned no later than 90 days of contracting.

DOCUMENT TYPE	DOCUMENT TITLE	DOCUMENT must be uploaded via CCIMM for transfer to iPERMS.
DD Form 93	Record of Emergency Data	Yes
SGLV 29-8286	Service Members' Group Life Insurance Election and Certificate	Yes
DD Form 4/1 & 4/2	Enlistment Contract (Original if ROTC; copy if executed by USAR or ARNGUS Unit)	Yes
Birth Certificate/Proof of Citizenship	Birth Certificate or Naturalization Documents/Proof of Citizenship (Personnel Security Requirement)	Yes
DA Form 597/-1/-2R/-3/-3AR-R/3B	Army Senior Reserve Officers' Training Corps ROTC Student Contracts (as applicable)	Yes
SSN	SSN Card *Upload in CCIMM	*Yes
DD 2058	State of Legal Residence	Yes
Income Tax W4	Employment Income Tax Withholding	Yes
SF 1199A	Direct Deposit Sign-up Form	Yes
CC Form 139-R	Cadet Application and Enrollment Record *Upload in CCIMM but will not to iPERMS	*Yes
DA Form 4824-R or NGB Form 594-1	SMP Contract (DA Form 4824-R/USAR or NGB Form 594-1 as applicable)	Yes
Waivers	Waiver(s) (Age, civil conviction, RE Code, dependency, etc.) (Approval sheet only)	Yes
CC Form 202-R/203-R & 204-R	GRFD Contract Endorsement (CC Form 202-R or 203-R) and GRFD revocation form 204-R (if applicable)	Yes
DD 214/DD220	Certificate of Discharge from Active Duty or ARNGUS/USARUS **No CCIMM; upload iPERMS directly	Yes
DODMERB Form 2492 or DD 2807-1	Report of Medical History	Yes
DODMERB Form 2351 or DD 2808	Report of Medical Examination	Yes
** eAPP Investigation Request	(Request for Security Clearance) Must be scanned no later than 90 days of contracting	Yes

Figure H-1. CCIMM Pre-Commissioning Documents

b. Documents specified in Figure H-2 are required to change enrollment status to “Commissioned-M”. The only exception is the final **official transcript** that must be uploaded **no later than 30 days after graduation and commissioning**.

DOCUMENT TYPE	Post-Commissioning Documents DOCUMENT TITLE	DOCUMENT must be uploaded via CCIMM for transfer to iPERMS.
Orders	Active Duty or Reserve Forces Duty Orders	IPPS-A
Memorandum	Memorandum of Appointment	Yes (Required)
DA Form 71	Oath of Office (Uploaded and original provided to the LT to hand-carry to BOLC)	Yes (Required)
DMG/DMS Certificate	Designation of DMS/DMG (Memo or Certificate) if applicable	Yes
Orders	Discharge orders to accept a commission	Yes (Required)
DA Form 591	Application for Initial (Educational) Delay from Entry on Active Duty and Supplemental Agreement	Yes
DA Form 591e	ROTC Supplemental Service Agreement (Initial Educational Delay)	Yes
DA Form 591g	ROTC Supplemental Service Agreement for Special Medical Program Participants	Yes
DA Form 591h	ROTC Supplemental Service Agreement (Army Chaplaincy)	Yes
CC Form 597 B & P	Active Duty Service Obligation Contract Agreement(s) (Branch, Post, CC Form 597-B, CC Form 597-P). This will be uploaded by G1 ASD if ADSO was approved	Yes
**Transcripts	Official Transcript /original w/ degree conferred /scan to iPERMS no later than 30 days following appointment or sooner if available from university	**iPERMS
DD Form 2808	Updated Medical Exam from Advanced Camp	Yes (Required)
DA Form 5261-1 THRU -4	Student Loan Repayment Program Addendum (only if applicable)	Yes
*DA Form 5315-E	United States Army Advance Educational Financial Assistance Record. Must be included in Disenrollment packets if applicable	Yes
*DD Form 785	Record of Disenrollment; upload within 5 workdays of final action. Must be included in Disenrollment packets and 4 yr. scholarship awardees if Cadet drops during MSI year	Yes

Figure H-2. CCIMM Post-Commissioning Documents

H-3. Interactive Personnel Electronic Records Management System (IPERMS) Validation

a. PMS(s)/HRA(s) are responsible for ensuring that each Cadet/2LT pre-commissioning and post-commissioning documents are stored in the AMHRR IPERMS via CCIMM Cadet Document Upload module in an accurate and timely manner. There are two exceptions to the above timeline standards. The eApp Investigation Request must be scanned no later than **90 days** after contracting. The official transcripts reflecting a conferred or completed degree must be scanned no later than 30 days following graduation and commission. Both exceptions conform to current SROTC Program(s) operational timelines.

b. Pre-commissioning documents must be uploaded within ten days of the event and commissioning documents must be uploaded within five working days of commission. All applicable DA Form 591 (Educational Delay) documents will be uploaded into CCIMM upon approval of DL Board and graduate school acceptance but NLT 1 June of the Cohort Year Group unless an extension has been approved by HQ, USACC, G1, ASD.

c. These DL forms must be emailed to HQ, USACC, G1, ASD (ATCC-PAS-A, Attention: Educational Delay Manager). After receiving receipt and verification that the Officer's file is complete, HQ, USACC, G1, ASD Education Delay manager will ensure Ed Delay orders assigning the Officer to HRC (AHRC-ORD-A) are published and transferred to the appropriate representatives Human Resources Command. All lieutenants' documents have the same standard regardless of assigned component. All information must be correct on all ROTC contracts, official military records documents, and commissioning documents.

d. If an erroneous commission is discovered, the PMS must complete procedures in accordance with USACC Regulation 145-9 paragraph 3-9. (All Revocation actions and supporting documents must be submitted through Brigade S1 to G1 ASD Once the revocation action is complete, the decision memorandum must be filed in iPERMS with all new commission documents as applicable. If permanently ineligible to appoint, complete disenrollment procedures in accordance with AR 145-1 and USACC Pamphlet 145-4.

APPENDIX I – DA G1 ROTC Selection and Branching Accessions Guidance

I-1. Component Selection

a. Once all CCIMM data is validated, the OMS ranks ROTC National Order of Merit List (NOML). Cadets in the Top 20% of the National OML are designated as Distinguished Military Graduates (DMGs).

b. Cadet files not marked “OMS Data and Component Selection Complete” will not be considered for that cohort year group accessions process. SROTC Programs are responsible for locking the “OML Component and Branch Selection Input Complete” box, printing the AMS and ensuring the PMS/APMS and Cadet sign the AMS validating all information. Once AMS is completed, provide a copy to the Cadet.

c. The Active Duty (AD) allocations are provided by Department of the Army (DA) G1.

d. ECP 2LTs commissioned by MJCs will access the same Reserve Component in which they served following MJC commissioning while completing their baccalaureate degree, unless selected for Regular Army accession by the ASA M&RA. ECP 2LTs selected for Active Duty will be managed by USACC, G1, ASD branch technicians for GBR and BOLC assignments. ECP 2LTs that self-select or assigned to Reserve Forces Duty (RFD) to the ARNGUS or USAR, will continue to be managed by under the authority of CG, HRC.

e. Cadets/2LTs are *not* required to wait until official Component Selection results are released to begin the SMP or GRFD process and align themselves with a Reserve Component. This can be accomplished at any point in the Cadet/LTs ROTC career.

f. The following Cadets/LTs will be selected for AD.

(1) Sons or daughters of Medal of Honor recipients, if requested.

(2) Green-to-Gold Active Duty Option (G2G ADO) program (as opposed to traditional Green-to-Gold non-Active Duty Option program participants who may request RFD).

(3) Full-time students attending the following Senior Military Colleges (SMC) who request Active Duty and are recommended for Active Duty by their Professor of Military Science (PMS): *Norwich University, The Citadel, Virginia Military Institute (VMI)*,

University of North Georgia (UNG), Virginia Polytechnic Institute (Virginia Tech), and Texas A&M University.

(4) Cadets/2LTs with an academic major in Nursing (JXX) from an accredited school of Nursing qualifying for appointment to the Army Nurse Corps, IAW AR 135-101, will receive AD by OML ranking until the Active Duty allocation is met. Additional guidance provided as follows:

(a) AN Cadets/2LTs that requested Active Duty but received RFD, may be branched (other than Army Nurse), if desired branch is available in the geographic location. However, priority will be given to those desiring to branch Army Nurse Corps.

(b) Cadets/2LTs selected for AN, who subsequently fail to qualify as an Army Nurse Corps Officer for reasons such as failing to pass the National Council Licensure Examination for Registered Nurses Exam (NCLEX-RN) and/or changing their academic major to anything other than Nursing, shall be reconsidered by HQ, USACC, G1, ASD for AD or RFD selection and branching.

g. The following Cadets/2LTs will be selected for RFD.

(1) Scholarship Cadets with GRFD contracts that are on a dedicated ARNGUS contract shall be offered to the ARNGUS. Cadets with State scholarships or other contracts which incur debt, if they do not serve on AD or in the ARNGUS, must provide a copy of those contracts to their chain of command prior to the board and they will be offered to the ARNGUS if they are not selected for AD.

(2) Cadets who have an active GRFD contract will be extracted and assigned to the desired component. Dedicated Army Reserve GRFD Cadets will be assigned to the Army Reserve.

(3) Military Junior College GRFD scholarships may be recommended for revocation by CG, USACC to the HQDA Director of Military Personnel Management (DMPM). USACC will get concurrence/non-concurrence from OCAR and NGB through the Assistant Chief of Staff, USAR and Assistant Chief of Staff ARNGUS. DMPM will staff the requests through the DCS, G1 to the Assistant Secretary of the ASA M&RA for final approval. If a Cadet requests Active Duty consideration and is on a GRFD, the GRFD must be revoked prior to the established date suspense provided in Appendix B. GRFD revocation must take place prior to receiving commission at the MJC. ASD, HQs, Cadet Command, G1 does not process nor action GRFD revocation requests. Point of Contact for a GRFD revocation is: Recruiting Marketing & Incentives Division (RMID)

Room 26, HQs, Cadet Command, 204 1st Cavalry Regiment Road, Building 1002, Fort Knox, KY.

(4) SMP Cadets may request the component in which they are enlisted as their first choice, to include SMP Cadets not selected for Active Duty as first preference.

(5) Cadets/2LTs will receive RFD by OML for ARNGUS or USAR duty. Cadets/2LTs will be offered to the RFD in the Reserve Component (RC) of their choice until one of the RC Cadet Command missions is complete. No component will exceed its mission until the missions for each of the three components are met, unless projected Cadet Command overproduction will allow both the needs of the Army and the Cadet/2LT's preference for component to be met.

(6) In the event a Cadet/2LT identified for ARNGUS appointment IAW the Accessions Guidance is not appointed in the National Guard of a State or Territory within 120 days of graduation, the Cadet/2LT will be appointed in the Reserve of the Army with assignment to the USAR. All RFD Cadets/2LTs should have a USAR branch and unit assignment or LOA NLT than the suspense indicated in Appendix B.

h. Once DA G1, DMPM validates the Active Duty and Reserve Forces Duty allocations, the OML results are released to the Brigades for announcement. Following the Component release, Cadets selected as Active Duty Eligible will compete for a branch IAW HQDA G1, DMPM Regular Army Branching Board Memorandum of Instruction. The Cadet's CCIMM accession records must be completed no later than the suspense indicated in Appendix B.

I-2. Active Duty Branching Process

a. Branching will take place in three sequential phases:

(1) Order of Merit List

(2) Component Selection

(3) DA/ROTC RA Branching Board IAW current FY Talent Based Branching priorities

(a.) Once Talent Based Branching is complete, the board will convene to assess the results and determine whether they meet the needs of the Army.

(b.) The board will follow HQDA (DAPE-MP) RA Branching Board Guidance and resolve any talent mismatches, validate Branch ADSO assignments, complete branch detail assignments, and provide an out brief to the CG, USACC.

I-3. Branch Detail Process (Active Duty Selectees)

Cadets may volunteer for Branch Detailing based on the requirements provided by DAPE-MP.

a. Donor branches are Adjutant General, Cyber, Engineer, Finance & Comptroller, Military Intelligence, Military Police.

b. Recipient branches are Air Defense (Cyber Only), Armor, Chemical, Field Artillery, and Infantry.

I-4. Explosive Ordnance Disposal (EOD)

a. Cadets may volunteer for EOD and will be considered based on EOD proponent selection criteria.

b. Cadets that desire EOD consideration must interview with EOD proponent personnel and complete the EOD questionnaire (provided by EOD proponent at time of interview) for selection consideration.

c. Cadets selected for EOD will be branched Ordnance, Chemical, or Engineer, and have "EOD Select" annotated on the Cadet Accessions page of CCIMM; selections are limited to authorized yearly allocations.

d. Cadets will attend their control branch BOLC prior to attendance at EOD training.

APPENDIX J – Education Delay (DL)

J-1. General Information

a. The annual DL selection board will take place after Active Duty/RFD (component) selection is complete and prior to the Active Duty Branching board. This allows Cadets that are not selected for DL to still compete for Active Duty if that is the Cadet's second component preference.

b. Cadets/2LTs competing for DL must have DL as their first component preference on the AMS by the time of the accessions record lock (see Appendix B for suspense date). Additionally, any Cadet competing for the Army Baylor or USUHS programs must be selected for DL. Those not selected for DL and having Reserve Forces as a secondary component will be assigned as such. Those that have Active Duty as their secondary preference will be considered in accordance with the Regular Army branching board process. If not selected for Active Duty, they will be assigned Reserve Forces duty. Cadets that have Active Duty as their second component preference must participate in Talent Based Branching, to include branch interviews.

c. Cadets/2LTs competing for DL will be identified as Active Duty-Ed Delay Pending, ARNGUS-Ed Delay Pending, or USAR-Ed Delay Pending on the component results release to the field. The final component will be determined after the DL board is released with the Active Duty branching board results.

d. Following DL selections, if one of the RC missions is no longer met, RC component changes will be offered, by OML ranking, to those Cadets/2LTs who were previously assigned to their non-preferred RC component, until the RC missions are met. If selection by preference does not result in meeting a RC mission, Cadets/2LTs for RC component changes will be selected, in reverse OML order, until the mission is met.

e. Applicants may only apply for professional degrees in the listed below branches:

(1) Judge Advocate General Corps.

(2) Chaplain Corps – Candidates must also apply for the Army Chaplain Candidate Program through the Chaplain Recruiting Team. Chaplain recruiting teams can be found at <https://www.goarmy.com/chaplain.html>. The Chaplain recruiting team will assist DL selects in completing the required DD Form 2088 (Letter of Ecclesiastical Approval from Faith Group) and other Chaplain-specific requirements.

(3) Army Medical Department (AMEDD) is comprised of six separate branches with career opportunities specified in Department of the Army Pamphlet 600-4, Army Medical Department Officer Development and Career Management. The availability of AMEDD allocations/specialties for DL is determined by the Office of the Surgeon General at the time of the DL board, based on strength needs of the Army at the time of the DL selection board.

- i. Army Nurse Corps – not accepting DL applications.
- ii. Army Dental Corps
- iii. Army Medical Corps
- iv. Army Medical Specialist Corps
- v. Army Medical Service Corps
- vi. Army Veterinary Corps

f. In accordance with AR 601-25, Delay in Reporting for and Exemption from Active Duty, Initial Active Duty for Training, and Reserve Forces Duty newly commissioned Officers selected for DL must be enrolled in the post graduate program by the first semester or quarter following appointment. It is understood that the majority of Cadets/2LTs applying for DL consideration will not have acceptance to a post-graduate program at the time of the board. Once the Cadet/2LT gains acceptance, the DA Form 591 (page 1) can be completed by the gaining college/university. HQ, USACC, G1, ASD completes page 2 of this form.

g. Once a DL select Cadet commissions, ROTC programs must submit the documents in paragraph J-4. Completed packets, including accession orders to DL will be sent to the program and appropriate contact at Army Human Resources Command, Officer Personnel and Management Directorate who will have administrative control of the Officer's status.

h. Each PMS must counsel Cadets interested in DL to ensure they understand the process and requirements (e.g., highly competitive, must have any specialty test scores at time of packet submission, and choices are limited). Cadets/2LTs must gain acceptance to professional studies no later than the established cut-off date as indicated in Appendix B. Secondary component preference should also be discussed, as those not selected for DL will be assigned in the secondary component. For example, if a Cadet's goal is to attend law school and they have Active Duty as the second preference, they will be considered for Active Duty vs. a Reserve Component where they could attend law school. Cadets must also be made aware that DL is completed while in the IRR (non-pay/benefit status). Cadets selected for DL should immediately contact a recruiter representing their specialty for mentorship and

additional processing requirements. HQ, USACC, G1, ASD provides a roster of all AMEDD-related specialties to the Health Professions Scholarship Program (HPSP) manager at HQ, USAREC to facilitate screening for HPSP opportunities.

i. Appointment memorandums must list “Reserve of the Army with Branch Unassigned”. See USACC Regulation 145-9.

j. Judge Advocate General’s Corps (JAG) information is provided at:
<https://www.jagcnet.army.mil/JARO>

k. Chaplain information is provided at:
usarmy.knox.usacc.list.hq-ss-chaplain-mil@army.mil

l. AMEDD Information is provided at:
<http://www.goarmy.com/amedd/medical-specialties.html>

m. Packets are due to ATCC-PAS-A no later than the suspense date given in Appendix B.

J-2. Eligibility for Education Delay Consideration

a. Active GRFD recipients in any component cannot apply for DL.

b. ECP 2LTs may apply if not GRFD.

c. G2G ADO cannot apply for DL. They are eligible to participate in an Active Duty program such as Doctor of Physical Therapy (DPT) at Baylor University.

d. All applicants must be able to begin graduate studies by the next fall quarter or semester following undergraduate degree graduation.

e. Out of Cycle commissionees (formerly known as EOCC) may request to be considered for DL status only if they have a Letter of Acceptance from the professional studies university in hand at the time of the DL Board.

f. Educational Delay to attend an accredited or approved medical, dental, or veterinary school located in other than the 50 States, District of Columbia, Puerto Rico, or U.S. Territory is not authorized in accordance with AR 601-25.

J-3. Educational Delay Request/Application Packet Requirements

a. DL packets must be routed through Brigade S1 to HQ, USACC, G1, ASD via encrypted email as a single PDF in the order listed in **Figure J-1**. After pre-screening, Brigade S1 will transmit packets to the Program Analyst at USACC G1, ASD. See Appendix B for the suspense date.

b. Brigade S1 will pre-screen completed packets to ensure documents are in the correct order as outlined in **Figure J-1** before submitting to HQ, USACC, G1, ASD. Any packets not in proper order or containing errors will not be processed for the Ed Delay board. Inaccurate packets will be returned to Brigade S1 for correction and must be resubmitted to HQ, USACC, G1, ASD before the published suspense date. Specialty test scores (MCAT, LSAT, GRE, etc.) must be included as part of the packet and submitted prior to the suspense.

Any (DL) request sent directly from a program to HQ, USACC, G1, ASD will be returned without action. The contents of the (DL) packet(s) are to be uploaded as one single *.PDF document and in the order listed below:				
Order of Documents	Name of Required Document	Chaplain	JAG Corps	AMEDD
1	AMS (Signed and Dated by Cadet and PMS)	X	X	X
2	Official Transcripts with school Registrar's Seal	X	X	X
3	Graduate Studies Admissions Test Results (LSAT, MCAT, GRE, etc.)		X	X
4	Cadet Signed/Dated Letter of Intent to the board	X	X	X
5	Signed and Dated Letter(s) of Recommendation	X	X	X
6	Letter(s) of Acceptance from Graduate School (Only if Cadet has already received one)	X	X	X
7	Civilian resume`	X	X	X

Figure J-1. Educational Delay Request packet required documents

c. All DL packets must be on-hand at ASD and complete prior to the established suspense. Cadets must have the scores of their graduate studies admission test(s) to complete. There are no alibis or “conditional” selections. DL packets that are not complete and/or board ready will be returned to the BDE S-1.

J-4. Administrative Procedures for Ed Delay Selectees (only)

a. Officers who enter DL status are transferred to the jurisdiction of HRC following commissioning and submission of all required graduate school acceptance documents. Commissioning documents for DL selectees must be scanned into the Cadet Document Upload module within CCIMM, not iPERMS, IAW Appendix H instructions and forwarded to HQ, USACC, G1, ASD within 10 days of commissioning.

b. HQ, USACC, G1, ASD will not publish Ed Delay orders or transfer control of any DL Officer to Human Resources Command (Officer Accessions) prior to receiving the following documents:

- (1) DA Form 71 (Oath of Office)
- (2) Appointment Memo to the Reserve of the Army with "Branch Unassigned"
- (3) Chaplain Candidate Program Memo or selection announcement
- (4) DA Form 591 signed by post-graduate university official
- (5) DA Form 597 (Non-Scholarship) or DA Form 597-3 (Scholarship)
- (6) DD Form 4
- (7) Current qualified commissioning physical (DD Form 2807-1 (Report of Medical History) and DD Form 2808 (Report of Medical Exam), along with any approved/signed medical waiver
- (8) Applicable supplemental form signed by the Cadet:
 - (a) DA Form 591E (JAG)
 - (b) DA Form 591G (MC, DC, VC, MS, SP)
 - (c) DA Form 591H (CH)

J-5. Additional Information

a. DL applicants for medical professions specific to the Medical Corps, Dental Corps, Veterinary Corps, Nurse Corps and the specific Medical Service Corps professions of Counseling, Psychology and Optometry, should be aware of the Health Professions Scholarship Program (HPSP). This program can help reach your professional goals. More information can be found at:

<https://www.goarmy.com/careers-and-jobs/specialty-careers/health-care/amedd-scholarship.html>.

b. DL applicants may complete degree, certification and/or licensure requirements for Medical Specialist Corps (SP) professions in civilian institutions and commission as SP Corps Officers thereafter – see more information at [goarmy.com/amedd](https://www.goarmy.com/amedd). Cadets should be aware that the Medical Specialist Corps (SP) has a graduate program for all four of its professions which permits completing degree, certification and/or licensure

requirements while serving on Active Duty and thus receiving full pay and benefits. The four programs are: the Doctor of Occupational Therapy Program (OTD), the Doctoral Program in Physical Therapy (DPT), the master's Program in Nutrition (MPN) and the Interservice Physician Assistant Program (IPAP). The OTD, DPT and MPN are all programs for which Cadets may apply IAW each program's application requirements. An AMEDD recruiter can be found at goarmy.com and can ensure all application requirements are submitted on time. The IPAP currently does not accept applicants directly from an undergraduate program. Soldiers may apply after completing BOLC if all other application requirements are met. For more information about each of these graduate program opportunities and for application requirements, please see the program website (provided below) or contact an AMED recruiter.

OTD- <https://www.baylor.edu/graduate/dscot>;
<https://www.baylor.edu/graduate/dscot>;

DPT- <https://www.baylor.edu/graduate/pt>;
<https://www.baylor.edu/graduate/pt>;

MPN- <https://www.baylor.edu/graduate/nutrition>;
<https://www.baylor.edu/graduate/nutrition>;

IPAP- <https://medcoe.army.mil/ipap-prospective-student-students>
<https://medcoe.army.mil/ipap-prospective-student-students>.

c. Participation in an educational delay to attend law school does not guarantee selection for the JAG Corps but significantly increases the chances for Active Duty selection. Third year Law DL Officers must apply by 1 October and complete an interview with a Judge Advocate Field Screening Officer, who submits a report to the selection board. Interviews can be arranged through the law school's Career Services or by contacting the officer directly. For more information, call 1-866-276-9524 or visit jagcnet.army.mil/jaro.

d. Chaplain Corps candidates must also be accepted into the Chaplain Candidate program.

(1) Applicants must have a baccalaureate degree of not less than 120 semester hours (with a minimum 2.5 GPA) and be accepted into a full-time Theological study master's degree program at an accredited school.

(2) A chaplain candidate must be a U.S. Citizen or permanent resident between the age of 21 and 34.

(3) Up to six months prior to their graduation, Chaplain Candidate Applicants must submit their application to be accessed as a Chaplain Candidate.

(4) Once accessioned into the Chaplain Candidate Program, DL 2LTs will have six (6) years to complete all requirements to become fully qualified to serve as a

chaplain. They will complete a single qualifying religious or theological master's degree program of no less than 72 semester hours.

(5) Candidates must receive an ecclesiastical endorsement (DD Form 2088) from an endorsing agent registered with the Armed Forces Chaplain Board. To qualify for Active Component Chaplain appointment, they must complete no less than two (2) years of professional, full-time civilian ministry experience (this can be completed during or after their graduate theological studies).

J-6. Extension for Professional Studies Admittance

a. An extension of admittance time to professional studies must be submitted if acceptance to professional studies is not gained by the suspense indicated in Appendix B. These extension requests should contain the reason an extension is needed (e.g., denied admittance to first school and pending decision of second), anticipated date of final notification of acceptance, and supporting documents. If approved, the extension will not exceed 31 August of the same year.

b. Requests for extension to gain acceptance to professional studies must be submitted on a DA Form 4187 thru the PMS to their Brigade and forwarded to HQ, USACC, G1, ASD for action. An example DA Form 4187 can be found in Appendix P, Figures P-1 and P-2.

J-7. Termination of DL

a. Requests for termination of DL must be submitted if acceptance to professional studies is not gained by established cut-off date as indicated in Appendix B or the DL-selected Cadet no longer desires to serve in that capacity.

b. Requests for termination must be submitted on a DA Form 4187 thru the PMS to their Brigade and forwarded to HQ, USACC, G1, ASD for action.

c. Requests must indicate Educational Delay Termination (DL Status to AD/RFD) in the remarks block of the DA Form 4187. Appendix P-3 provides administrative procedures on how to submit a termination of DL.

d. Upon termination of the DL the individual will receive Active Duty or Reserve Forces Duty depending upon the needs of the Army at the time the DL termination is completed. HQ, USACC, G1, ASD will conduct an out-of-cycle board based on information provided in the Branching Module and AMS at the time of the Selection and

Branching Board for their cohort as well as the branch ratings from Talent Based Branching.

APPENDIX K – Army Nurse Corps

K-1. General Information

- a. Nurse Candidates are not guaranteed Active Duty. Therefore, all Nurse Candidate Cadets must provide branch preferences for Active Duty and Reserve Forces duty prior to the DA/ROTC Selection and Branching Board.
- b. Nurse Candidates must list AN as their first branch preference and ensure the academic major code is JXX in CCIMM.
- c. Nurses are not eligible to participate in the Officer Incentives Programs for: Branch Active Duty Service Obligation (ADSO), Graduate School ADSO (suspended at this time), and Post of Choice ADSO, also known as Career Satisfaction Program (CSP).
- d. G2G ADO Nurses must pass NCLEX (within 2 attempts) prior to commission or they will be re-branched needs of the Army.

K-2. Army Nurse Selection

- a. The selection sequence begins with component assignments. Public law and contractual obligations take precedence.
- b. Nurse Candidates with an active (GRFD) contract will be selected for Reserve Forces Duty (RFD). If the GRFD is dedicated the Cadet/2LT will be placed in the dedicated component.
- c. Nurse RFD Candidates without a Guaranteed Reserve Forces Duty (GRFD) contract requesting RFD will be selected for RFD in the preferred component, based upon OML and needs of the Army.
- d. Senior Military College Nurse Candidates desiring Active Duty and recommended for Active Duty by the PMS. will be selected for Active Duty (IAW Title 10 USC) upon passing the NCLEX. NCLEX must be passed within 2 attempts, or they will be re-branched needs of the Army.
- e. Nurse Candidates will be selected by OML sequence for Active Duty until the available Active Duty allocations are exhausted.

f. Remaining Nurse Candidates will be assigned RFD to meet the needs of the Army with consideration of preference. Nurse Candidates in the Simultaneous Membership Program (SMP) will be selected for the component they are enlisted in.

g. Nurse candidates who fail the NCLEX after two attempts will no longer be considered for Active Duty, ARNG, or USAR as Army Nurse Candidates. Cadets initially identified for Nurse Active Duty are not guaranteed that assignment if they fail the NCLEX twice. They will be reassigned based on the Army's needs upon submission of their standby packet.

K-3. DA/ROTC Regular Army Branching Board

a. Nurse Candidates will receive a National OML number based on their OMS at the time of Component Selection.

b. Nurse Candidates are ranked on the Army Nurse OML by their OMS. Those requesting Active Duty will be selected in OML order, with approval from the HQ, USACC, G1, ASD Chief and USACC Chief Nurse, until all Active Duty slots are filled. If vacancies remain, RFD candidates (non-GRFD) requesting ARNGUS or USAR may be selected to fill them, at the discretion of the USACC Chief Nurse.

K-4. ROTC Cadet Accessions Management Sheet (AMS)

a. ROTC Accessions Management Sheet (AMS), ROTC CDT FORM 67-9-1 is an accession file document generated in CCIMM. Detailed preparation information regarding the AMS is found in Appendix F.

b. PMS/APMS and Cadet must sign and date to validate that all information is accurate and submitted in accordance with regulatory guidance.

c. The AMS is used to provide pertinent Cadet data used for Component Selection/OML National ranking during accessions process. It is in the Branching Module of CCIMM. The TBB website has replaced the need to use the Cadet AMS in the RA Branching Board process.

d. All board files (Accessions via TBB website and DL via *.pdf applications) are now viewed in an electronic version. G2G ADO and Nursing Cadets **are not** eligible for DL.

e. The accuracy of data entered on this report is critical to ensure the best outcome for the accessions board. Inaccurate or missing data negatively affects board results.

f. Nurse candidates must specify their goal is to serve either on Active Duty or in Reserve Forces Duty in the event they fail the NCLEX twice. The Cadet must annotate preference under the "Cadet Comments" section of the AMS prior to the annual accessions process suspense reflected in Appendix B.

K-5. Mandatory Accession Documents

a. Official transcripts from the school the Cadet/2LT is currently attending through the spring term following the Cadets' MSIII year are required. An official copy of all other post-secondary school(s) transcripts is required if transfer credit is awarded to meet degree requirements for commission.

b. PMS will include memorandum explaining any difference between the cumulative GPA on transcript and the data in CCIMM as depicted on the Cadet Record Brief (CRB) (i.e., recalculation of GPA if ROTC/military science classes are not included in cumulative GPA or transfer credit) if applicable. This is not an HRA function and requires direct communication from the responsible PMS.

c. Cadet Record Brief.

d. ROTC Cadet AMS signed by the PMS/APMS and Cadet only.

K-6. BOLC Assignment Preference CC Form 218-R

See Appendix F Administrative Procedures for Accessions

K-7. Nurse Qualifications

a. Nurse Candidates will not be placed on Active Duty (AD) prior to passing of the National Council Licensure Examination (NCLEX). The Nurse Candidates must sit for the NCLEX **within 60 days of graduation** and test dates entered in CCIMM.

b. Nurse Candidates that fail the NCLEX or change their academic major will not be automatically placed on Active Duty. They will be given a component based on their OMS at the time of the Department of the Army/Reserve Officers' Training Corps (DA/ROTC) Selection and Branching Board process. ROTC accessions with a military obligation who fail the NCLEX will be transferred in accordance with AR 135-101, Paragraph 1-11e (2) and AR 614-100, Paragraphs 4-2 and 4-3.

c. Nurse Candidates selected for Active Duty that fail the NCLEX, or change their academic discipline, will receive their branch, *other than Army Nurse*, through the normal branching process and are not guaranteed Active Duty. In the absence of Talent Based Branching (TBB) criteria and rating by branch proponents, re-assigned candidates, other than G2G ADO candidates, will be assigned to Reserve Forces Duty (RFD) of choice.

d. Nurse Candidates that fail the NCLEX or change their academic discipline and are selected for RFD, not on a GRFD scholarship, will be directed to the USAR or ARNGUS based on their reserve duty preference at the time of the Department of the Army/Reserve Officers' Training Corps (DA/ROTC) Selection and Branching Board.

e. Nurse Candidates that fail the NCLEX or change their academic discipline and that have a GRFD scholarship will receive the RD component that awarded the GRFD scholarship.

f. Nurse Candidates that wish to participate in the Gold Bar Recruiter Program (GBRP) must receive AD and pass the NCLEX. **Note:** See Appendix M. Army Nurse Corps (AN) 2LTs may serve as GBR(s) provided they meet eligibility criteria listed in paragraph M-3c(4). Nurse Candidates that desire GBR duty will not be considered if the desired GBR duty dates conflict with available BOLC assignment.

K-8. Administrative Procedures After National Council Licensure Examination

a. The Brigade Nurse Counselor (BNC) will verify the license and ensure CCIMM is updated to reflect the NCLEX status and pass date. After verification, the USACC Chief Nurse will request orders by email through HRC, Army Nurse Corps (AN) Branch. A copy of the email will be sent to USACC, Deputy Chief of Staff G1, Chief and Deputy Chief, ASD, ATCC-PAS. The USACC Chief Nurse and Deputy Chief Nurse will be informed via email after the orders have been distributed. IPPS-A is the authoritative data source for order information and should be periodically reviewed by USACC Nurse Cell and BNCs for updates to order information to ensure AN Candidates receive their orders as soon as possible.

b. Appointment memorandum must read Reserve of the Army "branch unassigned" (NOT Army Nurse Corps) for all nursing students. Likewise, the "Reserve Commissioned Officer" box should be selected on the DA Form 71.

c. Nurse candidates requesting component change from Active Duty to USAR or NG must submit a packet in accordance with administrative procedures in Appendix P. USACC Chief Nurse will provide a recommendation memorandum for approval or disapproval.

K-9. Army Nurse Corps – Active Duty Orders Process

a. Nurse candidates are accessed onto Active Duty through their assigned Brigade Nurse Counselor (BNC). BNCs will track the NCLEX status of each Officer's appointment date and will follow up on test results to validate completion of this critical Army Nurse Corps appointment requirement.

b. Once the NCLEX is passed and proof of active nursing license is confirmed; BNC's enter pass date in CCIMM and in coordination with the nurse candidate, will complete a list of desired first duty locations with the Clinical Nurse Transition Program (CNTP) and when available for the BOLC date they will attend. The following information will be sent to Deputy Chief Nurse for assignment and AD orders:

- (1) Name and last 4 of SSN.
- (2) RN license number and state issued.
- (3) BOLC class attending.
- (4) Desired mode of transportation.
- (5) Contact information (to include email, phone, and address).
- (6) Assignment preferences in order of preference.
- (7) Date of physical and date of last AFT.
- (8) Any other important information (MACP, Dependents, etc.).

c. Deputy Chief Nurse will coordinate with Human Resources Command (AHRC-OPD) Health Services Division for assignment and Request for Orders (RFO). Orders are published and forwarded to BNC for each nurse candidate.

d. Deputy Chief Nurse will confirm BOLC arrival for all Army Nurse Corps 2LT's with the BOLC Nurse Liaison.

K-10. Army Nurse - United States Army Reserve Orders Process

a. USAR Nurses are no longer required to pass the NCLEX prior to receiving orders in the USAR. However, until NCLEX is passed, the nurse is not considered "fully

qualified” and cannot attend BOLC. A new USAR branch and unit assignment will be required for any 2-time NCLEX failures.

(1) USAR nurses must take the NCLEX on the same prescribed timeline as Active Duty nurses (60-120 days from the first test if they fail the first).

(2) Nurses will be branched AN regardless of NCLEX status until they report to the USAR unit, license is verified by the unit, and a second oath is administered indicating branch assignment as Army Nurse Corps.

(3) Once they have a nursing license, the Officer must provide license to their unit of assignment.

(a.) Another Offer Letter will be generated by the Accessions Teams and sent to the Unit/Officer.

(b.) The Officer must execute another DA Form 71 – Oath of Office with a date after the date on the new Offer Letter.

(c.) The New DA Form 71 is sent to the Accessions Team, and a new official Appointment Letter is created bringing the Officer into the Army Nurse Corps.

(d.) The Officer will be unable to register for BOLC and will be AOC mismatched until action is complete.

APPENDIX L – US Army Reserve (USAR) Duty

L-1. Reserve Selection and Changes

a. The Cadet accession process into the Army Reserve may begin as early as the MSI year. Resources and contact information for USAR accessions offices are provided below.

b. The results of the current Fiscal Year (FY) Department of the Army/Reserve Officers' Training Corps (DA/ROTC) Selection Results are a by-name selection identifying the RFD components Cadets have received.

c. The Department of the Army (DA) G1 records the distribution of RD Cadets based initially on the U.S. Army Reserve Command (USARC) G1 published branch and unit assignments.

d. Branch and unit assignment from the Army Reserve must be obtained prior to the deadlines annotated in Appendix B. Cadets may be branched by the USAR without regard to Cadet/2LT preference. USAR unit assignments *must* be obtained prior to Commissioning and are a mandatory part of the USAR accessions packet, consolidated by the ROTC Program, and submitted to HRC for separation, USAR accession (rehire order), and unit assignment order.

e. All PMS' must counsel USAR selected Cadets using the DA Form 4856 reflected in Figure L-1 *no later than 48 hours following release of Component Selection* results.

f. Requests for RFD component change will only be considered if an *exceptional circumstance exists* as determined by the CG, USACC. CG, USACC may disapprove change requests between ARNGUS and USAR. USACC Brigade commanders will forward change requests recommended for approval through CG, USACC to the DMPM (DAPE-MPO-AP). CG, USACC has delegated "disapproval authority" for duty status change requests to the Brigade commanders and it **may not** be further delegated. HQ, USACC, G1, ASD POC will coordinate any actions recommended for approval with the respective USACC, Assistant Chief of Staff for USAR or USACC Assistant Chief of Staff for the Army National Guard. See Figure P-2 for example 4187.

DEVELOPMENTAL COUNSELING FORM For use of this form, see ATP 6-22.1; the proponent agency is TRADOC.		
PRIVACY ACT STATEMENT AUTHORITY: 5 USC 301, Departmental Regulations, 10 USC 3013, Secretary of the Army. PRINCIPAL PURPOSE: These records are created and maintained to manage the member's Army and Army National Guard service effectively, to document historically a member's military service, and safeguard the rights of the member and the Army. NOTE: For additional information, see the System of Records Notice A0600-8-104b AHRC, https://dodid.defense.gov/Privacy/BOBNAIndex/DOO-wike-BORN-Article-View/Article/570951/a0600-8-104b-ahrc/ . ROUTINE USE(S): There are no specific routine uses anticipated for this form; however, it may be subject to a number of proper and necessary routine uses identified in the system of records notice specified in the purpose statement above. DISCLOSURE: Disclosure is voluntary.		
PART I - ADMINISTRATIVE DATA		
Name (Last, First, MI)	Rank/Grade	Date of Counseling
Organization	Name and Title of Counselor	
University of Awesomeness	LTC Jason Bourne, PMS, University of xxxxxxxx	
PART II - BACKGROUND INFORMATION		
Purpose of Counseling: (Leader states the reason for the counseling, e.g. Performance/Professional/Event-Oriented counseling, and include the leader's facts and observations prior to the counseling.) Approach: ☐ Non Directive ☐ Combined ☐ Directive Type of Counseling: ☒ General Form ☐ Professional Growth ☐ Performance ☐ Event Oriented This is an event oriented counseling. You have either: 1) requested to enter into the US Army Reserve (USAR) upon commissioning or 2) the DA/ROTC component selection process selected you to serve in the USAR. The USAR classroom to BOLC-B process occurs in three steps. 1. Branching & Unit assignment 2. USAR Accessions 3. BOLC-B reservation/ completion . Both branch and location preferences will be done by online submission through		
PART III - SUMMARY OF COUNSELING Complete this section during or immediately subsequent to counseling.		
Key Points Discussion: 1. BRANCHING and ASSIGNMENT: This is the first step in the classroom to BOLM process o USAR branching and assignments will be conducted separately in a two part process. o First, you will be required to rank order ALL of the following Army Reserve Branches (AG, CM, EN, FC, IN, MI, MP, MS, OD, QM, SC, TC) in the order of your branch preference from 1 through 12 (1 is highest). o USAR branch will be awarded based on Cadet National OML, Cadet branch preferences, and each USAR branch's target number objective. o The USAR branch preference submission window is from 19 Sep 2024 to 9 Oct 2024. USAR branch results will be released on 18 Oct 2024. o After you receive your awarded branch, you will go through the unit location preference process. This will determine your unit of assignment. During this process you will have access to a US Army Reserve Command (USARC) generated list of available unit locations (city, state, zip code) for each specific branch. You will be able to indicate your unit location preferences based on your awarded branch. o There will be TWO location preference submission windows based on commission date: 1) window for DEC-MAR Commissions: 18 Nov 24 - 6 Dec 24; assignment results will be released 10 Dec 2024. 2) window for APR-JUN Commissions: 17 - 28 Mar 25; assignment results will be release 4 APR 2025. o Unit assignment will be awarded based on Cadet OML within each branch group, Cadet location preferences, and position availability. Note that you may be assigned to a vacant position or be double slotted with another Soldier. o (Insert HRA or program POC) will submit your branch and unit assignment location preferences on the USAR designated SharePoint site based on the submission timeline. o If you do not submit for a unit assignment, USARC G1 IMT will assign you to a position based on the needs of the USAR and in a location that is specified in your records. o You are responsible for getting yourself to drill each month. The USAR has a Lodging-in-Kind program (LIK) and Inactive Duty Training - Travel Reimbursement Program (IRT-TRP) intended to defray costs of attending monthly battle assembly, however, availability may be limited by funding or specific Command Policy. Each Mission Support Command (MSC) publishes their own LIK and IDT-TRP policy. Take this into account when selecting unit location zip codes. - LIK program: lodging for Soldiers living over 50 miles from their unit. - IDT-TRP program: limited travel reimbursement for Soldiers living over 150 miles from their unit		
OTHER INSTRUCTIONS		
This form will be destroyed upon: reassignment (other than rehabilitative transfers), separation at ETS, or upon retirement. For separation requirements and notification of loss of benefits/consequences see local directives and AR 635-200.		

DA FORM 4856, MAR 2023
PREVIOUS EDITIONS ARE OBSOLETE.

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Figure L-1(a). USAR Counseling Form (Page 1 of 3)

2. USAR ACCESSIONS: This is the second step in the USAR Classroom to BOLC process o You are required to have an awarded branch and unit assignment from Step 1 in order to complete Step 2 (USAR Accessions). o In this step, ___(Insert HRA or program POC)___ will submit your USAR Accession packet to HRC within 5 days after your commission date. When you are accessed in the USAR, you will receive a REHIRE order into the USAR and a UNIT ASSIGNMENT order. 3. BOLC reservation: This is the third step in the classroom to BOLC process o HRC notifies USARC G1 Initial Military Training (IMT) branch of officer's completed accession packet and commission date. When your accession is complete, USARC IMT will schedule your BOLC reservation based on your awarded branch. o Your USAR unit will then have 30 calendar days from when BOLC reservation notification is made to submit a PAR action IAW USARC PAG T-15-O-1. o IAW 10 U.S.C. 10104, you have 24 months to attend BOLC or risk being separated from the Army. 4. CIVILIAN EMPLOYMENT: There are several civilian employment resources available to you. Included, but not limited to, are: - Private Public Partnership (P3) is a USAR specific employment resource. Link: https://www.usar.army.mil/P3/ - Partnership for Your Success (PaYS). Link: https://www.armypays.com/GENERAL%20INFORMATION.html 5. OPPORTUNITIES WITHIN THE USAR: As a newly commissioned USAR officer, spend your 2LT years focused on learning about the Army Reserve. Here are other USAR opportunities to explore as in your USAR career progression: o ADOS - Active Duty for Operational Support (ADOS) is used to bring USAR Soldiers of active duty orders for a specified length of time. o IMA - The Individual Mobilization Augmentee (IMA) program is similar to the Troop Program Unit (TPU) in terms of the number of drill and AT days. The main difference is that drill and AT is typically performed in one consecutive period. IMA opportunities typically start at the O4 grade with opportunities to serve in strategic level active component units. o AGR - Active Guard Reserve (AGR) Soldiers serve as full-time active duty Soldiers in Army Reserve units and organizations. Like in the Active Component, USAR AGR Soldiers PCS to new assignment locations every couple of years.	
<i>Plan of Action (Outlines actions that the subordinate will do after the counseling session to reach the agreed upon goal(s). The actions must be specific enough to modify or maintain the subordinate's behavior and include a specified time line for implementation and assessment (Part IV below).</i>	
VERIFY that grad and commission date is updated on CCIMM. Graduation date: _____ Commission date: _____ o Attend or view USAR VBO session on the MS25 branch and assignment process. Date: _____ o Rank order ALL of the following Army Reserve Branches (AG, CM, EN, FC, IN, MI, MP, MS, OD, QM, SC, TC) in the order of your branch preference from 1 through 12. Contact your HRA (or designated program representative) and schedule time to provide your branch preference list by: ___(date)__. Your HRA/ program representative will submit branch preferences on your behalf. o Based on your awarded branch, identify zip codes from the USARC unit location list for locations closest to your residence. List your zip code(s) in order of highest preference. Contact ___(Insert HRA or program POC)___ and schedule time to submit your zip code location preferences by ___(date)__. Your HRA/ program representative will submit branch preferences on your behalf. o You are not officially assigned to your unit until after you receive orders in Step 2. However, you are encouraged to make contact with your reserve unit prior to commission. Reach out to your unit POC to get information about when and where to report, obtain drill and training schedule, and coordinate in-processing requirements. o Become familiar with USAR unit locations and position structure to gain an understanding of potential branch locations. - https://www.usar.army.mil/Locate-a-Reserve-Unit/Reserve-Unit-Locations/	
Session Closing: (The leader summarizes the key points of the session and checks if the subordinate understands the plan of action. The subordinate agrees / disagrees and provides remarks if appropriate.) Individual counseled: ☐ I agree ☐ disagree with the information above. Individual counseled remarks:	
Signature of Individual Counseled: _____	
DATE (YYYYMMDD): _____	
Leader Responsibilities: (Leader's responsibilities in implementing the plan of action.)	
Note: Both the counselor and the individual counseled should retain a record of the counseling.	

Figure L-1(b). USAR Counseling Form (Page 2 of 3)

Plan of Action (Outlines actions that the subordinate will do after the counseling session to reach the agreed upon goal(s). The actions must be specific enough to modify or maintain the subordinate's behavior and include a specified time line for implementation and assessment (Part IV below)

- o Contact our SROTC program HRA and obtain a current vacancy list for the US Army Reserves (USAR).
- o Watch the USAR accessions YOUTUBE video.
- o Look over the list of branches that offer bonuses or tuition reduction (for additional information contact the US Army Reserves Incentives Program office).
- o Study the list and choose three positions in the city/state (or surrounding area) where you will live after graduation and commission.
- o Prioritize the three positions and transfer the required information to the Vacancy Hold request sheet.
- o Email the document to the USAR G1, DMT team after it is complete.
- o When you receive the finalized VHR, make sure to provide a copy to the HRA so it is included in your commission packet.
- o Schedule your BOLC-B course date with the USAR G1, DMT team as soon as possible.

Session Closing: (The leader summarizes the key points of the session and checks if the subordinate understands the plan of action. The subordinate agrees/disagrees and provides remarks if appropriate.)

Individual counseled: ☐ I agree ☐ disagree with the information above.

Individual counseled remarks:

Signature of Individual Counseled: Date:

Leader Responsibilities: (Leader's responsibilities in implementing the plan of action.)

Signature of Counselor: Date:

PART IV - ASSESSMENT OF THE PLAN OF ACTION

Assessment: (Did the plan of action achieve the desired results? This section is completed by both the leader and the individual counseled and provides useful information for follow-up counseling.)

Counselor: Individual Counseled: Date of Assessment:

Note: Both the counselor and the individual counseled should retain a record of the counseling.

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APD LC v1.04ES

Figure L-1(c). USAR Counseling Form (Page 3 of 3)

L-2. United States Army Reserve (USAR) Branching and Unit Assignment

a. The USAR branching and assignment is a two-step process:

(1) **Branching** will be conducted at one time for all MS26 Cadets who have accessed USAR following component assignment.

(2) **Unit assignment** will follow based on awarded branch and will be distributed primarily in two cycles, based on commissioning date in CCIMM. Reference Appendix B for timelines regarding component selection, USAR branching, and USAR unit assignment.

b. **USAR Branching:** Cadets will submit their branch preferences in order of precedence on CCIMM within OMS & Component Data>Accession>OMS & Component Data>Reserve Component IAW the timeline in Appendix B. USAR branch will be determined based off National OML, needs of the USAR, and Cadet preference. USAR branching will occur once in the fall for all MS26 Cadets accessed into the USAR.

(1) Cadets competing for Active Duty that selected USAR as their second component preference must also complete their USAR branch preferences.

(2) Any subsequent branching requirements (i.e., component change) will take place on the first day of every month as needed.

(3) USAR MS26 Branch Distribution:

11A/IN	1%	42B/AG	10%
12A/EN	24%	66H*/AN	1%
15A*/AV	1%	70B/MS	2%
17A*/CY	2%	74A/CM	7%
25A/SC	5%	88A/TC	11%
31A/MP	11%	91A/OD	4%
35A/MI	10%	92A/QM	11%
36A/FC	1%		

* Branch has degree or board requirements

(4) Cadets competing for USAR Aviation or Cyber branch are still required to submit their branch preferences. They will initially be awarded a branch, but if selected for Aviation or Cyber their branch will be updated accordingly. Cadets must submit a board packet for Aviation (15A/67J) and Cyber (17A) IAW with instructions in Figure L-3/4 (AV) and Figure L-6 (CY).

(5) Mission Set Migrations: All USAR Cadets from a previous board year will be branched and assigned IAW with that FY accession year guidance and procedures. However, Cadets with a valid branch and unit assignment branch and unit assignment may elect to retain their branch and unit assignment for up to one year from issue date. Cadets electing to retain their current branch and unit assignment must notify USACC USAR at usarmy.knox.usacc.list.hq-ss-usar-mil@army.mil NLT 30 SEP.

(6) Mission Set Migrations: USAR Cadets that migrate to a new Mission Set will recompile in the new Mission Set for USAR branching and assignment process.

(7) Aviation and Cyber: Cadets that are selected for Aviation or Cyber who fail to commission within their initial mission set will not retain their selection into that respective branch. The Cadet will be required to resubmit a new packet to be boarded with the mission set they migrate into.

(8) ECP Cadets will submit for their branch and unit assignments in the mission set they will be completing their baccalaureate degree. ECP 2LTs selected for Active Duty will be managed by HQ, USACC, G1, ASD branch technicians for GBR and BOLC assignments. ECP 2LTs that self-select or are assigned to Reserve Forces Duty (RFD) to the Army National Guard (ARNG) or US Army Reserves will continue to be managed by under the authority of CG, HRC.

(9) Branch availability is limited by USAR force structure. Cadets are highly advised to familiarize themselves with USAR unit locations and determine if their desired branches are within reasonable commuting distance. Use the following link for USAR unit locations: <https://www.usar.army.mil/Locate-a-Reserve-Unit/Reserve-Unit-Locations/>

c. Unit Assignment: Cadets will submit their unit location preferences based on awarded branch. USACC USAR will publish an OPORD through the Brigades to collect unit preferences. USAR unit assignment will be determined based on USAR requirements within the Cadet's location preferences. The USAR unit assignment will take place once in the Fall semester for DEC-MAR graduates and once in the Spring for all remaining MS26 Cadets.

(1) During the assignment process Cadets will provide preferred unit locations by zip code. USARC will assign Cadets to a unit within 150 miles of their requested zip code as vacancies permit.

(2) *Cadets may request to forfeit their awarded branch in lieu of a specific location but will be awarded a branch in line with the needs of the Army Reserve.*

L-3. USAR Post Commission Accessions Guidance

Human Resources Command (HRC) Reserve Personnel Management Directorate (RPMD) processes all USAR commissions. All documentation must be uploaded to HRC's SharePoint page no later than 5 business days from commissioning. Follow the guidance below to upload accessions documentation:

1. Request access to HRC SharePoint at the following link: [Access Request Submission](#)
 - a. Requesting access is a one-time request and does not expire. Allow 24 to 48 business hours for a response
 - b. Once you have received notification of receipt, please allow approximately 10 business days for the accession to be completed
2. Once your request has been approved, submit the Cadet's accessions packet at [Accessions Packet Submission](#) .
 - a. Click on the person icon with the plus sign in the top right corner to add a new submission.
 - b. Complete the required fields and attach the packet (drag and drop), click on submit.
3. Required Documentation
 - a. DA Form 71 (Oath of Office)
 - b. Memorandum of Appointment (including CST commissionees)
 - c. Discharge order to accept a Commission. (Reference CC Reg 145-9 1.N. & AR 135-178 para 5-5)
 - d. DA Form 597 (cadet contract), 597-1, or 597-3 (if applicable)
 - e. DD Form 4: DD Form 4/1 and DD Form 4/2 (enlistment contract)
 - f. DD Form 2808 and Genesis physical, all pages are required. If physical does not have height/weight filled out, then supporting documentation stating height/weight is required. (only valid for two years)
 - g. SF 507 or Medical Waiver (if applicable)

Once all the documentation is sent to HRC RPMD is accurate and complete, nothing further is needed from the ROTC program. Accession and assignment orders will be posted to the 2LT's iPERMS by HRC. If you have any questions or concerns, please contact Ms. Koren Dietrich at koren.g.dietrich.civ@army.mil or teams 520-725-9599. BOLC enrollment is scheduled by USARC. Any USAR BOLC RFI should be directed to USARC G-1 IMT at usarmy.usarc.usarc-hq.mbx.g1-imt-Officer-team@army.mil.

L-4. United States Army Reserve (USAR) Aviation Accession

a. Aviation (15A) and Aeromedical Evacuation (67J) assignments in the Army Reserve are highly competitive and require additional considerations above standard branch requirements annotated elsewhere in this Circular.

b. Branch Qualification Requirements. Aviation and Aeromedical Evacuation initial qualifications are the same as the Active Component. A passing SIFT of 40 or greater and Class 1A Flight Physical (stamped “Qualified” or “Waiver Granted” by AAMA) is required for consideration. The timeline for these requirements is listed in Appendix B.

c. Applicant Interest Form. Cadets are encouraged to relay interest in USAR Aviation Officer (15A) or Aeromedical Evacuation Officer (67J) positions to their PMS(s) as early as their MS I year. The Army Reserve Aviation Interest Form can be found online at <https://www.usar.army.mil/Commands/Functional/Aviation-Command/Aviation-Recruitment/Officer-Aviator/>. This form informs the USARC G-3/5/7 Aviation Accessions Officer of the Cadet’s current accomplishments in the selection process and, once submitted, allows for appropriate tracking and visibility. See Figure L-2. Send interest form to usarmy.liberty.usarc-hq.mbx.aviation-accessions@army.mil.

d. Army Reserve Aviation Applicant Checklist. The applicant checklist is designed to assist Cadets in navigating all requirements to remain competitive for an Aviation (15A) or Aeromedical Evacuation (67J) position. This checklist also assists the HRA and/or PMS in tracking the Cadet’s progress, as well as communicates Cadre awareness to the USARC Aviation Accessions. See Figure L-3(a-b).



ARMY RESERVE AVIATION INTEREST FORM



NAME: **PHONE:** **AGE:**
(First) (Last) (M.I.)

HOME CITY/STATE: **EMAIL:**

COMMISSIONING SOURCE (ROTC/OCS):

COLLEGE / UNIVERSITY: **PROJECTED COMMISSIONING DATE:**
(DD / MM / YY)

SIFT STATUS: ☐ SCHEDULED / DATE: ☐ NOT SCHEDULED ☐ COMPLETE / SCORE:
(DD MM YY)

FLIGHT PHYSICAL: ☐ SCHEDULED / DATE: ☐ NOT SCHEDULED ☐ COMPLETE:
(DD MM YY)

ROTC ONLY:

HRA: **EMAIL:** **PHONE:**

MAJOR: **CURRENT GPA:**

SCHOLARSHIP: ☐ YES ☐ NO **GRFD:** ☐ YES ☐ NO

SMP CADET: ☐ YES ☐ NO *if YES:* ☐ USAR ☐ ARNG

CURRENT UNIT OF ASSIGNMENT

OCS (In-Service):

RECRUITER: **EMAIL:** **PHONE:**

STATION NAME: **REGION / BN:**

CURRENT UNIT OF ASSIGNMENT (If Applicable):

DESTINATION CITY / STATE AFTER COMMISSION / APPOINTMENT:

MILITARY EXPERIENCE:

AVIATION EXPERIENCE:

SUBMIT COMPLETED FORM TO:

ROTC / USMMA / OCS (College Option) - USARC AV Accessions @ usarmy.liberty.usarc-hq.mbx.aviation-accessions@army.mil
 OCS (In-Service) – Army Reserve Careers Group @ usarmy.usarc.arcg.mbx.hq-ops-spcmsn-organizational-mailbox2@mail.mil

USARC AV Form 1 Previous editions are obsolete As of 31 JAN 2024

Figure L-2. USAR Aviation Interest Form



ARMY RESERVE AVIATION APPLICANT CHECKLIST [Part 1]



NAME: (First) (Last) (M.I.) DATE: (DD / MM / YY)

PHONE: EMAIL: AGE:

ADDRESS (HOR): CITY: STATE:

COMMISSIONING SOURCE (ROTC/OCS):

ROTC HRA / ARCG POC NAME: PHONE:

POC EMAIL:

COLLEGE / STATION NAME:

The following documents / information is **REQUIRED** for accession consideration to become an Aviator in the United States Army Reserve. Scan or attach all items to this checklist. Only complete packets will be accepted. Applicant must initial or mark "N/A" in the text box to the left of each item.

- ☐ **1. OFFICIAL SELECTION INSTRUMENT for FLIGHT TRAINING (SIFT) SCORE MEMO**
A minimum score of 40 is required to pass the SIFT and is generally a prerequisite to scheduling the Class 1A Flight Physical.
- ☐ **2. CLASS 1A FLIGHT PHYSICAL DD FORM 2808**
The DD 2808 MUST be stamped "QUALIFIED" or "WAIVER GRANTED" by U.S. Army Aeromedical Activity (AAMA). The average return time for a qualified document is approximately three (3) months. To check the status of your physical, you may contact your Flight Surgeon directly or visit <https://aero.health.mil/>. Must have a valid Common Access Card (CAC) to access the site.
- ☐ **3. U.S. ARMY AEROMEDICAL ACTIVITY FLIGHT WAIVER (if applicable)**
- ☐ **4. ACFT DA FORM 705-TEST**
This DA Form must contain legible administrative data and be signed by the administering official.
- ☐ **5. HEIGHT / WEIGHT WORKSHEET DA FORM 5500 (if required)**
- ☐ **6. UNOFFICIAL COLLEGE TRANSCRIPT**
- ☐ **7. LETTERS OF RECOMMENDATION**
Up to three (3) Letters of Recommendation (LOR) may be submitted. LORs may be from civilian or military leaders with substantial knowledge of candidate. LORs may not be from members of the applicants' family.
- ☐ **8. LETTER TO PANEL PRESIDENT**
This letter should be no longer than 1 page and in memorandum format.
- ☐ **9. MILITARY BIOGRAPHICAL SUMMARY (if applicable)**
- ☐ **10. CIVILIAN RESUME**
- ☐ **11. CONDITIONAL RELEASE FROM STATE (if applicable)**

USARC AV Form 2
Page 1 of 2
As of 31 JAN 2024

Figure L-3(a). USAR Aviation Applicant Checklist (Page 1 of 2)



ARMY RESERVE AVIATION APPLICANT CHECKLIST [Part 2]



NAME: _____ DATE: _____
(First) (Last) (M.I.) (DD / MM / YY)

AVIATION BRANCH AND AEROMEDICAL EVACUATION OFFICER PREREQUISITES & ACKNOWLEDGEMENTS

The following items / criteria must be met before or during the application process. Applicants and their HRA, Recruiter, or other Accessions representative must initial next to each statement below.

APP POC

ALL APPLICANTS:

- | | | |
|--------------------------|--------------------------|---|
| ☐ | ☐ | 1. Applicant is a United States Citizen. |
| ☐ | ☐ | 2. Applicant is older than 18 years of age, but not more than 32 at the time of selection. |
| ☐ | ☐ | 3. Applicant possesses a GT Score of 110 or higher. |
| ☐ | ☐ | 4. Applicant has or is able to attain a Secret or Top Secret Security Clearance. |
| ☐ | ☐ | 5. Applicant can pass a standard 6-event ACFT, and meet all height and weight standards. |
| ☐ | ☐ | 6. Applicant understands that if selected to serve as an Aviator in the United States Army Reserve they will be required to serve a 10-year Service Obligation. |
| ☐ | ☐ | 7. Applicant understands they will be required to pass a Class 1A flight physical. If applicant does not report to Initial Entry Rotary Wing (IERW) training within 18 months of physical completion, they will be responsible for renewing their DD 2808 prior to report date. |

DESIRED DESTINATION:

Below, list the top FIVE locations of choice by either: specific unit name; city and state; or both. If "anywhere" is the choice, write "ANYWHERE" in block #1.

1.
2.
3.
4.
5.

By signing below, the individual(s) acknowledge all information annotated above and attached have been fully reviewed and are without error and accurate to the best of their knowledge.

CANDIDATE NAME:	SIGNATURE:
ROTC HRA / ARCG POC NAME:	SIGNATURE:
AVIATION UNIT POC NAME:	SIGNATURE:

SUBMIT COMPLETED FORM TO:

ROTC / OCS - USARC AV Accessions @ usarmy.liberty.usarc-hq.mbx.aviation-accessions@army.mil

Figure L-3(b). USAR Aviation Applicant Checklist (Page 2 of 2)

e. The following documents, as applicable, are required for a USAR Aviation application and should be in chronological order, current, and accurately prepared for the accessions panel. Important information includes schools or specialty training; civilian/military work experience; leadership awards, scholarships, and unique recognition (Updated Soldier Talent Profiles are permissible but must be correct).

(1) USAR Aviation Applicant Checklist.

(2) Army Fitness Test Scorecard - DA FORM 705- TEST. This form must be completed IAW ATP 7-22.01.

(3) Three (3) letters of recommendation showcasing your talents, leadership ability, intellect, and discipline regarding Aviation service. It is recommended that one of your letters be signed by your PMS. For all applicants, it is recommended that you have a letter signed by an individual in Aviation service (former or current).

(4) The letter to the President of the Panel. This letter must be written in Memorandum format IAW AR-50. (see Figure L-4 below).

(5) Military Biographical Summary and/or Civilian Resume.

f. Cadets not selected for Aviation will retain the branch they were assigned during the fall USAR branching process.



DEPARTMENT OF THE ARMY
ORGANIZATIONAL NAME/TITLE
STANDARDIZED STREET ADDRESS
CITY STATE 12345-1234

OFFICE SYMBOL (ARIMS Record Number)

Date

MEMORANDUM FOR Fiscal Year 2025 United States Army Reserve (USAR) Aviation (15A) and Aeromedical Evacuation (67J) Officers Accessions Selection Panel

SUBJECT: Letter to the President of the Panel

1. The first paragraph should introduce you and express intent to apply for aviation or medical service.
2. The second paragraph should discuss your leadership abilities and any specific talents; specialized training in college or civilian career; distinct honor or awards or ranking amongst peers (ROTC program and OCS or regular unit); specialized certificates (medical or aviation certifications); and anything additional/pertinent.
3. The third paragraph should display your leadership potential and how you will be as a "leader" in an aviation unit. Specifically, how you will continue to learn about your role as a Commissioned Officer and leader of Soldiers.
4. The fourth paragraph should be your plan to accomplish your goals as a leader and aviator. Specifically, your plans after flight school: where you will be located; plan to commute to your unit; how you will balance civilian and military commitments; your expectations for skill level progression at your unit and other special considerations. Make this information as factual as possible.
5. The point of contact for this memorandum is XXX First Name Last Name at phone number or email.

Cadet Signature block

Figure L-4. Letter to Panel President Template

L-5 United States Army Reserve (USAR) Cyber Accession

a. Cyber assignments in the Army Reserve are highly competitive and require additional considerations above standard branch requirements annotated elsewhere in this Circular.

b. Cadets interested in branching Cyber in the USAR must complete the HireVue interview process to be considered for Cyber branch. Cadets must also submit the Army Reserve Cyber Protection Brigade (AR-CPB) Cadet screening checklist (See Figure L-4) with applicable supporting documents to email: usarmy.usarc.arcpb.mesg.bde-tm@army.mil **IAW Appendix B timeline.**

c. Cadets selected by AR-CPB will be branched Cyber (AOC 17A) and will coordinate unit assignments directly with AR-CPB and USARC. USACC will upload the cadet's assignment information into CCIMM.

d. Cadets not selected for Cyber will retain the branch they were assigned during the fall USAR branching process.



Army Reserve Cyber Protection Brigade

2800 Powder Mill Road Adelphi, MD 20783

AR-CPB Cadet Screening Checklist

Contact / Basic Information:

Full Name:		SMP Cadet (Y/N):	NO	Unit:	
Phone #:		E-mail Address:			
University:		Degree Major/Minor:			
Date of Graduation:		Date of Commissioning:			
Current Address:			Location of Unit of Interest:		
		Nearest to HOR			

****E-mail all documents to ARCPB Talent Management Distro at usarmy.usarc.arcpb.mesg.bde-tm@army.mil**

Check if included (*required)	Item / Document	Description
☐	*Transcript(s)	Official or unofficial
☐	Technical Certificate(s)	Any certs obtained to date (if applicable)
☐	*Resume	Civilian or Military
☐	Military Bio	Prior Service Only (Template available upon request)
☐	Security Clearance	Security Manager Memorandum (if available)
☐	*CY Interest Letter	Why Cyber in the USAR / What can you bring to the unit outside of education?
☐	*Letters of Recommendation	Professional / School (2) Character (1): non-family member
☐	*HireView Results Memo from CCoE	Required for branching CY: Qualification Memo from Cyber Center of Excellence (CCoE)
Select One	Ability to obtain a TS/SCI	No derogatory info on file; no foreign contacts

FOR ARCPB USE ONLY:

ADDED TO BDE TRACKER:	NO	OML (# OUT OF #):	/
DATE OF BOARD:		FY OF BOLC SEAT:	
SELECTION RESULTS:	NON-SELECTED	REASON WHY NOT SELECTED:	
NAME / EMAIL/ PHONE # OF SPONSOR:			
ARCPB POC Signature		SELECTION BOARD POC Signature	

Version 3.0 – Aug 2023

Figure L-5. AR-CPB Cadet Screening Checklist

APPENDIX M - Army National Guard Duty

M-1. Army National Guard Selection

a. The Cadet accession process into the Army National Guard (ARNG) is a process which may begin as early as the MS I year with Guaranteed Reserve Forces Duty (GRFD) and contact with State Officer Strength Managers (OSMs).

b. The current Fiscal Year (FY) Department of the Army/Reserve Officers' Training Corps (DA/ROTC) Selection Results is a by-name selection identifying the Reserve Forces Duty (RFD) component a Cadet has been assigned.

c. The DA G1 records the distribution of RFD Cadets and the ARNG LOA reported by the National Guard Bureau (NGB) on behalf of the State OSMs.

d. Branch and unit assignment from a State ARNG, via the LOA, must be obtained 30 days prior to commissioning. Cadets will be branched in accordance with the needs of the State, with consideration to their branch preferences.

e. PMS' will ensure ARNG accessed Cadets have their required LOA to a State/Territory by the deadlines annotated in Appendix B. If a PMS has difficulty in assisting their Cadets in obtaining their LOA, they may reach out to the Office of the Assistant Chief of Staff, ARNG for assistance in communicating with the respective State(s).

f. Requests for RFD component change will only be considered if an *exceptional circumstance exists* as determined by the CG, USACC. CG, USACC may disapprove change requests between ARNG and USAR. USACC Brigade commanders will forward change requests recommended for approval through CG, USACC to the DMPM (DAPE-MPO-AP). CG, USACC has delegated "disapproval authority" for duty status change requests to the Brigade commanders and it may not be further delegated. HQ, USACC, G1, ASD POC will coordinate any actions recommended for approval with the respective

M-2. Army National Guard Accessions Documents

a. Accession packets for ARNG selected Officers are important and must be managed with urgency following commissioning. ARNG commissioned Officers must complete additional accession requirements through their ARNG State and NGB. Ensure that the "*conferred*" degree / completed academic transcript is uploaded to iPERMS as soon as the university will release if not provided within timelines

indicated in Appendix H. See Figure XXX-1. There is no requirement to submit ARNG accessions packets to the office of the Assistant Chief of Staff, ARNG or ARNG LNO Team. Packets are to be sent to OSMs directly.

b. Each State OSMs may require different documents to be included in Accessions Packets. ROTC Program Staff and Cadets/2LTs are responsible for working with the OSMs of the respective State to ensure all required documents are submitted in a timely manner to access the Cadet into the State as a commissioned Officer.

c. DOCUMENTS	d. REMARKS
DA Form 71 (Oath of Office)	
Memorandum of Appointment	See USACC Reg. 145-9 Figure 3-2 for new Memorandum. Do not insert branch assigned
Discharge Order to accept Appointment/Commission	Must be dated the day before appointment/commissioning
Cadet Contract DA Form 597	DA Form 597-1 (non-scholarship 2 year) or 597-3 (scholarship) if applicable
Enlistment Contract DD Form 4 Series (DD 4/1 and 4/2)	Enlistment/Reenlistment Document Armed Forces of the United States
DD Form 2808 (Report of Medical Examination)	Physical exams must include height and weight. All 3 pages of DD Form 2807. If height and weight was not completed, supporting documentation required
Letter of Acceptance (LOA)	Provided by State OSM ARNG

Figure M-1. Army National Guard Accession Packet Content

c. Once an ARNG selectee has an LOA, contact NGB BOLC Reservations at ng.ncr.ngb-ARNG.mbx.ARNG-rotc-bolc-section@army.mil for a NGB BOLC reservation.

d. The ARNG LOA is the source document which informs the Department of the Army that a Cadet will be accessed into the ARNG upon commissioning. Timely submission of an LOA mitigates the risk that a Cadet will be accessed in error by another component of the Army, which requires significant State OSM and NGB staff effort, time, and resources to correct each individual case. The ARNG LOA is the source document used by the NGB Strength Maintenance Division for projecting and scheduling BOLC.

e. Dedicated ARNG GRFD Scholarship recipients are required to fulfill their military service obligation in the ARNG. Dedicated ARNG GRFD Scholarship recipients are permitted to receive LOAs prior to their MSIV year.

f. Cadets may only possess one LOA at a time. Cadets seeking to change their LOA must coordinate with the OSM to revoke the original LOA and have a new one issued.

g. Cadets seeking an LOA in a different State must coordinate with losing OSM to revoke the original LOA and release them to the gaining OSMs.

h. LOAs for the Army National Guard are populated by OSMs through a secure LOA portal, (<https://www.atrrs.army.mil/loa/>). The portal has limited access and only State OSMs can create LOAs. To reserve a BOLC training seat, NGB requires the Cadet to have a valid, signed LOA in the portal. **There is no requirement to forward or e-mail the LOA to the National Guard Bureau or the USACC ARNG LNOs.**

i. LOAs are required to be uploaded into CCIMM by USACC ARNG LNO to change enrollment status to “M- Commissioned”. If an LOA is not appearing in CCIMM within 30 days from a Cadet’s commissioning date, contact the ARNG LNO team via the inbox usarmy.knox.usacc.mbx.arng-lno@army.mil.

j. ARNG-selected Cadets commissioned (as noted by a signed and dated DA Form 71) without a valid LOA in CCIMM will be considered an erroneous commission. DA Form 71s and NGB 337s are to be dated no earlier than the date of the Cadet’s LOA.

M-3. Army National Guard Cadet Migrations

a. All migrations of ARNG-assigned Cadets between Mission Sets require coordination with the Office of the Assistant Chief of Staff, ARNG.

b. Brigade S1 is responsible to notify the USACC ACoS, ARNG Office prior to any migrations and allow for no less than two weeks (10 business days) for the USACC ACoS, ARNG Office to respond. The USACC ACoS, ARNG Office will provide a concurrence or non-concurrence based on projected effects to the ARNG/State mission.

APPENDIX N – Gold Bar Recruiter (GBR) Program

Section I Regular Army (RA) Active Duty (AD)

N-1. Responsibilities

a. USACC G1, ASD will:

(1) Provide administrative and utilization guidance in accordance with AR 601-2 Chapter 7 and USACC policies and procedures.

(2) Receive and process requests from the Professor of Military Science (PMS) through the Brigade's GBR POC.

(3) Review and approve eligible 2LTs for Gold Bar Recruiter (GBR) duty based on:

- Basic Officer Leader Course-Branch (BOLC) quotas have been met. *(BOLC attendance has priority over CST Cadre duty and GBR duty.)*
- Advance Camp Training 2LT Cadre TDA requirement is filled. 2LTs selected for cadre for Advanced Camp or Basic Camp are NOT eligible for GBR duty. *(Advance Camp TDA manning has priority over GBR.)*

(4) Issue and distribute appropriate Active Duty (AD) orders. HQ, USACC, G1, ASD will also determine the start and end dates of GBR duty and given the opportunity to "access/on-board" Active Duty at Ft Knox, KY. GBR duty will start the day after Active Duty On-Boarding at Ft Knox, KY is completed.

b. PMS will:

(1) Verify eligibility of GBR applicants and secure voluntary commitment to the program.

(2) Verify school's GBR allocation with their BDE before sending a GBR request to the BDE or USACC G1, ASD GBR Manager.

(3) Brief 2LTs on early termination of GBR duty if a BOLC vacancy becomes available.

(4) Submit requests in accordance with IAW this circular. NOTE: If the Lieutenant performs GBR duty at a school different from the commissioning school, that

school will submit the GBR request and obtain coordination and approval from the PMS at the commissioning school and annotate it on the GBR request.

(5) Utilize GBR(s) IAW this circular.

(6) Process DA Form 31 for non-chargeable leave IAW AR 600-8-10 and AR 601-2, Army Promotional Recruiting Support Programs, and this circular.

REQUEST AND AUTHORITY FOR LEAVE This form is subject to the Privacy Act of 1974. For use of this form, see AR 600-8-10. The proponent agency is DCS, G-1. (See instructions by clicking on the instructions button.)						1. CONTROL NUMBER		
2. NAME (Last, First, Middle Initial)			3. DOD ID		4. RANK		5. DATE (YYYYMMDD)	
6. LEAVE ADDRESS (Street, City, State, ZIP Code and Phone Number)				7. ORGANIZATION, STATION, POC EMAIL AND PHONE NUMBER				
8. TYPE OF ABSENCE ☐ CHARGEABLE ☒ NON-CHARGEABLE ☐ COMBINATION ☐ PASS, Regular ☐ House Hunting ☐ Graduation Leave, Military Academies ☐ Excess Leave ☐ PASS, Special 3-Day ☐ Proceed Time (OCONUS Restricted PDS) ☐ Graduation Leave, ROTC ☐ Legal Marriage ☐ PASS, Special 4-Day ☐ Privately Owned Vehicle, Pick-up/Delivery ☒ Recruiting Assistance Leave ☐ Legal Witness/Jury Duty ☐ Convalescent Leave ☐ Retirement or Involuntary Separation (ISAA) ☐ Competitive Sporting and Other Events ☐ Non-medical Attendant ☐ Maternity Convalescent Leave ☐ Transition Administrative Absence ☐ Professional Development ☐ Rest and Recuperation, Non-Chargeable ☐ Primary Caregiver Leave ☐ Transition Assistance Program (TAP) Seminar ☐ Professional Meetings ☐ Rest and Recuperation, Special ☐ Secondary Caregiver Leave ☐ Career Skills Program ☐ Credit Union Board Meetings ☐ Retirement Presiding Official								
9a. FROM (YYYYMMDD)			9b. TOTAL DAYS REQUESTED			9c. TO (YYYYMMDD)		
10a. ACCRUED LEAVE (CR BAL)		10b. CHARGEABLE LEAVE REQUESTED			10c. NON-CHARGEABLE ABSENCE REQUESTED			
FROM (YYYYMMDD)		DAYS REQUESTED		TO (YYYYMMDD)		FROM (YYYYMMDD)		
11. SIGNATURE OF REQUESTOR (Supervisor can sign for requestor when requestor is not available to sign.)						DATE		
12. SUPERVISOR NAME		TITLE		RANK/GRADE		RECOMMENDATION		
						☐ APPROVAL ☐ DISAPPROVAL		
13. APPROVING AUTHORITY NAME		TITLE		RANK/GRADE		ACTION		
		PMS				☐ APPROVED ☐ DISAPPROVED		
14. DEPARTURE - AUTHORITY SIGNATURE								
a. DATE		b. TIME		c. NAME DEPARTURE AUTHORITY		d. TITLE		
15. EXTENSION - APPROVAL AUTHORITY SIGNATURE								
a. NUMBER DAYS		b. DATE APPROVED		c. NAME APPROVAL AUTHORITY		d. TITLE		
16. RETURN - AUTHORITY SIGNATURE								
a. DATE		b. TIME		c. NAME RETURN AUTHORITY		d. TITLE		
17. REMARKS Gold Bar Recruiting is Approved IAW AR 601-2 Army Promotional Recruiting Support Program, DAPE-MPO-D Memo, dtd FEB 02, and USACC Circular 601-22-1.								

Figure N-1. Example of DA Form 31 for AD GBR only

N-2. General Information

a. The GBRP supplements the recruiting process by assisting the PMS and ROO. The GBR makes the greatest impact for ROTC by working with select on-campus markets, talking about his or her own experience as a Cadet. The benefits of AD (pay, medical care, dental care, etc.) are accrued for the Officer while on GBR duty.

b. In accordance with AR 601-2 Chapter 7, Officers selected as GBR(s), will perform duty in a *Non-Chargeable* Leave status. Per Diem is not payable until the Officer begins travel (i.e., departs for BOLC, Advanced Camp, Basic camp, etc.). The GBR will **not** be placed in a TDY status and a Non-Chargeable Leave status simultaneously. The PMS must terminate DA Form 31 or prior to the first day of TDY. Once the TDY has been completed, a DA Form 31 will be generated for the remaining *Non-Chargeable* period.

c. G2G ADO Cadets selected for CY, MI, or EOD will not commission or begin as a GBR without an interim TS/TSCI.

N-3. Eligibility Criteria

a. Any Officer nominated as a GBR must meet the following criteria:

(1) Be selected for AD

(2) Have a RA Scroll Date in CCIMM prior to date of expected accession onto Active Duty

(3) Be a volunteer

(4) Be recommended by his/her PMS

(5) Have a BOLC date in CCIMMS and a minimum of 45 working days and a maximum of 140 working days to perform GBR duties prior to departing for BOLC

b. The following individuals are **NOT ELIGIBLE**:

(1) Cadets/2LTs who have not yet accessed/boarded

(2) Cadets/2LTs who have been selected for DL

(3) Cadets/2LTs who have a BOLC start date of October of next FY or later.

(4) Cadets/2LTs who are participating in Advance Camp Summer Training (Advanced and Basic Camps).

(5) Have a minimum of less than 45 working days and over 140 working days to perform GBR duties prior to departing for BOLC.

(6) G2G ADO 2LTs selected for Active Duty may not be considered for GBR duty.

c. Administrative Guidance: PMS/HRA are reminded that Cadets/2LTs who request a branch or duty status change are not eligible for GBR duty until final action is taken on their request. This is necessary because BOLC scheduling must be completed before GBR duty can be confirmed. Additionally, PMS should consider the training requirements associated with each branch and counsel potential GBR(s) on their option *e.g., a 2LT scheduled for a long BOLC and/or follow-on training may significantly limit his/her 2LT time by:*

(1) Serving 140 days GBR duty prior to attending a long BOLC course may place the Officer at a disadvantage for promotion consideration.

(2) ECP 2LTs selected for Active Duty will be managed by USACC, G1, ASD HRA for GBR and BOLC assignments.

(3) Medical Service Corps (MS) 2LTs who meet all eligibility criteria may serve as GBR(s) provided they attend the earliest possible BOLC class.

(4) Army Nurse Corps (AN) 2LTs may serve as GBR(s) provided:

(a) AN Cadet receives Active Duty as their assigned component duty status.

(b) 2LT has passed the National Council Licensure Examination for Registered Nurses (NCLEX-RN) within the required 60 days after graduation. The Brigade Nurse Counselor will inform the USACC Chief Nurse when a 2LT passes the NCLEX-RN and ensure CCIMM is updated to reflect the NCLEX pass date.

(c) Normally AN Officers attend the earliest possible BOLC class after passing the NCLEX-RN. AN Officers may volunteer and serve as GBRs if there is

sufficient time prior (minimum of 45 days and no more than 140 days) to the earliest available BOLC.

(d) Administrative Coordination: The USACC Chief Nurse will coordinate GBR duty status with the HQ, USACC, G1, ASD, AN Branch HR Specialist and the Human Resources Command AN assignment Officer. Approval is based on criteria in paragraph M-3 above as applicable and USACC fiscal year mission requirements. HQ, USACC, G1, ASD will issue and distribute appropriate Active Duty (AD) orders GBR duty will not start on Friday, weekend, or federal holiday. In-processing of GBR(s) will be done during on-boarding at Fort Knox, KY. Travel in a TDY status to Fort Knox, KY will be funded through DTS by the respective Brigade.

N-4. Administrative Procedures

a. HQ, USACC, G1 will execute a Regular Army Oath – DA Form 71 and Regular Army Appointment Memorandum for all incoming GBR(s) during on-boarding at Fort Knox, KY, on their first day of Active Duty (Reference USACC Regulation 145-9.)

b. The PMS of the school where GBR duty will be performed requests a GBR by submitting a GBR request memo through HQ, USACC, G1, ASD (ATCC-PAS). There is no requirement GBR(s) work only at their alma mater, but they should be familiar with the school area in which they are working (e.g., could work in his/her home of record or hometown area). Prior coordination and agreement between both PMS must be reflected in the memorandum requesting the GBR. GBR(s) will not commute more than 50 miles (one way) to perform duty. Mileage will be calculated from “address – expected after commissioning” within CCIMM to the host senior ROTC program address.

c. The HQ, USACC, G1, ASD GBR manager will update the CCIMM for those selected for GBR duty including the period of GBR duty after BOLC scheduling is finalized. **Attendance at BOLC and CST takes priority over GBR Duty.** Starting and ending dates for 2LTs selected for GBR duty will be established by USACC after coordination with the school concerned. PMS will not allow an Officer to begin GBR duty until orders are complete or notified by HQ, USACC, G1, ASD (No Exceptions).

d. After start and end dates are established, the 2LT will initiate a DA Form 31 IAW AR 601-2 Chapter 8 and this circular for the period of Non-Chargeable Leave. The total period of Non-Chargeable Leave, including any leave taken, cannot exceed 140 days and is at no expense to the government.



PMS Signature Block of Gaining Program

f. If travel is required, it will be at the expense of the individual concerned. There is no entitlement for per diem, travel costs, or movement/shipment of personal baggage or household goods. The PMS must document each Cadet/2LT volunteering for GBR duty and formally counsel on these provisions. Signature authority for the *Non-Chargeable* leave is the PMS at the school where GBR duty is to be performed, once the length of *Non-Chargeable* Leave has been approved by USACC. Minimum distribution of the completed DA Form 31 is as follows:

(1) Original to the individual Officer/2LT.

(2) Copies to individual's unit files.

g. The effective date of GBR duty is the established start date. The start date for AN 2LTs is established after results of the NCLEX-RN are received at HQ, USACC, G1, ASD and start dates are coordinated between HQ, USACC, G1, ASD Chief or Deputy Chief, the Chief Nurse, and the AN Accession Officer.

h. Officers may perform GBR duty for a minimum of 45 workdays and a maximum of 140 total days. Leave taken during GBR duty will be counted against the number of days GBR duty is performed and must be specified on the DA Form 31. Exceptions to the minimum and maximum number of days will not be considered.

i. In-processing of GBR(s) will be done during on-boarding at Fort Knox, KY. Travel in a TDY status to Fort Knox, KY will be funded through DTS by the respective Brigade.

j. Utilization. GBR(s) are not stand-alone recruiters and must work under the direct supervision of an Officer. They can be sent alone on some missions like the employment of the Cadet S-5 but will probably be most effective in helping the ROO with on-going marketing campaigns. They are likely to be very effective in speaking with incoming freshman students. The PMS/ROO should provide the GBR with a pre-screened quality prospect lists accumulated through the school year so the GBR can employ marketing techniques to obtain one-on-one recruiting interviews. The PMS/ROO must organize the GBR's activities to maximize contact with quality prospects and allow the GBR to supplement the recruiting process by discussing personal experiences more closely related to the concerns of a college student. GBR duty must be conducted within the guidelines outlined in paragraphs l. and m. below.

k. 2LTs performing GBR duty in a Non-Chargeable Leave status at a location where mission requirement necessitates TDY travel (i.e., events affecting our marketing and recruiting efforts that benefit the command) are authorized TDY travel. TDY orders can

be issued by moving the Officer/2LT to the TDY location and return to the Non-Chargeable Leave location or the PDS. PMS(s) will be the approval authorities and control funding and orders completion.

l. GBR(s) **are not** authorized to enroll in a graduate degree program or take any classes while assigned to GBR duty.

m. GBR(s) will not be used for:

- (1) Field training exercises.
- (2) Writing and developing lesson plans.
- (3) Supply and logistics trips.
- (4) Instruction of any type.
- (5) CST (Advanced and Basic camps) visits.
- (6) Placement of advertising (i.e., cannot sign contracts or obligatory funds for advertising).
- (7) Administrative duties for the ROTC unit, including research into distinguished alumni or other projects.
- (8) Any type of TDY unless approved by Brigade commanders in support of marketing and recruiting efforts benefiting the command.
- (9) Performing duties of an investigation Officer for disenrollment of Cadets.
- (10) GBR(s) cannot be assigned functional roles/duties of a Cadet "contracting Officer".

n. All GBR(s) **must be supervised by an Officer present on the campus**. They will not be left as the Officer in Charge (OIC) of a ROTC Program(s) during summer training.

o. Properly trained and licensed GBRs are authorized to drive GSA Vehicles.

Section II United States ARNGUS/Army Reserve Components

N-5. Responsibilities

USACC Assistant Chiefs of Staff for ARNGUS and USAR:

- a. Coordinate with USARC G1/ARNGUS G1 to secure funding for GBR duty.
- b. Act as executive agent for the Reserve Component (RC) and GBR program and serve as LNO between USACC, USARC, and NGB.
- c. Assign the ARNGUS Brigade LNOs as appropriate for each Reserve Component (ARNGUS and USAR), respectively.
- d. Nominations must be submitted to USACC ACoS (ARNGUS) or ACoS (USAR) GBR POC, as appropriate, via complete DA Form 4187 (see appropriate OPORD Annex A for USAR or Annex B for ARNGUS).
- e. Ensure BDE GBR POCs track all GBR issues.
- f. Ensure BDE GBR POCs report monthly to the RC GBR Manager regarding GBR utilization.
- g. Ensure each program representative has a designated daily supervisor for the GBRs.
- h. GBR tour dates are expected to be between 1 October thru 30 September of assigned year group lasting for 120 (USAR) or 90 (ARNGUS) days. Exceptions for an earlier start date may be granted, but the start date must be at least 10 duty days (USAR) or 45 days (ARNGUS) after commissioning to allow for necessary post-commissioning processing. All requests for exceptions will be submitted via email through the Brigade GBR POC and must demonstrate a unique circumstance which justifies an early GBR start date. Approval is obtained through the office of the ACoS (ARNG) or ACoS (USAR) respective GBR Manager. No GBR Lieutenant's tour will extend beyond 30 September. The GBR must submit proof of BOLC date (i.e. email from leadership or career manager) to their Brigade along with DA Form 4187 and appointment order (if USAR GBR). Tour length could be shortened if an earlier BOLC date becomes available. Priority of selection for GBR duty is Dedicated ARNGUS/USAR, GRFD, non-scholarship SMP, and then all others. Priority of selection

should then be given to Cadets who have BOLC start dates after 1 October of their year group or after their GBR duty is estimated to be completed to ensure full 90-day tours and the complete usage of funds.

i. All requests for additional GBRs or current tour extensions will be submitted by memorandum format via email through the BDE GBR POC and must demonstrate a unique circumstance which justifies the need for extra GBR duty. Approval is obtained through the office of the RC GBR Manager.

j. All BDE GBR POC(s) will coordinate with the appropriate PMS to ensure the following actions have taken place:

(1) PMS has verified eligibility of GBR applicants and ensures voluntary commitment to the program.

(2) Verify the PMS has briefed the 2LTs on early termination of GBR duty if a BOLC vacancy becomes available and submits amendment request to RC GBR Manager as soon as possible.

(3) Coordinate with the PMS to submit the GBR candidates' DA Form 4187 to the RC GBR Manager. USAR GBR nominees will include their Appointment order from HRC. USAR GBR orders will not be approved until a BOLC class is scheduled. ARNGUS GBR nominees must also work thru their respective state and compile a hard copy of Active Duty Operational Support (ADOS) packet as well as apply through Tour of Duty online. This process may take over 45 days to complete.

(4) Ensure the PMS coordinates with the 2LT's unit of assignment for pay, drill schedule, rescheduled training policy (RST), etc. At a minimum, the PMS should make positive contact with unit commander and review the GBR tour start and end date, BOLC assignment date, and potential date of arrival at unit of assignment for duty.

(5) For USAR GBRs, ensure accession packet is submitted to HRC within 10 working days of commissioning.

(6) For USAR GBRs ensure necessary paperwork is submitted to USAR Pay Center Fort McCoy to initiate GBR pay.

(7) For ARNGUS GBRs coordinate with PMS to receive accession packet NLT 45 days prior to GBR duty start date.

N-6. GBR Roles and Limitations

- a. GBR duty is a volunteer only program.
- b. GBR(s) must not have performed GBR duties during the previous fiscal year or have already completed BOLC. Exceptions can be made for previous fiscal year GBR(s) if the BDE doesn't have adequate volunteers.
- c. GBR LTs must be commissioned and accessed as ARNGUS/USARUS Officers, be assigned to ARNGUS/USARUS units, and (USAR GBRs only) have approved BOLC date.
- d. GBR lieutenants should perform recruiting duty at their commissioning host program, but exceptions may be granted if both the commissioning PMS and gaining PMS agree, and no alternative Officers are available. Any exceptions to policy must be submitted to the HQ, USACC, G1, Chief or Deputy Chief, ASD for approval.
- e. GBR lieutenants must reside within a 50-mile radius of their place of duty. (Address – Expected after Commission to SROTC Program Address).
- f. Army Reserve Nurse Lieutenants must pass the NCLEX before being brought on tour. See Appendix K 9 for Army Nurse Corps requirements.
- g. ARNGUS/USARUS 2LTs branched MI must initiate their TS clearance with their unit before beginning a GBR tour.
- h. GBRs on ADOS-AC may participate in training with their ARNGUS or USAR unit during scheduled AT/IDT periods, provided they volunteer to participate, and it does not interfere with the duties the GBR performs under the authority of 10 U.S.C Section 12301(d). The first Colonel/O-6 in the chain of command where the Service Member is performing Active Duty must approve participation in the training.
 - (1) For further guidance please refer to USACC OPORD regarding Reserve and National Guard Gold Bar Recruiting (GBR) Program.
 - (2) USACC ARNGUS Brigade Liaison Officers are Points of Contact usarmy.knox.usacc.mbx.arng-lno@army.mil.

PERSONNEL ACTION			
For use of this form, see PAM 600-8; the proponent agency is DCS, G-1.			
DATA REQUIRED BY THE PRIVACY ACT OF 1974			
AUTHORITY: Title 10, USC, Section 3013, E.O. 9397 (SSN), as amended			
PRINCIPAL PURPOSE: To request or record personnel actions for or by Soldiers in accordance with DA PAM 600-8.			
ROUTINE USES: The DoD Blanket Routine Uses that appear at the beginning of the Army's compilation of systems of records may apply to this system.			
DISCLOSURE: Voluntary; however failure to provide Social Security Number may result in a delay or error in processing the request for personnel action.			
1. THRU (Include ZIP Code) BDE: (WHAT BDE DO YOU BELONG TO WITHIN CADET COMMAND)		2. TO (Include ZIP Code) US Army Cadet Command ATTN: ACoS - ARNG Fort Knox, KY 40121	
		3. FROM (Include ZIP Code) School City, State ZIP Code UTC	
SECTION I - PERSONAL IDENTIFICATION			
4. NAME (Last, First, MI) Doc, John M.		5. GRADE OR RANK/PMOS/AOC 2LT/O-1	
6. SOCIAL SECURITY NUMBER			
SECTION II - DUTY STATUS CHANGE (AR 600-8-6)			
7. The above Soldier's duty status is changed from N/A to _____ effective _____ hours, _____			
SECTION III - REQUEST FOR PERSONNEL ACTION			
8. I request the following action: (Check as appropriate)			
☐ Service School (Enl only)	☐ Special Forces Training/Assignment	☐ Identification Card	
☐ ROTC or Reserve Component Duty	☐ On-the-Job Training (Enl only)	☐ Identification Tags	
☐ Volunteering For Overseas Service	☐ Retesting in Army Personnel Tests	☐ Separate Rations	
☐ Ranger Training	☐ Reassignment Married Army Couples	☐ Leave - Excess/Advance/Outside CONUS	
☐ Reassignment Extreme Family Problems	☐ Reclassification	☐ Change of Name/SSN/DOB	
☐ Exchange Reassignment (Enl only)	☐ Officer Candidate School	☒ Other (Specify) ADT/ADOS - ARNG GBR	
☐ Airborne Training	☐ Asgmt of Pers with Exceptional Family Members		
9. SIGNATURE OF SOLDIER (When required)			10. DATE (YYYYMMDD)
SECTION IV - REMARKS (Applies to Sections II, III, and V) (Continue on separate sheet)			
Operation is in support of: ROTC Gold Bar Recruiter Duty			
First Name: _____		Last Name: _____ MI: _____	
Address of Officer (within 50 miles of duty): _____			
.mil@mail.mil or .edu email only: Home Phone: XXX-XXX-XXXX DOB: YYYYMMDD Duty Position Paragraph: XXX Date of Rank: YYYYMMDD Clearance Level: XXX Mission Start Date: YYYYMMDD		Cell Phone: XXX-XXX-XXXX Marital Status: X Duty Position Line Number: XX Pay-Entry Base Date: YYYYMMDD Branch: XX Mission End Date: YYYYMMDD	
		Sex: X Number of Dependents: X MOS (Primary): XX Tour Length: 90 days	
HRA at School, phone number, enterprise email: Mr. John Smith, (XXX)XXX-XXXX, XXXX.XXXX.civ@mail.mil			
Commission Date: YYYYMMDD BOLC Start Date: YYYYMMDD (need to complete GBR duty prior to BOLC) HIV Test Date: YYYYMMDD (must be within 2 yrs of ADOS start date) Officer is IAW AR 600-9: Y/N Height: XX" Weight: XXX lbs. APFT Date: YYYYMMDD (must be within 6 months) PHA or Physical Date: YYYYMMDD (must be within 1 year of start date)			
SECTION V - CERTIFICATION/APPROVAL/DISAPPROVAL			
11. I certify that the duty status change (Section II) or that the request for personnel action (Section III) contained herein - ☐ HAS BEEN VERIFIED ☐ RECOMMEND APPROVAL ☐ RECOMMEND DISAPPROVAL ☐ IS APPROVED ☐ IS DISAPPROVED			
12. COMMANDER/AUTHORIZED REPRESENTATIVE		14. DATE (YYYYMMDD)	
13. SIGNATURE			

PERSONNEL ACTION			
For use of this form, see PAM 600-8; the proponent agency is DCS, G-1.			
DATA REQUIRED BY THE PRIVACY ACT OF 1974			
AUTHORITY:		Title 10, USC, Section 3013, E.O. 9397 (SSN), as amended	
PRINCIPAL PURPOSE:		To request or record personnel actions for or by Soldiers in accordance with DA PAM 600-8.	
ROUTINE USES:		The DoD Blanket Routine Uses that appear at the beginning of the Army's compilation of systems of records may apply to this system.	
DISCLOSURE:		Voluntary; however failure to provide Social Security Number may result in a delay or error in processing the request for personnel action.	
1. THRU (Include ZIP Code) US Army Cadet Command ATTN: ACoS - USAR Fort Knox, KY 40121		2. TO (Include ZIP Code) HQ, US Army Reserve Command ATTN: AFRC-PRM Fort Bragg, NC 28310	
		3. FROM (Include ZIP Code) School City, State ZIP Code UIC	
SECTION I - PERSONAL IDENTIFICATION			
4. NAME (Last, First, MI)		5. GRADE OR RANK/PMOS/AOC 2LT/0-1	
		6. SOCIAL SECURITY NUMBER	
SECTION II - DUTY STATUS CHANGE (AR 600-8-6)			
7. The above Soldier's duty status is changed from <u>NA</u> to _____ effective _____ hours, _____			
SECTION III - REQUEST FOR PERSONNEL ACTION			
8. I request the following action: (Check as appropriate)			
☐	Service School (Enl only)	☐	Special Forces Training/Assignment
☐	ROTC or Reserve Component Duty	☐	On-the-Job Training (Enl only)
☐	Volunteering For Overseas Service	☐	Retesting in Army Personnel Tests
☐	Ranger Training	☐	Reassignment Married Army Couples
☐	Reassignment Extreme Family Problems	☐	Reclassification
☐	Exchange Reassignment (Enl only)	☐	Officer Candidate School
☐	Airborne Training	☐	Asgmt of Pers with Exceptional Family Members
		☒	Other (Specify) ADT/ADOS - USAR GBR
9. SIGNATURE OF SOLDIER (When required)			10. DATE (YYYYMMDD)
SECTION IV - REMARKS (Applies to Sections II, III, and V) (Continue on separate sheet)			
Operation is in support of: ROTC Gold Bar Recruiter Duty			
First Name:		Last Name:	
Address of Officer (within 50 miles of duty):		MI:	
.mil@mail.mil or .edu email only:			
Home Phone: XXX-XXX-XXXX		Cell Phone: XXX-XXX-XXXX	
DOB: YYYYMMDD		Marital Status: X	
Duty Position Paragraph: XXX		Duty Position Line Number: XX	
Date of Rank: YYYYMMDD		Pay-Entry Base Date: YYYYMMDD	
Clearance Level: XXX		Branch: XX	
Mission Start Date: YYYYMMDD		Mission End Date: YYYYMMDD	
		MOS (Primary): XX	
		Tour Length: 90 days	
HRA at School, phone number, enterprise email: Mr. John Smith, (XXX)XXX-XXXX, XXXX.XXXX.civ@mail.mil			
Commission Date: YYYYMMDD		BOLC Start Date: YYYYMMDD (need to complete GBR duty prior to BOLC)	
HIV Test Date: YYYYMMDD (must be within 2 yrs of ADOS start date)			
Officer is IAW AR 600-9: Y/N Height: XX" Weight: XXX lbs. APFT Date: YYYYMMDD (must be within 6 months)			
PHA or Physical Date: YYYYMMDD (must be within 1 year of start date)			
SECTION V - CERTIFICATION/APPROVAL/DISAPPROVAL			
11. I certify that the duty status change (Section II) or that the request for personnel action (Section III) contained herein -			
☐ HAS BEEN VERIFIED ☐ RECOMMEND APPROVAL ☐ RECOMMEND DISAPPROVAL ☐ IS APPROVED ☐ IS DISAPPROVED			
12. COMMANDER/AUTHORIZED REPRESENTATIVE		14. DATE (YYYYMMDD)	
13. SIGNATURE			

APPENDIX O – Appointment Checklist, USACC Form 145-5-1, rev 12 Oct 23

ARMY OFFICER APPOINTMENT CHECKLIST

For use of this form, see USACC Regulations 145-4 and 145-9 and Annual Fiscal Year Accession Circular.
The proponent agency is ATCC-PAS

DATA REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY: 10 USC 2101, 2103, 2104, 2107, 2111, 5 USC 301.
PRINCIPAL PURPOSE(s): Provides data for the administration, ensuring applicants and recipients are eligible
ROUTINE USES: IAW this and other applicable regulations.
 To verify all eligibility requirements for appointment as a commissioned officer as outlined in AR 135-100.
DISCLOSURE: Disclosure is voluntary. However, failure to provide complete information and provide responses will suspend the eligibility for appointment as a commissioned

The following must be completed prior to executing the DA Form 71, OATH OF OFFICE:

Cadet seeking appointment: (Last, First, Mi)

DoD ID: Proposed Date of Appointment:

Component:

Host Program

Academic Program

☐ Cadet is on a signed officer nomination scroll authorizing appointment into: (All Active Component Selectees will have 2 scrolls and AMEDD will have 3 scrolls.)

1. Reserve of the Army for all Cadets (to include G2GADOs): Signed Date:
2. Regular Army scroll for all Cadets selected for Active Duty: Signed Date:
3. AMEDD for 2LT's selected as Army Nurse or Medical Service Corps: Signed Date:

☐ Cadet is a United States Citizen. Note: Contracted U.S. Nationals must obtain U.S. Citizenship

☐ Cadet requires no waivers. If a waiver(s) was required, it has been approved.
(Age, civil conviction, RE Code, dependency, etc)

- | | |
|--------------------|----------------|
| 1. Type of waiver: | Approval Date: |
| 2. Type of waiver: | Approval Date: |
| 3. Type of waiver: | Approval Date: |

☐ Cadet has a qualified physical. Date: (less than 2 years old) Medical Exam (SF Fm 88 & 93) or DODMERB Fm 2351 and 2492, 2808 and 2807-1, and medical waiver (if applicable) on hand and ready for iPERMS.

☐ Cadet has completed all Military Science requirements: (CST, Military History, etc)

☐ Cadet verifies he/she is not currently pending legal action or has a date to appear in court.

☐ Cadet has a "SECRET" security clearance. Date Granted:
 MI branched Cadets – Top Secret initiated (Active Duty only)
 EOD Cadets – Top Secret initiated (Active Duty only)
 CY branched Cadets – Top Secret initiated (Active Duty only)

For G2G ADO (MI, CY, EOD)

Must have approved or interim approved Top-Secret Clearance. Date Granted:

For G2G ADO Army Nurse

Must have passed the National Council Licensure Examination (NCLEX).

Date Passed:

USACC Form 145-5-1 12 October 2023

Appointment Checklist, USACC Form 145-5-1, 12 Oct 23, pg. 2

ARMY OFFICER APPOINTMENT CHECKLIST (Cont.)

- ☐ Cadet meets age requirements.
- ☐ Cadet completed an Army ACFT within 120 days of commission/meets AR 600-9.
1. ACFT Date:
2. Ht (in): Wt: BF% GO ☐ NO GO ☐
3. Memorandum from the PMS regarding compliance with height/weight standards.
- ☐ Bachelors Degree conferred: Date:
- ☐ Urinalysis completed with a negative result within 120 days of commission IAW USACC CoS Memorandum
Subject: Interim Change to USACC Regulation 600-85, dated 27 Nov 18.
Date of urinalysis Date results received and verified
- ☐ If SMP, coordination for ARNG or USAR discharge has been made for the day prior to appointment. SMP
Contract DA Form 4824-R USAR or NGB Form 594-1 as applicable is on hand and ready for iPERMS.
- If selected for commissioned service in the ARNG or USAR, provide the following:
1. LOA or VHR:
2. UIC:
3. Paragraph:
4. Line Number:
5. Branch/AOC:
- ☐ If required, Cadet meets minimum English Aptitude (ECL or OPI) for appointment.
- ☐ Appointment Date on Oath of Office (DA 71) matches Commission Date in CCIMM.
- ☐ Cadet has a DS Logon ID - Required for IPPS-A access to retrieve orders, regardless of component.

I validate, as the appointment recommending and validation officer, that Cadet:
meets all eligibility requirements for appointment.

Last, First, MI

APPENDIX P – Active Duty Service Obligation

P-1. Active Duty Service Obligations (ADSO)

a. Purpose - To provide guidance on the Department of the Army's Officer Career Incentive Programs (Branch for ADSO and Post for ADSO) IAW AR 350-100.

b. General - The Army offers two ADSO options—Branch ADSO (BrADSO) and Post ADSO (PADSO)—to expand Active Duty career opportunities. Participation is voluntary, but BrADSO is incentivized through withheld branch allocations. Graduate ADSO (GrADSO) is suspended. Each ADSO adds a 3-year service obligation.

c. BrADSO requests are completed by Cadets within the TBB website during branch preference selection. Once the Cadet saves their selections, the file is digitally signed. Submitting the completed BrADSO (CC Form 597-B) to HQ, USACC, G1 is no longer required if the Cadet was branched through TBB. The BrADSO will only be charged if it is needed to secure the branch. HQDA G1 (Director of Military Personnel Management) provides a consolidated memorandum of all Cadets that were charged a BrADSO during the annual board. Once received by ASD, this memorandum will be uploaded to the "Active Duty Service Obligation – Branch" portion of the Cadet's CCIMM record. Uploading to this folder allows automatic transmission to iPERMS.

Note 1: Aviation branch has a minimum Military Service Obligation of 10 years. Therefore, no ADSO (Post or Branch) is available for Aviation. All other branches offer BrADSO/PADSO options.

Note 2: Cadets that are branched Active Duty Cyber incur an additional one-year ADSO in accordance with AR 350-100.

d. Post ADSO (PADSO) requests are completed manually by completing a CC Form 597-P. The form must be legible and signed and dated by the Cadet and the PMS/APMS. Completed files should be sent via encrypted email IAW the branching board release to Mr. Troy Paisley (troy.d.paisley.civ@army.mil). PADSO requests must be on file at the HQ prior to being considered during normal CC Form 218 data transmission/assignment selection. See Appendix B for the suspense. If unable to submit the contract via encrypted email, use Department of Defense Secure Access File Exchange (DoD SAFE) (<https://safe.apps.mil>) with the following encrypted passphrase: PADSOYG2026. Cadets may use the Virtual Branch Outreach at <https://vbo.army.mil> to see possible locations of assignment. They will maneuver to the branch's page, and view, "Where Can I Be Stationed?" for a list of major installations available for that branch.

APPENDIX Q – Cadet Accession Actions Procedures

This chapter provides guidance and examples on Cadet Personnel Actions submitted as a result of the annual Selection and Branching Board results, non-selection to post graduate schools/Termination of Educational Delay, or other unexpected situations that impact duty status. The suspense to have branch change/duty status change requests resulting from the annual Selection and Branching Board release approved by HQ, USACC, G1, ASD Chief is reflected Appendix B Accession Timeline. Reference AR-50 for guidance on preparing correct formats for military correspondence.

Q-1. Branch and Duty Status Change Authorities

a. Approval and Disapproval Authorities: The DA G1 delegates disapproval authority for AD selectees to the CG, Cadet Command. The CG, Cadet Command, further delegated this authority to Brigade commanders for those requests that do not warrant consideration due to failure to meet regulatory guidance. (This authority may not be further delegated). Cadet Command will only forward branch change requests to the Human Resources Command (AHRC-OPD) that are of *exceptional circumstances* and warrant consideration. Note: Dissatisfaction with the DA/ROTC Component Selection or Regular Army Branching Board results; or the Cadet changes their mind regarding a component assignment does not constitute an exceptional circumstance. If branch allocations are exhausted at the time of the request for exception, branch selection will be IAW the needs of the Army.

b. Suspense Dates: Branch and duty status change requests must arrive at USACC by the published suspense dates in Appendix B to allow time for processing and assignment of Basic Officer Leader Course dates actions to both Active and Reserve Forces Duty POCs.

c. Duty Status Change Requests: Cadets may only request branch or duty status changes if a documented administrative error was made in their official accessions CCIMM file which would have resulted in a different branch/duty status, or if exceptional circumstances exist that warrant such a change for the good of the Army (e.g., an individual had a parent or sibling killed in action which in turn caused the Cadet's performance to temporarily decreased.) Specific description of administrative error must be made in the request on DA Form 4187.

d. All actions must be submitted through the chain-of-command and received at USACC within published suspense dates in appendix B. Late submission of any actions or those forwarded to HQ, USACC, G1, ASD without supporting documentation will not be favorably considered.

Q-2. Categories of Cadet Accession Actions

a. Duty Status Change Request: The Department of the Army/Reserve Officers' Training Corps (DA/ROTC) Selection and Branching Board "duty status" results are binding, and Cadets are not authorized to change their assigned component without approval from HQDA DA G1, DMPM, or AHRC-OPD. Cadets who desire to request a component change must submit a Cadet Action request within suspense established in Appendix B. There are several types of Duty Status Changes.

(1) AD to RD (USAR or ARNG) or RD (USAR or ARNG) to AD.

(2) ARNG to USAR or USAR to ARNG.

(3) Educational Delay Termination (DL Status to AD or RD).

b. Stand-By Board Request: There are multiple circumstances that create the requirement for a Cadet to submit a Stand-By Board request.

(1) Any circumstance that causes the Cadet to miss the established branching board held each fiscal year. (DA ROTC Selection and Branching Board normally held in October-November of each year).

(2) Educational Delay Termination. Cadets awarded Educational Delay may fail to be accepted by the post graduate study program /medical school by the first regular semester or quarter following commissioning. These Cadets who fail to be selected for a professional degree program must request a Termination of Educational Delay and a Stand-By Board for further duty status assignment.

(3) Cadets enrolled in the Army Nurse Corps program who fail to pass the NCLEX will be directed to a component and/or branch by the Human Resource Command in accordance with regulatory guidance.

(4) PMS is notified of an approved Medical Determination action and Cadet meets all other commissioning requirements.

(5) Cadet returns to favorable enrollment status after data suspense for a board.

c. Uniformed Services University of the Health Sciences (USUHS) Application: Cadets who desire to apply for admission to the USUHS must have first been selected

for Educational Delay and then submit a DA Form 4187 to the Commander, US Army Cadet Command requesting permission to apply. This is a requirement of the USUHS Admissions Office. See Table P-2.

Q-3. Administrative Procedures

a. All Cadet Accession actions must be routed through the Brigade prior to submission to USACC G1, ASD. Cadet Actions need to clearly state the basis or justification for the request to include appropriate supporting documents attached.

b. School and Brigade HRA responsibilities: Cadet Action packets will have a minimum of the documents listed in paragraph P-3c (1) – (3) below or returned to the Brigade S-1 (POC) without action.

c. All email and attachments containing personally identifying information (PII) must be encrypted for transmission via army.mil email account.

(1) DA Form 4187 - Must have the Cadet's ID, signature, DoD Number, and PMS recommendation/signature. It must also have a recommendation and be signed by the Brigade commander. The DA Form 4187 must clearly state the type of request and reason behind it.

(2) Supporting documentation and justification is required.

(3) The Brigade commander has the authority to disapprove a component/branch change request and return to the ROTC program PMS.

d. ASD, HRA responsibilities:

(1) ASD HRA will staff each packet with the appropriate internal staffing documents in accordance with current Cadet Command policy.

(2) Headquarters staffing begins with the ASD, Program Analyst Cell. Each request is reviewed based on the appropriate fiscal year cohort DA/ROTC Selection and Branching Board Guidance.

(3) HQ, USACC, G1, ASD, HRA will ensure CCIMM Personnel Actions Tab is updated to reflect the status of each action. The status of an action may be viewed in CCIMM. Program Cadre or Staff may direct questions to HQ, USACC, G1, ASD Chief,

Deputy Chief, or HRA on behalf of a Cadet. An HQ, USACC, G1, ASD POC roster is published with each annual board results release email and posted on USACC G1, ASD SharePoint. Cadets should never contact HQ, USACC, G1, ASD POCs or any other agency for status of action.

(4) ASD HRA is directly responsible for the status of each action as it progresses; to include external staffing to AHRC-OPD and HQDA G1 DAPE-MP.

(5) Once final determination is made on a Cadet Action request, the analyst Cell will annotate the CCIMM Accessions Tab and the HQ, USACC, G1, ASD, HRA will annotate CCIMM Personnel Actions Tab and, notify the Brigade HRA, and file the packet IAW internal Standard Operating Procedures (SOP).

Q-4. Cadet Personnel Action Examples

a. USACC G1, ASD only processes branch change requests for Active Duty selectees. These actions typically cannot be supported because the Cadet's preferences, OML, and TBB record are used to confirm the branching decision. Cadets are not afforded the opportunity to elect BrADSO or branch details as a part of the reconsideration. Reserve Forces Duty selectees (ARNG or USAR) are assigned to their branches by the ARNG or USAR. Any Reserve Forces branch change request must be submitted to the appropriate component or ARNG State Officer Strength Manager. CCIMM and TBB are the systems of record for any Standby Board requests.

1. I am requesting a Stand-By board as I was not eligible for selection and branching at the time of the Board. () Initials
2. I am requesting a Stand-By board due to an earlier graduation date. () Initials
3. I understand that to be considered for Aviation I must have a SIFT score higher than 40 and an approved flight physical dated not later than 26 September 2018. () Initials
4. I am requesting a Duty Status Change from United States Army Active Duty (AD) to the United States Army National Guard (ARNG) () Initials OR United States Army Reserves (USAR) () Initials
5. I am requesting a reconsideration of component from () to () due to inability to find a position in the ARNG with appropriate supporting documents attached: (explain the error) () Initials
6. I am requesting a reconsideration of component/branch from () to () due to an exceptional circumstance as indicated below with appropriate supporting documents attached: (explain the circumstance) () Initials
7. I am requesting a change from educational delay to: (indicate by preference number) a. Active Duty () b. USAR () c. ARNG () () Initials
8. I understand that a duty status change is not guaranteed and must be approved by the Department of the Army G1, Director Military Personnel Management (DAPE-MP) () Initials
9. I am requesting a Stand-By board due to NCLEX failure (s). Documentation of NCLEX failure is attached. () Initials
10. I am requesting an Extension for Professional Studies Acceptance to (insert appropriate school). I estimate to receive the acceptance notification by (insert date). I understand that if this is approved, the extension will not go past 31 August 202x

Figure Q-1. Example bullets for Component/Branch changes

OFFICIAL SCHOOL LETTERHEAD	
OFFICE SYMBOL	DATE
MEMORANDUM THRU	
Professor of Military Science, University of Some State, official address, Somewhere, Some State, 12344 Commander, X Brigade, U.S. Army Cadet Command, Brigade Address Somewhere, Some State 12345-0000 Commander, U.S. Army Cadet Command, Building 1002, 204 1st Cavalry Regiment Road Fort Knox, Kentucky 40121-5123	
FOR Director of Admissions, School of Medicine, Uniformed Services University of the Health Sciences (USUHS), 4301 Jones Bridge Road, Bethesda, Maryland 20814	
SUBJECT: Request for Approval to Apply for Admission to the Uniformed Services University of Health Sciences (USUHS)	
1. I, (FName, MI, LName), Cadet ID Number, request approval to apply for admission to the School of Medicine, USUHS. 2. The following information is provided. a. I am a citizen of the United States. b. I am 22 years of age. Therefore, I will not be more than 30 (if enlisted) years of age as of 30 June in the year of matriculation (or if commissioned: I am 22 years of age. Since I will be more than 30 years of age as of 30 June in the year of matriculation, a waiver may be requested up to 35). c. I consider myself to be in good health. d. I meet the academic qualifications specified for USUHS School of Medicine admission. e. I am motivated to pursue a medical career in the Uniformed Services. f. I do not have a remaining active duty obligation. 3. If selected and I have a Regular appointment or a Reserve appointment in a pay grade above second lieutenant (AR 600-8-2 applies), I understand I must tender a resignation contingent upon acceptance of a regular component commission as a second lieutenant in one of the Uniformed Services. If selected and I am enlisted in a component of the Army (AR 635-200 applies). I agree to accept appointment in the Regular component of one of the Uniformed Services as a second lieutenant. 4. The USUHS has informed me that USUHS application materials submitted are governed by the Privacy Act 1974.	
(Cadet Signature Block)	

Figure Q-2. Cadet Requesting Permission to Apply to USUHS Example

OFFICIAL SCHOOL LETTERHEAD	
OFFICE SYMBOL	DATE
MEMORANDUM THRU Commander, X Brigade, U.S. Army Cadet Command, Brigade mailing address, Somewhere, Some State 12345-0000 Commander, U.S. Army Cadet Command, Building 1002, 204 1st Cavalry Regiment Road, Fort Knox, Kentucky 40121-5123 FOR Director of Admissions, School of Medicine, Uniformed Services University of the Health Sciences (USUHS), 4301 Jones Bridge Road, Bethesda, Maryland 20814 SUBJECT: Application for Admission to the Uniformed Services University of Health Sciences (USUHS) – Cadet Josephine Smith 1. I recommend (<i>FName, MI, LName</i>), Cadet ID Number, be given approval to apply to USUHS. I certify no administrative or disciplinary actions are pending on this applicant. 2. Any questions you have regarding this matter please contact the undersigned at 555-555-1212. (PMS Signature Block)	

Figure Q-3. PMS Endorsement Memo USUHS Application Request

OFFICIAL BRIGADE LETTERHEAD

OFFICE SYMBOL

DATE

MEMORANDUM THRU Commander, U.S. Army Cadet Command, Building 1002, 204 1st Cavalry Regiment Road, Fort Knox, Kentucky 40121-5123

FOR Director of Admissions, School of Medicine, Uniformed Services University of the Health Sciences (USUHS), 4301 Jones Bridge Road, Bethesda, Maryland 20814

SUBJECT: Application for Admission to the Uniformed Services University of Health Sciences (USUHS) – Cadet Josephine Smith

1. I recommend (*FName, MI, LName*), Cadet ID Number, be given approval to apply to USUHS. I certify no administrative or disciplinary actions are pending on this applicant.
2. Any questions you have regarding this matter please contact the undersigned at 555-555-1212.

(Bde Cdr Signature Block)

Figure Q-4. Bde CDR Endorsement Memo for USUHS Application Request

APPENDIX R – Army Warrior Scholarship Program and Fellowship

R-1. Applicability

This program is available to Cadets who are selected for Regular Army (Active Duty) and desire to participate in graduate study or fellowships pursuant to AR 621-7, AR 350-100, and the Chief of Staff of the Army (CSA) Warrior Scholar Program.

R-2. Objective and General Information

a. Fellowships and scholarships are available to Active Duty service members to enhance educational opportunities and training of military personnel. The overall objective is to address workforce competency gaps, fulfill anticipated Army requirements and contribute to future capabilities. CG, HRC is responsible for career management; to include tracking key performance and selection milestones of participants in these scholarship/fellowship programs to include those covered under the CSA Warrior Scholar Program. CAUTION: The PMS should advise any Cadet applying for these scholarships that DoD travel restrictions may cause an unfavorable decision for Army approval to accept scholarship award.

b. References: AR 621-7, Army Fellowships and Scholarships; and AR 350-100, paragraph 3-4, Officer Active Duty Service Obligations (ADSO).

c. Cadets/Regular Army Officers from ROTC must request permission to compete for and accept fellowships and scholarships. Cadets/Regular Army Officers must be in good standing and meet all Commissioning and Accessing requirements. Contact should be made with HQ, USACC, G1, ASD CSA Warrior Scholar POC before application for fellowship is submitted.

d. ADSO: Cadets must sign an ADSO agreement and provide them with their application request.

e. Applicable Fellowships and Scholarships:

Outside the Continental United States	
East-West Center Grant	Hawaii
Fulbright Scholarship	Various
German Academic Exchange Office (DAAD) Scholarship	Germany
Rotary Scholarship	Any university, CONUS or OCONUS
Schwarzman Scholarship	China *
Truman Scholarship	Any university, CONUS or OCONUS
	* Currently Unable to support Taiwan or China
Outside the Continental United States – United Kingdom	
Churchill Scholarship	England
Gates-Cambridge Scholarship	England
Marshall Scholarship	United Kingdom
Rhodes Scholarship	England
Southampton-West Point Scholarship	England
Mitchell Scholarship	Ireland or Northern Ireland
Inside the Continental United States	
Barry Scholarship	
Carnegie Mellon-West Point Scholarship	Carnegie Mellon University
Draper Scholar Program	
Hertz Foundation Fellowship	
Knight-Hennessy Scholarship	Stanford University
MIT Lincoln Laboratory Fellowship	Massachusetts Institute of Technology
National GEM Consortium Fellowship	
National Science Foundation Graduate Fellowship	
Purdue Military Research Initiative Fellowship	Purdue University
Soros Fellowship for New Americans	

Table R-1. Approved Fellowships

R-3. Administrative Procedures/Responsibilities:

a. Any Cadet selected for Active Duty who desires to apply to one of the scholarship/fellowship graduate programs listed in paragraph S-2d above must receive approval from CG, Human Resources Command, Fort Knox, KY. Effective August 2017 CG, Human Resources Command modified the application procedures and only requires one packet with four critical enclosures.

Enclosures include signed ADSO statement, award letter from Sponsor, acceptance letter from academic institute, and completion certificates from required training that will accompany the Cadet Scholarship/Fellowship Memorandum with Brigade commander Endorsement.

b. PMS/HRA Responsibilities:

(1) PMS/SROTC Cadre should inform Cadets of the opportunity to have approval to complete graduate studies while on Active Duty in one of the identified graduate programs mentioned in paragraph S-2 b above. The Cadet/2LT will be accessed onto Active Duty and assigned to the Student Detachment, Fort Jackson, South Carolina while completing graduate studies. Many universities have scholarship advisors that assist students with application requirements and competition.

(2) PMS/HRA notify HQ, USACC, G1, ASD POC as soon as a Cadet has informed you of their desire to apply for one of the applicable graduate scholarships or fellowships. The notification to HQ, USACC, G1, ASD is due by 10 February 2026. Notification must include participants' name and contact information, fellowship applied to, educational pathway sought, fellowship location (Country/State) and fellowship length.

(3) Assist Cadet Warrior Scholar application and enclosures.

(4) Schedule teleconference with G1 ASD POC once HRC, OPMD Director has approved the Warrior Scholar application and HQ, USACC, G1, ASD published accession orders.

(5) Foreign Travel Clearance Requirements:

(a) PMS/HRA ensure Cadet completes required training and provide certificates. (Anti-Terrorism Training, SERE_EUCOM training,

ISOPREP_Completion_EUCOM). The Officers' request for orders cannot be published if they have **not completed** this training and provided specific certificates.

(b) The Department of State has made it **mandatory** for all personnel under Chief of Mission authority who travels to foreign countries on the high-risk list for 45 days or longer must take the Foreign Affairs Counter Threat (F.A.C.T.) Course. Location dependent, HRC will advise USACC liaison if FACT is required. This course is a 5-day TDY course that is funded by USACC G8. The Cadet is responsible for enrolling after being selected for the award (there may be some exceptions that should be coordinated with the HQ, USACC, G1, ASD POC. The US Embassies in these countries **will not** grant country clearance access to anyone that has not had the training.

(c) USACC is responsible for providing funds for training. The charge is the tuition of the course. Approved through G8.

Foreign Affairs Counter Threat (F.A.C.T.)

Students must be admitted to the Foreign Service Institute (FSI) prior to accessing FSI's training. All admission applications must be made using FSI's Student Information System. Applications must be fully and correctly completed and approved and signed by an appropriate authority of the applicant's bureau or agency. People denied admission may ask the Executive Director of FSI to review the denial. Requests can be sent to FSIRegistrar@State.gov.

If you do not have an active profile in the SIS, you will have to submit an admissions request before applying for courses. <https://sis.fsi.state.gov/MySISWeb/s/how-to-apply>. If you are having trouble accessing this link, contact FSIRegAdmissions@state.gov. You should expect a 5 -7 day turnaround for all admissions requests.

Once you receive the email confirmation from FSI regarding your admissions, you will be able to apply directly for classes. Follow this link: <https://sis.fsi.state.gov/MySISWeb/s/coursesearch/ds-courses> to enroll in your selected course.

We do not utilize SF-182s anymore to process enrollments and payments, you can now do all of that within the enrollment application; USACC G8 is responsible for providing funds for training (LOA provided by Warrior Scholar POC applicant must contact USACC G1).

The deadline for enrollments is Monday prior to the FACT week's start date NLT 12pm EST; drops will be the same Monday as well NLT 5pm EST. Requests for enrollments need to be in queue before 12pm for approval.

*If that Monday is a holiday, deadlines will be pushed back to that following Tuesday (same times apply). Email DS-Registrar@state.gov to notify of the drop/cancellation.

After the drop deadline, students unable to attend their scheduled FACT training will be granted a No-Show status. No-Shows fall into two categories: Excused (meaning tuition will not be charged) and Unexcused (tuition will still be charged). The charge is the tuition of the course, \$4,793.00. (If determined unexcused, debt will be charged to participating members and reimbursement of funds sought.)

We cannot determine what is Excused or Unexcused, only the DS Registrar can. Before they can give their determination, a detailed reasoning as to why that student will be a No-Show is required to determine if it will be excused or unexcused. DS-Registrar@state.gov

****Important Notice****

In alignment with FSI's enrollment outage dates to close out FY25, DS Registrar will offer limited enrollment services for DS training between August 24 and September 30, 2026. (Members with October/ November report dates should contact this office ASAP for permission to enroll)

During outage dates, DS Registrar will only be able to process training request for tuition courses for DoS full-time employees and PSCs with active student profiles in the SIS (must have published orders to fit this category and most fellowship participants do not receive orders until just before departure to fellowship location).

Step 1. The cadet will attend FACT training. FACT Course is funded by USACC via DTS arranged by ROTC program DTS representative.

a. Upon completion of FACT Course the Cadet will provide a copy of the training certificate to G1 ASD, Warrior Scholar POC.

b. The PMS will sign the Cadet Scholarship/Fellowship Application Memorandum that must be submitted to CG, Human Resources Command. This memorandum with enclosures must be routed through Brigade commander to HQ, USACC, G1, ASD POC

for review and staffing. (See Figure Q-2). The application packet processing time is approximately 120-180 days. Electronic notification of desired participation is due to this no later than 10 February 2026 for staffing. Applicants received after 10 February 2026 will be returned without action.

c. Upon receiving the final award letter, the required packet in figure Q-2 should be followed and submitted within 5 business days. Accession and orders cannot begin until completed until the packet has been received.

e. Some scholarships/grants may be awarded in foreign countries with unique and restrictive personnel security concerns for Department of Defense personnel. Department of Defense and/or the scholarship foundation may not allow the “military” status of a student or participation in certain designated countries. It is the cadre’s responsibility to assist the Cadet in determining any restrictions and to obtain a written statement from the awarding scholarship foundation specifically stating that they will allow an Active Duty military member to participate in the program. It is the cadre’s responsibility to assist the Cadet with the application process for the *government/civilian* travel passport requirements.

f. Warrior Scholars will on-board Active Duty at Fort Knox, KY prior to departing CONUS or attending the designated graduate school. HQ, USACC, G1, ASD will publish accession orders after receipt of RFO instructions from HRC. Active Duty in-processing includes: execution of RA Oath of Office/DA Form 71, receipt of new military Common Access Identification Card (CAC) depicting lieutenant rank, initiate a military pay record, and complete in-processing on the Ft Jackson, SC U.S. Army Student Detachment website: <http://usasd.armylive.dodlive.mil/in-processing/>.

g. Cadet Responsibilities:

(1) Cadet must coordinate and complete all scholarship/fellowship requirements with the scholarship foundation/sponsor. The Cadet must notify PMS/HRA immediately upon initiation of any scholarship/fellowship competition that impacts your normal progression timeline of attendance at BOLC.

(2) Appendix F-3 paragraph c (13) of this circular explains that Cadets are to inform cadre why they may be unavailable to attend BOLC within 30 days of graduation and commission. The Cadet must specify on the CC Form 218-R that they are competing for Army scholarships and may not be available to attend BOLC. Cadets that request to compete for Army scholarship must recognize that they are doing so in lieu of being considered for a BOLC seat.

(3) Cadet is responsible to notify and providing the PMS all information in accordance with AR 621-7, paragraphs 4-3. The application packet format is consolidated into one packet. See example provided at Figure Q-1. The ADSO agreements are provided at Figures Q-2 and Q-3.

(4) Cadet must complete training prior to commission. Training certificates must be enclosed with Human Resources Command application memorandum. Military and DOD personnel must complete training prior to departure for graduate programs in the foreign countries. All ROTC Cadets must coordinate this training thru the SROTC Program(s) and Brigade S2/3 POC prior to commissioning and loss of Cadet CAC card. Required training includes Anti-Terrorism Training, SERE_EUCOM training, ISOPREP_Completion_EUCOM.

(5) Cadet must provide the award letter from the scholarship sponsor/foundation.

(6) Cadet must provide acceptance letter from the academic institution.

(7) Cadet must provide a signed ADSO statement for participation in the Program.

(8) Cadet is responsible for determining the following in-country information for country clearance consideration.

(a) US Government military member or Department of Defense Civilian in country of program attendance.

(b) Full name of academic institution and address for program participation.

(c) Lodging address while residing in the country.

(9) Cadet is responsible for applying for all required government/civilian passport requirements.

UNIVERSITY LETTERHEAD

ATCC-XXX

MEMORANDUM THRU Commander X Brigade, US Army Cadet Command, 1234
Smith Ave, Windy Hollow, VA 11111-2222

FOR U.S. Army Human Resources Command, ATTN: AHRC-OPL-C, 1600 Spearhead
Division Avenue, Fort Knox, KY 40122

SUBJECT: Cadet Scholarship/Fellowship Application

1. Request the approval of the following request to accept an awarded
scholarship/fellowship, IAW 621-7 Chapter 2.

- a. Name:
- b. SSN:
- c. Branch:
- d. Email address:
- e. Source and Date of Commissioning:
- f. Name of Scholarship/Fellowship
- g. Purpose of Scholarship/Fellowship:
- h. Conditions, if any, of Scholarship/Fellowship
- i. Name and Location where Study/Training will take place:
- j. Field of Study and Degree to be awarded:
- k. Length of Award:
- l. Can this Scholarship/Fellowship be deferred? If so, how long?
- m. Start/End dates of Academics:
- n. Requested report date:
- o. Name/Phone number/email/duty title/duty location of in-country POC (if
overseas):
- p. Name/relationship & location of dependents, if any:

2. Point of contact for this memorandum is name/email/phone number.

4 Encls

PMS Signature Block

- 1. ADSO
- 2 Award Letter from Sponsor
- 3. Acceptance Letter from academic institution
- 4. Certificate from required training

Figure R-1. Cadet Scholarship/Fellowship Application

UNITED STATES CADET COMMAND (USACC)

Active Duty Service Obligation (ADSO) Statement

IAW AR 350-100, 3-4. Obligations for Specified Graduate Programs

I understand that by participating in the CSA Warrior Scholar Program, following commissioning, I will acquire an additional ADSO. Time spent attending one of these specified graduate programs will not be credited toward fulfilling my commissioning ADSO from ROTC. I will begin to serve my commissioning ADSO and the CSA Warrior Scholar ADSO on the first day after completion of my graduate program.

I further understand that if I participate in a 2-year graduate program, I will incur an additional 6-year ADSO, to be served concurrently with my initial commissioning ADSO. If I participate in a 1-year program, I will incur an additional 3-year ADSO, 2 years of which may be served concurrently with my commissioning ADSO and 1 year of which will be served consecutively with the commissioning ADSO. If I fail to complete the graduate program, I will incur an ADSO equal to three times the length of the period in the program, which will be served consecutively with the commissioning ADSO.

Finally, I understand I must provide HRC a copy of my 1059-1, Civilian Institution Academic Evaluation Report, upon completion of my program.

JOHN SMITH

Full Name

Signature

2LT

MI

213456789

000000000

Rank

Branch

DOD ID

IPPS-A Employee ID

24 MAY 202x

Date

Figure R-2. Cadet Scholarship/Fellowship Application

APPENDIX S - ROTC Accessions and Standards Division - Frequently Asked Questions

Accessions Branch

Q1: I understand that my branch decision is final. What if I still want to change my branch after I go on Active Duty (AD)?

A1: You must complete 3 years on Active Duty before being eligible to submit the request.

Q2: I have been selected for a Reserve Component but did not receive a branch. What do I do?

A2: You obtain a Vacancy Hold Request (USAR) to obtain a by-name Vacancy Hold Report or a Letter of Acceptance (ARNGUS) from a unit of your choice. If no action is taken, your component will choose for you based on the needs of the Army. USAR Cadets send an inquiry to: usarmy.usarc.usarc-hq.mbx.accessionsdiv@army.mil ARNG Cadets contact the desired state Strength Management Officer

Q3: If branched into one Reserve Component, can I switch to the other if I get a letter of acceptance (LOA) from a National Guard unit or a VHR from the USAR?

A3: If you have not commissioned you must submit a DA Form 4187, including a LOA or VHR, requesting a component change through USACC chain of command per instruction in Appendix L and Duty Status Change Request packet provided in Appendix P of this Circular. The request must be submitted within 30 days following the annual Selection and Branching Board and meet the specified criteria for duty status changes IAW the deadline annotated in Appendix B. The LOA or VHR does not guarantee the request will be approved by HQDA Director of Military Personnel Management.

Q4: Can I switch branches with another Cadet?

A4: No, you cannot switch branches with another Cadet. The Selection and Branching board results are binding and informal swaps or exchanges are not authorized. Numerous individual factors are considered in the branching process.

Q5: How does the branch detail program work?

A5: If you were selected for a branch detail during the ROTC Branching Board (i.e., Basic branch is Military Intelligence and the control branch is Armor the Detail branch), you will serve approximately 36 months at your initial permanent duty station after completion of your detail branch basic Officer course. Your initial accession orders will specify your report dates to your BOLC whether you complete your initial military training in a TDY enroute status or PCS status.

Q6: Who does the 10-year Military Service Obligation for Aviation service apply to?

A6: The 10-year Service Obligation established in ALARACT 069/2020 applies to “anyone selected for and enters into Initial Entry Flight Training.” This includes individuals branching Aviation and Medical Service 67J (Aeromedical Evacuation Officer). This Service Obligation is regardless of Component.

Q7: Can I request more than one Active Duty Service Obligation (ADSO) option?

A7: Yes. They may submit a Branch ADSO and Post ADSO. The suspense’s are listed in Appendix B. No ADSO is authorized for Aviation branch.

Q8: Can a Cadet submit a Branch for Active Duty Service Obligation (ADSO) request for each branch they desire?

A8: Yes. All branch ADSOs (except Aviation) are available for selection within Talent Based Branching.

Q9: Why am I not reporting for Active Duty until November when I was commissioned in May?

A9: The HQDA/T2COM (T2COM Effective 26 September 2025) Basic Officer Leader’s Course Annual Scheduling Conference establishes the number of quotas for BOLC courses for each commissioning source. Each BOLC installation has a maximum number of lieutenants it can support in each course based on instructors, training equipment, funding, etc. The Army active component accesses approximately 4,500 - 4,700 Officers annually from all commissioning sources. Over 3,200-3,500 ROTC Cadets are commissioned and accessed into the Active Component each year. The largest number of those newly commissioned Officers are spring graduates from Cadet Command. The Army does not have the resources to train all the appointments at one time. Therefore, the incremental phasing of Active Component accessions leads to extended BOLC wait times for training.

Q10: When can I expect my assignment location and orders?

A10: HQ, USACC, G1, ASD, in conjunction with HRC, is continually trying to improve the orders process to ensure that Cadets are notified as soon as possible. ASD staff members have an established goal to provide orders to Cadets no later than 45 days prior to their departure date (exceptions include: December graduates and early spring/ April and early May graduates). Not all HRC OPMD Assignment branches work on the same timeline; therefore, some branches may receive orders earlier than others.

Q11: Which Cadets require T5 Investigations?

A11: Cadets accessed with a control branch of MI, CY, SC, and any Cadet selected for EOD. See paragraph 2-8c.

Q12: What is required for a T5 investigation?

A12: If the Cadet has an open T3 investigation, contact the USACC G33, Security Division Brigade POC and request the investigation be upgraded to a T5. If the T3 investigation has closed, refer to paragraph 2-8c (2). Once the T3 investigation has been adjudicated the PSOA will submit a request for a T5 investigation via PSIP. If the Cadet was selected for Reserve Forces Duty, the ARNGUS or USAR will request the T5 investigation to be initiated. USACC SROTC Program(s) will assist the Cadet (ARNGUS or USAR) with completing fingerprints.

Q13: What is the suspense for submitting a T5 investigation request?

A13: Refer to Appendix B for T5 submission date. Cadre/Staff at the ROTC Program should verify CCIMM to ensure the PSOA has entered the T5 submitted date to OPM date.

Q14: What does SAC stand for in DISS under Investigation Summary?

A14: SAC is a Special Agreement Check is the term used for fingerprints, and indicates they have been uploaded to DISS. Fingerprints are valid for 120 days.

Q15: What does No Determination Made and Loss of Jurisdiction mean in DISS under Adjudication Summary?

A15: It means that the investigation has not been adjudicated. Do not initiate a new investigation. Immediately contact the USACC G33, Security Division Brigade POC request adjudication of the investigation.

Q16: What are the steps to report credible derogatory information?

A16: First ensure an SIR has been completed, complete a Report of Unfavorable Information for Security Determination (DA FM 5248-R), and submit to HQ, USACC, G33 Security Division with supporting documents.

Q17: Does HQ, USACC grant security clearances?

A17: No, all security clearances are granted by the Department of Defense Consolidated Adjudication Facility (DOD CAF).