

**U.S. ARMY ROTC
GUARANTEED RESERVE
FORCES DUTY (GRFD)
SCHOLARSHIP
APPLICATION**

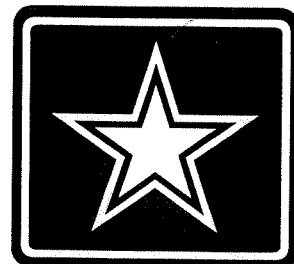


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**THE ARMY RESERVE OFFICERS' TRAINING CORPS (ROTC)
SCHOLARSHIP APPLICATION PACKET FOR
TWO-YEAR GUARANTEED RESERVE FORCES DUTY (GRFD) (ARNG/USAR)
AND DEDICATED ARMY NATIONAL GUARD**

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**THE ARMY RESERVE OFFICERS' TRAINING CORPS (ROTC)
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GENERAL INFORMATION

Army ROTC provides scholarships to individuals desiring to become a commissioned officer in the Army National Guard (ARNG) or United States Army Reserve (USAR). The program offers courses in Military Science to students at more than 1,500 colleges and universities throughout the nation. The Guaranteed Reserve Forces Duty (GRFD) scholarship program provides benefits for 2-years and the Dedicated ARNG scholarship program provides benefits for 2-, 2.5, or 3-years to students pursuing a baccalaureate degree who are entering their sophomore or junior year of college and high school students who attend Military Junior College (MJC).

Individuals may also apply for a scholarship to pursue a graduate degree. A graduate degree scholarship is a 2-year scholarship. You are eligible for this scholarship if you have only two years remaining for completion of your graduate degree. You must already possess a baccalaureate degree or have a letter of acceptance to a graduate program and meet all other scholarship eligibility requirements.

GRFD and Dedicated ARNG scholarship cadets, in addition to their normal college degree requirements, take military science courses, professional military education subjects, participate in scheduled leadership laboratories, attend the ROTC Leader Development and Assessment Course (LDAC), normally between their junior and senior years (freshman and sophomore years for those attending a MJC), and attend drills as a member of an ARNG or USAR unit one weekend per month. Membership in the ROTC program and the ARNG or USAR, which is permitted through the Simultaneous Membership Program (SMP), is required for GRFD and Dedicated ARNG scholarship cadets.

Upon successful completion of military science and degree requirements, scholarship cadets will be commissioned as Second Lieutenants in one of the branches of the Army, i.e., Infantry, Engineer, Armor, Finance Corps, etc. and serve their obligated service in the ARNG or USAR depending on the type of scholarship.

If you receive the GRFD or Dedicated ARNG scholarship, your active duty requirement after commissioning is the completion of the Basic Officer Leadership Course (BOLC) which is approximately 6 months in duration depending on the branch in which you are commissioned. After completion of BOLC, you will be released from Active Duty (AD) to continue your civilian occupation/graduate program on a full-time basis while continuing your Reserve Component service. After completion of your service obligation of 8 years, you may continue your Reserve Component career toward eventual retirement.

SCHOLARSHIP BENEFITS

The U.S. Army ROTC GRFD and Dedicated ARNG scholarships pay full college tuition and educational fees, or room and board (capped at \$10K), whichever is chosen by the student. These scholarships have the same benefits as any ROTC Scholarship. Additionally, a flat rate amount is provided to purchase textbooks, classroom supplies and equipment. It does

not pay for aviation flight fees. Army ROTC scholarship winners also receive a monthly tax-free subsistence allowance, which is tiered commensurate with the military science class, up to 10 months a school year. Besides scholarship benefits, individuals will receive drill pay of an E-5 (or higher rank if previously attained) as an SMP participant, earn pay for attending the ROTC Advanced Camp, and may be able to attend the two weeks annual training period with their assigned unit.

Scholarship recipients must be continually enrolled for 45 days after the academic start date at the university before the Army pays tuition and fees. This 45-day requirement will apply only to the fall term of each academic year. Recipients who have made payment in advance for tuition or fees must retain the receipts for these expenditures and provide them to the Professor of Military Science for reimbursement of an authorized amount. Recipients, who fail to comply with provisions of their scholarship contract for any reason before the 45th day is reached, are liable to the institution for tuition and fees.

ELIGIBILITY REQUIREMENTS

The following eligibility requirements apply:

a. Character. Be of good moral character, as evidenced by participation as a member of his/her home community and the institution where enrolled.

b. Citizenship. Be a citizen of the United States or a U.S. National.

c. Age.

(1) Be at least 17 years of age within the first semester of the year of enrollment as a scholarship cadet.

(2) Be under 31 years of age on 31 December of the calendar year in which eligible for appointment as a second lieutenant.

	YY	MM	DD
31 Dec of Grad Year	2007	12	31
Birthdate	1985	02	26
Age when Grad	22	10	05

d. Motivation. Exhibit a strong desire to obtain a commission, a baccalaureate degree and pursue a military career in the Reserve Components (RC).

e. Officer potential. Leadership potential will be emphasized as a very important factor in consideration for selection and continuance of the scholarship. Applicant must possess officer-like qualifications as evidenced by physical fitness, appearance, personality, and activities in and outside of college.

f. Medical. Be medically qualified for enrollment in the ROTC scholarship program. Department of Defense Medical Examination Review Board (DODMERB) will determine the medical status IAW the standards of Chapter 2, Army Regulation 40-501. If an applicant is

determined medically disqualified, applicant may submit a request for a medical waiver through the Professor of Military Science (PMS) at the institution he/she attends. Submission of a request for waiver does not ensure a waiver will be granted. **No award is final until medically qualified.**

g. Curriculum.

(1) College Students. Be enrolled in or accepted for enrollment as a full-time academic sophomore or junior (whichever is appropriate for scholarship offer) in a major course of study leading to a baccalaureate degree (except theology) beginning with the fall of the year of enrollment as a scholarship cadet. Students who will not attain sophomore or junior status until the second semester or second or third quarter following the fall of the year of the award may compete for a 2-, 2.5-, or 3-year scholarship provided they are otherwise qualified. The scholarship will be effective with attainment of sophomore or junior status with baccalaureate degree requirements to be completed in 2, 2.5, or 3 academic years (whichever is appropriate for scholarship offer) and concurrent enrollment in MSL II or III. If you are awarded a scholarship, you will be required to pursue an undergraduate degree in the academic discipline in which your scholarship was awarded.

(2) Students who are going to attend a Military Junior College and win either a GRFD or a Dedicated ARNG scholarship must enroll in MSL III and attend an MJC in the fall of the year of award. These students will not be permitted to use this scholarship at a 4-year institution. MJC winners must agree to transfer to a baccalaureate degree granting institution for enrollment in an academic course to complete degree requirements.

h. Academic status and potential.

(1) College Students.

(a) Have a minimum cumulative academic grade point average (GPA) of 2.5 or higher on a 4.0 grading scale (waivable).

(b) Be academically aligned for scholarship. Examples: If applying for a 2-year scholarship – have exactly two years of academic and ROTC course work remaining. If applying for a 2.5- or 3-year scholarship – have exactly 2.5- or 3-years of academic and ROTC course work remaining.

(2) MJC students applying for a GRFD or a Dedicated Army National Guard Scholarship.

(a) Be a high school graduate or possess an equivalent certificate prior to the fall of the year of award.

(b) Must have a minimum qualifying SAT score of 920 or ACT score of 19. SAT and ACT Writing tests are required; however are used subjectively for the board at this time. No whole person score is associated with the writing tests.

(c) Must have a high school academic cumulative GPA of 2.5 on a 4.0 scale.

i. Scholarship winners will be required to pass the Army Physical Fitness Test (APFT) with a score of 60 points in each event for a total score of 180 or higher before fully qualifying for the scholarship and payment of benefits. This must be accomplished by the 15th of December of the first semester in which benefits are to begin.

j. Must not have any civil conviction or conviction under military law for other than minor traffic violations with fine of \$250 or less. A waiver may be submitted for any violation other than a domestic violence crime. You must sign a confirmation that you have not been convicted of any domestic violence crime.

OBLIGATION

If selected for a U. S. Army ROTC GRFD or a Dedicated ARNG scholarship and you accept, you are required to:

a. Enter into an appropriate contract with the Secretary of the Army. If you will be under 18 years of age by the fall enrollment, your parents or guardian must sign the contract - if you are 18 or older, only your signature is required. This contract requires repayment to the U.S. Government for all financial aid received if an individual fails to comply with the terms of the contract. This repayment may be monetary or in the form of enlisted service. The choice rests with the Army and not the scholarship cadet.

b. Enlist in the ARNG or USAR for a period of 8 years or have a minimum of 4 years remaining on the enlistment obligation at the time of enrollment in the ROTC Advanced Course. Individuals with less than 4 years remaining must extend their enlistment in order to qualify for application.

c. Join the Simultaneous Membership Program (SMP) by completing applicable SMP agreement.

d. Be qualified in all respects for initial entry into the ROTC Advanced Course. At the time the award becomes effective; you must have completed or received placement credit for the Basic Course. If you do not or will not possess the previously mentioned placement credit by the fall of the year of enrollment as a scholarship cadet, you must validate your scholarship by attendance and successful completion at the ROTC Leader's Training Course (LTC) during the summer prior to fall enrollment. LTC must be successfully completed with a minimum qualifying score established by HQ Cadet Command in order to validate your scholarship. Failure to qualify will make you ineligible for the scholarship. There are no waivers to this requirement.

e. Attend an institution offering Army ROTC or an institution with an established partnership to a school offering Army ROTC. Visit www.goarmy.com/rotc for a listing of Army ROTC programs. If your school is not listed, contact the nearest school with Army ROTC as they may have a partnership agreement with your school. The MJC students applying for a GRFD or Dedicated ARNG scholarship must attend one of MJCs listed below:

Marion Military Institute
Marion, AL 36756
(334) 683-2328

Georgia Military College
Milledgeville, GA 31061
(478) 445-2730

Wentworth Military Academy
Lexington, MO 64067
(660) 259-1350

New Mexico Military Institute
Roswell, NM 88201
(505) 624-8291

Valley Forge Military Academy and Junior College
Wayne, PA 19087
(610) 687-9495

f. Accept a commission in the ARNG or USAR as appropriate upon completion of the required academic and military courses.

g. As a GRFD scholarship recipient, you will be required to serve your commitment as a member of an ARNG or USAR unit for a period of 8 years. If otherwise eligible, you may collect your Chapter 30 Montgomery G.I. Bill or Chapter 1606 Selected Reserve-Montgomery G.I. Bill and any G.I. Bill SMP Kicker benefits in addition to your scholarship.

h. As a Dedicated ARNG scholarship recipient, you must serve your commitment as a member of the ARNG for a period of 8 years. If otherwise eligible, you may collect your Chapter 30 Montgomery G.I. Bill and any G.I. Bill SMP Kicker benefits in addition to your scholarship. However, you may NOT collect your Chapter 1606 Selected Reserve-Montgomery G.I. Bill or any G.I. Bill SMP Kicker benefits in addition to your scholarship.

i. Complete a National Agency Check (NAC) as prescribed in AR 380-67 immediately upon your enrollment as a cadet. Request for initial or revalidated (if required) NAC will be initiated by the PMS.

j. Contractual agreements and requirements. Execute DA Form 597-3, Army Senior Officer's Training Corps Scholarship Cadet Contract, CC Form 203-R, Scholarship Guaranteed Reserve Forces Duty (GRFD) contract, and NGB Fm 594-1, SMP Agreement ARNG.

REQUIRED DOCUMENTS

To apply, you must return one signed original of each of the below listed forms to the Department of Military Science on the campus you wish to attend that has Army ROTC. These forms will then be forwarded to the appropriate ARNG Adjutant General (TAG) or USAR Regional Support Command (RSC) by 1 May preceding your junior year of college. Applications will be accepted after this deadline and considered on a case-by-case basis.

a. CC Form 139-R

(1) Legibility is important and signatures must be in ink.

(2) CC Form 139-R is also available on the US Army ROTC Web Site (www.rotc.usaac.army.mil). Instructions for completing this form and the form itself are enclosed in appendix A.

(a) From the Home Page choose The Right Site

(b) Under CC SOPs-Processes-Forms, click on Forms

(c) Click on Cadet Enrollment Record (CC Fm 139-R)

b. Authenticated copy of your current official college transcript (high school for MJC applicants).

c. CC Form 104-R (Planned Academic Program Worksheet). Applicant must have only 2 academic years of school remaining (4 semesters) to be eligible. This form is available on the US Army ROTC Web Site (www.rotc.usaac.army.mil).

(1) From the Home Page choose The Right Site

(2) Under CC SOPs-Processes-Forms, click on Forms

(3) Click on Planned Academic Program Worksheet (CC Form 104-R)

d. Letter of Acceptance from an ARNG or USAR unit stating that they will accept the individual in the Simultaneous Membership Program (SMP). See sample in Appendix C.

e. A resume highlighting civilian and military experience, education, activities, accomplishments, and awards. See sample in Appendix B.

PROCESSING

When you have completed the above forms by the due date established, return your packet to the scholarship advisor in the Army ROTC Military Science Department. The PMS will schedule and/or complete the following actions as needed.

a. Medical examination and completion of the required medical forms.

b. Request for any required waivers (if applicable).

c. CC Form 104-R (Planned Academic Program Worksheet). PMS will give this form to you for completion. Form must be verified by the registrar or the university's departmental head and returned to the PMS. This form is mandatory.

d. Not later than **15 March** the PMS will forward the documents listed above to the appropriate ARNG Adjutant General (TAG) or USAR Regional Readiness Command (RRC). By **1 April**, TAGs/RRCs will forward all application packets and their Order of Merit list to HQ, Cadet Command, ATTN: ATCC-OP-I-I. HQ, Cadet Command will confirm scholarship awards and notify TAGs/RRCs and ROTC battalions of winners.

ANNOUNCEMENT OF WINNERS

Your Professor of Military Science will notify you of your status in writing as soon as competition results are released.

CADET ENROLLMENT RECORD

For use of this form, see CC Pam 145-4, the proponent agency is ATCC-PA-C

DATA REQUIRED BY THE PRIVACY ACT OF 1974

Authority 10 USC 2101, 2103, 2104, 2107, 2111, and 5 USC 301

Principal Purpose(s) To obtain personnel data in order to determine eligibility for enrollment and serve as a source document for cadet's service record throughout participation in the ROTC Program. Provides data for the administration of the ROTC student commencing with application for enrollment into the ROTC Program.

Routine Uses To verify eligibility to participate in the ROTC Program; to provide information on addresses and telephone numbers for use in the event of death, injury, illness or unauthorized absence while participating in ROTC activities; to facilitate contact with complete information with a cadet during other than normal training periods; to make a matter of record the information provided by the cadet.

Disclosure Disclosure is voluntary. However, failure to provide complete information and provide responses will suspend the enrollment process into the ROTC Program.

PART I - GENERAL INFORMATION

1. NAME 2. SSN 3. COLLEGE ID # 4. EMAIL

5. LOCAL ADDRESS 5a. CITY 5b. STATE 5c. ZIP CODE 6. PHONE NUM

7. PERMANENT ADDRESS 7a. CITY 7b. STATE 7c. ZIP CODE 8. PH NUM

9. DOB 10. POB 11. RELIGIOUS PREF 12. BLOOD TYPE 13. ACT 14. SAT

15. SEX 16. HEIGHT 17. WEIGHT 18. MARITAL STATUS 19. DEPENDENTS 19a. NUMBER OF DEPENDENTS

20. RACE/ETHNICITY (Check One) African American American Indian Asian Caucasian Hispanic Other

21. CITIZENSHIP (Check One) U.S. Citizen: U.S. Born Naturalized Born Overseas With U.S. Parents Dual Citizenship (See CC PAM 145-4, 2-39)
 Non U.S. Citizen: Immigrant Alien Nonimmigrant Alien Refugee

22. Do you have any condition that could interfere with you participating in a normal college physical education course? 22a. If "yes" explain

23. Have you ever received Medical Disability payments from any source? 23a. If "yes" explain

24. NEXT OF KIN 24a. ADDRESS 24b. PHONE NO

PART II - ACADEMIC INFORMATION

25. ROTC HOST SCHOOL 25a. FICE CODE 26. SCHOOL OF ATTENDANCE 26a. FICE CODE

27. RESIDENCY STATUS 28. ACADEMIC CLASS 29. PROJECTED GRADUATION DATE 30. ACADEMIC MAJOR

31. ACADEMIC MINOR 32. CREDITS TOWARD DEGREE 33. CREDITS REQUIRED FOR DEGREE 34. CGPA (COLLEGE)

35. OTHER COLLEGES ATTENDED 35a. YEAR(S) ATTENDED 36. HIGH SCHOOL ATTENDED

36a. GRADUATION DATE 37. ROTC SCHOLARSHIP RECIPIENT 37a. If "yes" what type?

38. OTHER SCHOLARSHIPS 39. JROTC EXPERIENCE

PART III - CURRENT OR PRIOR MILITARY SERVICE (TO INCLUDE OFFICER PRODUCING PROGRAMS)

NOT APPLICABLE (Go to PART IV) 40. CURRENT SERVICE: Are you currently in the Armed Forces? 40a. If "yes" which Branch?

40b. SMP UNIT 40c. Is your spouse currently a member of the Armed Forces?

41. PRIOR SERVICE: Have you ever been enrolled in an officer producing program? 41a. Were you ever disenrolled from the ROTC Program?

41b. Were you ever enrolled in a Service Academy? 41c. Were you ever discharged from the Armed Forces? 41d. If "yes" what type of discharge? 41e. If "yes" what was the RE Code?

41f. Months of Active Service 41g. Have you ever been discharged for medical reasons? 41h. If "yes", explain:

CADET ENROLLMENT RECORD

Last Name

SSN

PART IV - STUDENT STATEMENTS

42. RELEASE OF INFORMATION

The Privacy Act requires that we notify you of other routine uses of the information we collect from you. You should know that if you leave school, we might provide your name, address, and phone number to the U.S. Army Recruiting Command. This is done because the Active Army, Army Reserve, and National Guard want and need intelligent young men and women. They also have programs which might help you return to college. The transfer of information to the Recruiting Command means that, if you drop from school, you may receive information in the mail or be called by an Army Recruiter. You are under no obligation to accept the mail or to talk to the recruiter.

I have read and understand the above statement concerning data required by the Privacy Act of 1974.

Verification of the following statements is required in order to assist in establishing eligibility to participate in the ROTC program. Failure to provide a response will preclude further processing as an enrolled cadet. Failure to provide an accurate or truthful response is grounds for barring entry into the SROTC program or for the initiation of disenrollment action. Your signature at the bottom of this page will attest to the accuracy of your responses on this form.

43. STATEMENT OF CRIMINAL PROCEEDINGS BY CIVIL OR MILITARY AUTHORITIES

I have not been indicted or summoned into court under civilian or military law as a defendant in a criminal proceeding, to include any and all proceedings involving juvenile or adult criminal offenses, but excluding minor traffic violations (Exception: alcohol-related driving offenses) which involved a fine or forfeiture, alone, of less than \$250. I have not had 6 or more minor traffic violations (excluding parking violations) in a 12-month period where the fine is \$100 or more per offense. I have not had 12 or more minor traffic violations (excluding parking violations) during the previous 3 years where the fine is \$100 or more per offense. I have never been convicted, fined, imprisoned, placed on probation, paroled, or pardoned (to include alcohol violations and misdemeanors), except for minor traffic violations as defined above. I will advise the Professor of Military Science of any future information pertaining to any changes of criminal conduct against myself and I shall do so as soon as practical under the circumstances. Records that are expunged, sealed, set aside, dismissed, or original findings or pleas changed **STILL** require a waiver.

Check One: The above statement is true. The above statement is not true - Explain: _____

44. SUBSTANCE ABUSE

Check One: I have never used an illegal substance or drug.

I have used illegal substances or drugs only on an experimental or limited basis.

I have been a recent or frequent user of illegal substances or drugs.

NOTE: Any future drug use will be grounds for disenrollment from the ROTC Program.

When: _____ How Often: _____
When: _____ How Often: _____

45. RELIGIOUS ACCOMMODATION

The U.S. Army cannot guarantee that my religious practices will be accommodated. I acknowledge and understand that it is the Department of the Army's policy to accommodate religious practices as long as the practice will not have an adverse impact on military readiness, unit cohesion, standards, health, safety or discipline. I further acknowledge and understand that the U.S. Army has the right to amend or eliminate any such accommodation based on the needs of the Army.

I have read and understand the above statement concerning accommodation of my religious practices.

46. CONSCIENTIOUS OBJECTION

If you have moral convictions that preclude you from bearing firearms and/or participating in full military service with the U.S. Army, to include armed combat, then you are a conscientious objector. AR 600-43 defines conscientious objection as "A firm, fixed and sincere objection to participation in war in any form or the bearing of arms, because of religious training and belief."

Check One: I am not a conscientious objector.

Explain: _____

47. DOD HOMOSEXUAL CONDUCT POLICY BRIEFING

Although you have not been asked nor will you be asked about your sexual orientation, you should be aware of the DoD Homosexual Conduct Policy. Homosexual conduct is grounds for barring entry or continued enrollment in the SROTC Program. Homosexual conduct is a homosexual act, a statement that demonstrates a propensity or intent to engage in homosexual acts, or a homosexual marriage or attempted marriage. A homosexual act means any bodily contact, actively undertaken or passively permitted, between members of the same sex for the purpose of satisfying sexual desires and any bodily contact that a reasonable person would understand to demonstrate a propensity or intent to engage in such an act.

I understand I will be disenrolled from the SROTC Program if one or more of the following findings is made:

a. I have engaged in, have attempted to engage in, or have solicited another to engage in homosexual act or acts.

b. I have made a statement that demonstrates a propensity or intent to engage in homosexual acts.

c. I have married or attempted to marry a person of the same sex as myself.

FOR ENROLLMENT OFFICER USE:

Ask the following questions to ensure the applicant understands this policy and expand on the policy, as necessary: (1) Do you fully understand the DoD Homosexual Conduct Policy briefing you have read? (2) Do you have any questions concerning this policy?

I have read and understand the briefing concerning the DoD Homosexual Conduct Policy.

"All information given on this form is correct to the best of my knowledge."

SIGNATURE OF CADET _____

48. LOYALTY OATH (OPTIONAL FOR NONCONTRACTED CADETS)

"I do solemnly swear (or affirm) that I will support and defend the Constitution of the United States of America against all enemies, both foreign and domestic; that I will bear true faith and allegiance to the same, and that I take this obligation freely, without any mental reservation or purpose of evasion, so help me God."

SIGNATURE OF CADET _____

DATE _____

CADET ENROLLMENT RECORD

Last Name

SSN

PART V - BASIC COURSE ENROLLMENT ELIGIBILITY CHECKLIST*

ALL NONCONTRACTED CADETS MUST MEET THE FOLLOWING CRITERIA TO ENROLL IN THE BASIC COURSE:
 Enrollment Eligibility Officer: Verify the criteria below and sign the certification on page 5.

49. **ACADEMIC STATUS**
 Eligible: Registered for and attending full time (in accordance with university policy - usually 12 or more credit hours) a regular course of instruction resulting in an accredited undergraduate or graduate degree at a host or partnership school
 Ineligible (Waiver denied): Not registered for and attending full time a regular course of instruction at a host or partnership school.

50. **CONSCIENTIOUS OBJECTION**
 Eligible: (a) U.S. Citizen and is not a conscientious objector. (b) Enrolled alien student (exempt by statute). (c) Students required by their school to take military training.
 Ineligible: Student is a U.S. Citizen and a conscientious objector at a school, which does not require its students to take military training. (NOTE: Prior to enrollment students who have previously been conscientious objectors must furnish a letter stating they no longer have convictions that preclude bearing arms and participating in full military service with the U.S. Army).

51. **CHARACTER**
 Eligible: Good moral character. No domestic violence conviction.
 Ineligible: Nonwaiverable. Domestic violence misdemeanor or felony conviction.

52. **TATTOOS**
 Eligible: Student does not have any tattoos specifically prohibited by Army policy (see ineligible below).
 Ineligible: (a) Any tattoo/brand on the face, neck or head (permanent facial makeup that conforms to AR 670-1 make up standards is permitted). (b) Other tattoos/brands that are visible and that detract from a soldierly appearance while wearing the Class A uniform. (c) Other tattoos/brands that are prejudicial to good order and discipline

53. **CITIZENSHIP**
 Eligible: U.S. Citizen (Must be verified per instructions). (Dual citizens must renounce foreign citizenship prior to receiving a clearance (see CC PAM 145-4, 2-39a)).
 Approval Required: (a) Immigrant Alien (b) Refugee (NOTE: Aliens are ineligible for scholarship and SMP, even if approved for enrollment).
 Ineligible: Nonimmigrant Aliens. Approval Granted (Eligible): Date

54. **MEDICAL**
 Eligible: DA Form 3425-R has been completed and signed by a qualified medical physician (or equivalent statement from university health care provider) showing no medical condition/physical impairment that precludes enrollment in the basic course.
 Ineligible (Waiver denied or nonwaiverable): Qualified medical physician refuses to complete and sign DA Form 3425-R for the student.

* NOTE: ENROLLMENT ELIGIBILITY OFFICER WILL CHECK THE INFORMATION IN PARTS I - III AND THE STUDENT'S STATEMENTS IN PART IV AND ADVISE THE STUDENT IF A WAIVER IS REQUIRED PRIOR TO CONTRACTING I.E., AGE, RE-CODE, DEPENDENCY, CIVIL CONVICTION, SUBSTANCE ABUSE, ETC. (Waiver approval is not guaranteed).

PART VI - NONSCHOLARSHIP CONTRACTING ELIGIBILITY CHECKLIST

ALL NONSCHOLARSHIP CADETS MUST MEET THE FOLLOWING CRITERIA TO CONTRACT:

Enrollment Eligibility Officer: Verify the criteria below and sign the certification on page 5. (Scholarship students must also meet scholarship eligibility requirements in Part VII)
 55. **PREVIOUS CRITERIA**
 Eligible: Student meets criteria 49-54 on the Basic Course Enrollment Eligibility Checklist (Part V).
 Waiver Required: Pending waiver for criteria in Part V above. Waiver Granted (Eligible): Date
 Ineligible (Waiver denied or nonwaiverable).

56. **CIVIL CONVICTION**
 Eligible: (a) No civil conviction, adverse adjudication, or court-martial conviction other than minor traffic violations (Exception: alcohol-related driving offenses) resulting in a fine of less than \$250. (b) Not guilty verdict or successful appeal of a conviction.
 Waiver Required (Prior to Contracting): Any civil conviction, adverse adjudication, or court-martial conviction other than minor traffic violations (Exception: Alcohol-related driving offenses) resulting in a fine of less than \$250. Any conviction resulting in other adverse dispositions (punishment other than a fine) requires a waiver. Convictions where the record is expunged, sealed, set aside, dismissed, or original finding or pleas changed still require a waiver. Waiver Granted (Eligible): Date

57. **DEPENDENCY**
 Ineligible (Waiver denied or nonwaiverable): (a) Pending charges for violating any civil law; (b) On supervised and/or conditional probation.
 Eligible: (a) Single student with no dependents. (b) Married student with no more than three (3) dependents, to include spouse. (c) Single student whose children have been placed by court order in the custody of an adult relative/legal guardian and the student is not required to pay child support.
 Waiver Required (Prior to Contracting): (a) More than three (3) dependents (spouse plus more than 2 children under 18 years old). (b) Single parent whose children have been placed by court order in the custody of an adult relative/legal guardian when the student is required to pay child support. (c) Spouse is also in Army ROTC and there are children under 18 years old. (d) Spouse is in a military component of any Armed Service (other than Inactive Ready Reserve) when student has a child under 18 years old. Waiver Granted (Eligible): Date

CADET ENROLLMENT RECORD

Last Name

SSN

PART VI - NONSCHOLARSHIP CONTRACTING ELIGIBILITY CHECKLIST (CONTINUED)

ALL NON-SCHOLARSHIP CADETS MUST MEET THE FOLLOWING CRITERIA TO CONTRACT:

Enrollment Eligibility Officer: Verify the criteria below and sign the certification on page 5. (Scholarship students must also meet scholarship eligibility requirements in Part VII.)

58. SUBSTANCE ABUSE Eligible: (a) Never used chemical substances or drugs; (b) Self admitted limited, experimental use of chemical substances or drugs which occurred over 6 months prior to contracting, unless disqualified by DoDMERB. Waiver Required: (a) Self admitted use of chemical substances or drugs on an experimental or limited basis, which occurred within six (6) months prior to contracting. (b) Self admitted frequent and/or habitual use of chemical substances or drugs prior to contracting. Waiver Granted (Eligible): Date

59. LOYALTY OATH Ineligible (Waiver denied or nonwaiverable) Chemical substance or drug abuse requiring professional care, which is medically disqualifying. Eligible: Cadet signed loyalty oath. Ineligible: Refuses to sign loyalty oath.

60. PRIOR SERVICE Eligible: (a) No prior service. (b) Honorably discharged from the Armed Services with a qualifying RE code of 1 on DD Form 214. (c) Currently in the Army Reserve or National Guard (see NOTE below). Waiver Required: (a) Honorably discharged with an RE code other than 1 on DD Form 214. Waiver Granted (Eligible): Date Ineligible (Waiver denied or nonwaiverable): (a) Honorably discharged with a disqualifying RE code on the DD Form 214. (b) More than ten (10) years Active Duty, without an exception to policy from CC. (c) Any type of discharge other than "honorable". (d) Current or former commissioned officer, or has a certificate of eligibility for appointment as a commissioned officer. (e) On Active Duty at time of contracting. A soldier on terminal leave is ineligible until actual separation. NOTE: Contracted cadets cannot be in the USAR or ARNG (to include IRR) outside of the SMP program. Upon contracting, current members of the USAR or ARNG must either sign an SM sign an SMP contract (and remain a member of the USAR or ARNG) or sever ties with their USAR or ARNG unit (the ROTC contract overrides any reserve component contract).

61. CITIZENSHIP Eligible: U.S. citizen. (Dual citizens must renounce foreign citizenship prior to receiving a clearance, which is a prerequisite for commissioning (see CC PAM 145-4, 2-39a)). Ineligible (Nonwaiverable): Non-U.S. citizen.

62. PLACEMENT CREDIT Eligible: Student is enrolling in the Alternate Entry Program, the Accelerated Cadet Commissioning Training Program, OR student has received credit for MS I & MS II by any combination of the following (as set forth in CC Reg 145-3, Table 6-1): (a) Completed Basic Course. (b) Successfully completed LTC. (c) Completed Basic Training in one of the Armed Services. (d) Credit for Senior ROTC training (Army, Navy, Air Force, Marine, or Coast Guard). The first year of any SROTC = credit for MS I. Any additional years of SROTC = credit for the Basic Course. (e) Participation in a service academy. One year = credit for MS I. Two years = credit for the Basic Course. (f) JROTC experience. One year = no credit. Two years = PMS may award up to MS I credit. Three years = PMS may award up to full Basic Course credit. Ineligible (Waiver denied/Nonimmigrant Aliens)

63. ACADEMIC STATUS Eligible: (a) All students must be enrolled full time AND academically aligned AND have a cumulative college GPA (if any) of 2.0 on a 4.0 scale or equivalent. (b) MJC freshman also require at least a 2.0 cumulative high school GPA AND SAT score of 850 or ACT of 17. Waiver Required: Graduate student with less than full time enrollment (waiverable). Waiver Granted (Eligible): Date Ineligible (Waiver denied): (a) Student is not academically aligned (Exceptions to policy may be considered); (b) Cumulative college GPA is less than 2.0 (nonwaiverable).

64. PHYSICAL FITNESS Eligible: Score 180, with a minimum of 60 points in each event, on a single APFT. Ineligible (Nonwaiverable): Failure to meet eligibility criteria.

65. MEDICAL Eligible: Student is fully medically qualified by a DoDMERB physical. Waiver Required: Student is medically disqualified by a DoDMERB or MEPS physical, if applicable. Waiver Granted (Eligible): Date Ineligible (Waiver denied or nonwaiverable).

66. AGE Eligible: Student is at least 17 years of age at time of contracting and will be less than age 30 at time of commissioning. Waiver Required (Prior to Contracting): Age 30 or older at time of commissioning. PMS can waive thru age 32. CG is waiver approval authority for 33 and higher. NOTE: Retirement benefits are at risk for 33 and higher. Waiver Granted (Eligible): Date Ineligible (Waiver denied or nonwaiverable): Student is younger than 17 at time of contracting.

CADET ENROLLMENT RECORD

Last Name

SSN

PART VII - SCHOLARSHIP ELIGIBILITY CHECKLIST

ALL SCHOLARSHIP CADETS MUST MEET THE FOLLOWING CRITERIA TO CONTRACT:

Enrollment Eligibility Officer: Verify the criteria below and sign the certification on page 5. Scholarship students must also meet scholarship eligibility requirements. **NOTE:** Green to Gold scholarship applicants must meet additional criteria in order to apply. Refer to the current Green to Gold application for details.

67. PREVIOUS CRITERIA

- Eligible: (a) Four-year and three-year scholarship winners must meet criteria 55-61 on the Advanced Course Eligibility Checklist (Part VI). (b) Two-year scholarship winners must meet criteria 55-62 on the Advanced Course Eligibility Checklist (Part VI). **NOTE:** Alternate Entry Option students are ineligible for scholarship.
- Ineligible: Ineligible for contracting unless student is fully qualified.

68. MEDICAL

Eligible: Student is fully medically qualified by DoDMERB.

Waiver Required: Student is medically disqualified by DoDMERB.

Ineligible (Waiver denied or nonwaiverable).

Waiver Granted (Eligible): Date

69. MAJOR

Eligible: Student is majoring in one of the majors listed in CC Reg 145-1.

Waiver Required: Student is not majoring in one of the majors listed in CC Reg 145-1.

Ineligible (Waiver denied).

Waiver Granted (Eligible): Date

70. AGE

Eligible: Student must be 17 years of age within the first semester following award of the scholarship (cannot contract until reaches age 17) and be under 31 years of age on 31 December of the calendar year of commissioning.

Ineligible (Statutory-Nonwaiverable): Student exceeds the statutory maximum age requirement IAW CC Reg 145-1.

71. ACADEMIC STATUS

Eligible: Student must meet ALL THREE of the following criteria: (a) Academically aligned. (b) Cumulative college GPA of 2.5 on a 4.0 scale, OR student has no college GPA yet, but has a cumulative high school GPA of 2.5 on a 4.0 scale. (c) Full time student (in accordance with university policy - usually 12 or more credit hours).

Waiver Required: (a) Student has a cumulative college GPA of less than 2.5 on a 4.0 scale. Rounding is not permitted. (b) Student has no cumulative college GPA yet, but has a cumulative high school GPA of less than 2.5 on a 4.0 scale. (c) Graduate student who is enrolled less than full time.

Ineligible (Waiver denied or nonwaiverable).

Waiver Granted (Eligible): Date

72. ACT/SAT

Eligible: (a) Two-year scholarship recipient: no requirement (except two-year MJC). (b) Two-year MJC, three-year or four-year scholarship recipient with composite ACT score of 19 or greater OR composite SAT score of 920 or greater.

Waiver Required: Two-year MJC, three-year or four-year scholarship recipient with composite ACT score of less than 19 OR composite SAT score of less than 920.

Ineligible (Waiver denied or nonwaiverable): Two-year MJC, three-year or four-year scholarship applicant who has not taken the ACT or SAT.

SCORE: SAT Verbal SAT Math ACT Composite

SCORE: SAT Verbal SAT Math ACT Composite

Waiver Granted (Eligible): Date

73. ACADEMIC CREDITS

Eligible: At the time the scholarship begins, (a) Two-year scholarship recipients must have at least 4 semester/6 quarters remaining. (b) 2 1/2-year scholarship recipients must have at least 5 semester/7-8 quarters remaining. (c) Three-year scholarship recipients must have 6 semesters/9 quarters remaining, or (d) 3 1/2-year scholarship recipients must have 7 semesters/10-11 quarters remaining.

Waiver Required: If the student does not meet the criteria above.

Ineligible (Waiver denied).

Waiver Granted (Eligible): Date

74. PHYSICAL FITNESS

Eligible: Score of 180 with 60 points in each event on a single APFT. **NOTE:** All scholarship applicants must be given a physical assessment (APFT or PFT) during the face-to-face interview for assessment of physical ability. The APFT must be passed NLT 15 Dec (or NLT 1 May for mid-term entries) at the 60/60/60 - 180 standard prior to contracting.

Ineligible (Nonwaiverable): Failure to meet eligibility criteria.

PART VIII - ENROLLMENT OFFICER CERTIFICATION

Certify by signature as many as applicable

BASIC COURSE: Student is eligible (fully or by waiver) for entry into the Basic Course.

Name/Rank: Signature: Date:

NONSCHOLARSHIP: Student is eligible (fully or by waiver) to contract as a nonscholarship.

Name/Rank: Signature: Date:

SCHOLARSHIP: Student is eligible (fully or by waiver) to contract as a scholarship recipient.

Name/Rank: Signature: Date:

CADET ENROLLMENT RECORD Instructions and Notes (CC Pam 145-4)

The purpose of the Cadet Enrollment Record (CC Form 139-R) is threefold:

1. To record necessary information for entering a cadet into the CCIMS database
2. To create a legal record of cadet enrollment.
3. To guide the Enrollment Eligibility Officer through the process of determining eligibility for enrollment and contracting

A student is not enrolled in Army ROTC until he/she has completed, signed, and initialed this form and the Enrollment Eligibility Officer certifies by signature that the student is eligible for entry into the Basic Course. A cadet will not be contracted until he/she has completed, signed, and initialed this form and the Enrollment Eligibility Officer certifies by signature that the cadet is eligible for contracting.

Cadre will verify that the information on this form is current and accurate during each required periodic counseling with the cadet

Reproduction of this form on cardstock for durability is recommended. You may fill in permanent information in ink and changeable items in pencil. If a waiver is required, refer to the current "Approval Authority/Flow of Cadet Actions" matrix and CC Pam 145-4, or other published guidance for current processing of waivers. This form will be retained in the cadet's MPRJ as a permanent document and retained with the Cadet Record Brief for five years following the cadet's appointment or disenrollment.

Notes and references:

Part I-III Height and weight is approximate. Fully discuss with the student any physical conditions they identify in Part I.

Part IV (a) Emphasize that the student is only signing that he/she has read and understands the Homosexual Conduct Policy Briefing. They are not making any statement about their sexual orientation by signing that statement. Do not ask about a student's sexual orientation. (b) Signing the Loyalty Oath is optional for noncontracted students enrolling in the Basic Course. Aliens do not sign the Loyalty Oath.

Part V Basic Course Enrollment Eligibility (Noncontracted cadets): See notes/instructions for Part V.

(1) Academic Status: AR 145-1, Ch 3; CC Pam 145-4.

(2) Conscientious Objection: AR 145-1, Ch 3; CC Reg 145-1.

(3) Character: AR 145-1, Ch 3; CC Pam 145-4.

(4) Tattoos: AR 670-1, dtd 1 Jul 02, para 1-8e, TRADOC MSG dtd 011525Z, Subj: TRADOC/USAREC IET RECRUIT/CADET TATTOO/BRAND POLICY

(5) Citizenship: Must be verified. The following documents may be used in verifying U.S. Citizenship: (a) Birth Certificate, (b) Certificate of Naturalization, (c) Certificate of Naturalization of parents, (d) INS Form N-560 (Certificate of Citizenship), (e) Department of State Form 1350 (Certificate of Birth Abroad of a Citizen of the U.S.A.), (f) FS Form 240 (Report of Birth, Child Born Abroad of American Parent or Parents), (g) FS Form 545 (Certification of Birth Abroad of a Citizen of the U.S.A.), (h) Unexpired fully valid US Passport issued in the name of the applicant. AR 145-1, Ch 3; CC Pam 145-4 (for processing aliens for enrollment refer to AR 145-1, Ch 3, and CC Pam 145-4). Dual citizenship-foreign citizenship must be renounced prior to receipt of a clearance, which is a prerequisite for commissioning.

(6) Medical: AR 145-1, Ch 3; CC Pam 145-4; AR 40-29; AR 40-501, Ch 2. Height and weight standards for prior service cadets are found in AR 600-9. Height and weight standards for non-prior service cadets are found in AR 40-501 and CC Pam 145-4.

Part VI Nonscholarship Contracting Eligibility: See notes/instructions for Part VI.

(1) Basic Course Eligibility Requirements: Cadet must meet basic course eligibility requirements - (1) - (6).

(2) Civil Conviction: AR 145-1, Ch 3; CC Reg 145-1; CC Pam 145-4; and AR 601-210, Ch 4.

(3) Dependency: AR 145-1, Ch 3; CC Pam 145-4. In questions of custody, only court orders are acceptable. Powers of Attorney have no binding legal effect in such cases. Cadre will not counsel or advise sole parent applicants to turn over legal custody; they may only advise on eligibility standards IAW Army policy.

(4) Substance Abuse: AR 145-1, Ch 3; CC Pam 145-4.

(5) Loyalty Oath: Statutory: DoD Dir 12158; AR 145-1, Ch 3; CC Pam 145-4. Aliens specifically exempted by law.

(6) Prior Service: AR 145-1, Ch 3; CC Reg 145-1; CC Pam 145-4; AR 601-210, Table 3-6 contains RE codes and their eligibility status.

(7) Citizenship: Must be verified. The following documents may be used in verifying U.S. Citizenship: (a) Birth Certificate, (b) Certificate of Naturalization, (c) Certificate of Naturalization of parents, (d) INS Form N-560 (Certificate of Citizenship), (e) Department of State Form 1350 (Certificate of Birth Abroad of a Citizen of the U.S.A.), (f) FS Form 240 (Report of Birth, Child Born Abroad of American Parent or Parents), (g) FS Form 545 (Certification of Birth Abroad of a Citizen of the U.S.A.), (h) Unexpired fully valid US Passport issued in the name of the applicant. AR 145-1, Ch 3; CC Reg 145-1 (for processing aliens for enrollment refer to AR 145-1, Ch 3, and CC Pam 145-4).

(8) Placement Credit: AR 145-1, Ch 3; CC Reg 145-1.

(9) Academic Alignment: CC Pam 145-4.

(10) Physical Fitness: AR 145-1, Ch 3; CC Reg 145-1; CC Pam 145-4; cadet scholarship and non-scholarship contracts.

(11) Medical: AR 145-1, Ch 3; CC Pam 145-4; AR 40-29; AR 40-501, Ch 2. Height and weight standards for prior service cadets are found in AR 600-9. Height and weight standards for non-prior service cadets are found in AR 40-501 and CC Pam 145-4. Female students who are pregnant are ineligible to contract, but regain eligibility at the end of the pregnancy. Pregnancy after enrollment is not a disqualifier.

(12) Age: Statutory: AR 145-1, Ch 3; CC Reg 145-1; CC Pam 145-4.

Part VII Scholarship Contracting Eligibility: See notes/instructions for Parts VI and VII.

(1) Basic Contracting Eligibility Requirements: Cadet must meet basic contracting eligibility requirements in Part VI.

(2) Medical: AR 145-1, Ch 3; CC Pam 145-4; AR 40-29; AR 40-501, Ch 2. Height and weight standards for prior service cadets are found in AR 600-9. Height and weight standards for non-prior service cadets are found in AR 40-501 and CC Pam 145-4. Female students who are pregnant are ineligible to contract, but regain eligibility at the end of the pregnancy. Pregnancy after enrollment is not a disqualifier.

(3) Major: CC Reg 145-1, Appendix F.

(4) Age: Statutory: AR 145-1, Ch 3; CC Reg 145-1.

(5) GPA: CC Reg 145-1.

(6) SAT/ACT: CC Reg 145-1.

(7) Academic Credits: CC Reg 145-1.

(8) Physical Fitness: AR 145-1, Ch 3; CC Reg 145-1; CC Pam 145-4; cadet scholarship and non-scholarship contracts

APPENDIX A

CC Form 139-R, Cadet Enrollment Record & instructions for completion.

Must be completed with ROTC Cadre Member Assistance

PART I: General Information

- | | |
|--------------------------------------|---|
| 1. Name
(Pen) | Self Explanatory |
| 2. SSN
(Pen) | Self Explanatory |
| 3. College ID
(Pen) | Number assigned by school if different than SSN |
| 4. Email | Enter email address |
| 5. Local Address
(Pencil) | Current address at which you live |
| 6. Phone Number
(Pencil) | Current phone number at address at which you live |
| 7. Permanent Address
(Pen) | Home of Record |
| 8. Phone Number
(Pencil) | Current phone number at your Home of Record |
| 9. Date of Birth (DOB)
(Pen) | Self Explanatory |
| 10. Place of Birth (POB)
(Pen) | Self Explanatory (List as city, state, and country) |
| 11. Religious Preference
(Pencil) | Denomination or Religion |
| 12. Blood Type
(Pencil) | A/B/O, Pos/Neg |
| 13. ACT Score
(Pen) | Composite Score if you took ACT |

PART I: Continued

- | | |
|---|--|
| 14. SAT Score
(Pen) | Composite Score if you took SAT |
| 15. Sex
(Pen) | M=Male F=Female |
| 16. Height
(Pencil) | Self Explanatory (inches) |
| 17. Weight
(Pencil) | Self Explanatory (Lbs) |
| 18. Martial Status
(Pencil) | Self Explanatory (Enter either Single, Married,
Divorced, or Widowed) |
| 19. Dependents
(Pencil) | Y or N
(Do not include yourself) |
| 19a. If “yes” | Enter how many |
| 20. Race/Ethnicity
(Pen) | Check Category |
| 21. Citizenship
(Pencil) | Check Category |
| 22. Do you have any condition
(Pen) | Yes or No
(Yes needs explanation) |
| 23. Medical Disability Payments | Yes or No |
| 23a. If “yes” | Explain |
| 24. Designated Next of Kin
(Pencil) | Self Explanatory (List full name) |
| 24a. Next of Kin Address
(Pencil) | Self Explanatory (List complete address) |
| 24b. Next of Kin Phone Number
(Pencil) | Self Explanatory (List complete number including
area code or country code if applicable) |

PART II: Academic Information

- | | |
|---|---|
| 25. ROTC Host School
(Pen) | School where you will be taking ROTC classes
(Name and FICE Code) |
| 26. School of Attendance
(Pencil) | School where you are taking courses for your
major (Name and FICE Code) |
| 27. Residency Status
(Pen) | In-state student (R) or out-state (N) student tuition |
| 28. Academic class
(Pencil) | Fr/So/Jr/Sr |
| 29. Projected Graduation Date
(Pencil) | Self Explanatory |
| 30. Academic Major
(Pencil) | Self Explanatory (Spell out Major and three letter
code) |
| 31. Academic Minor
(Pencil) | Self Explanatory (Spell out Major and three
letter code) |
| 32. Credits toward Degree
(Pencil) | Credits completed towards degree program (if
you have transfer credit hours, use only credit hours
accepted towards degree) |
| 33. Required for degree
(Pencil) | Self Explanatory (include ROTC courses, is ROTC
adding more to your degree programs, or is ROTC
used as elective hours, in your degree program) |
| 34. CGPA
(Pencil) | Self Explanatory (College GPA for College
Students/High School GPA for High School
Students) |
| 35. Other Colleges Attended
(Pen) | Self Explanatory |
| 35a. Year(s) Attended
(Pen) | Self Explanatory |
| 36. High School Attended
(Pen) | Name, city, and state |
| 36a. Graduation Date
(Pen) | Self Explanatory (High School) |

Part II: Continued

37. ROTC Scholarship Recipient (Pencil) Yes or No
- 37a. If "yes" Enter Type (4, 3 1/2, 3 AD, 3, 2 1/2, 2, 2-Yr Basic Camp, GRFD USAR, GRFD ARNG, DED ARNG)
38. Other Scholarship (Pen) Self Explanatory
39. JROTC Experience (Pen) Self Explanatory (List Branch of JROTC and number of years participated in program)

Part III: Current or Prior Military Service (to include Officer Producing Program)

- Check the box "Not Applicable" (Pen) Go to Part IV (if you have nothing that applies)
- 40 - 41. Is Applicable (Pen) Self-Explanatory (complete this Part if it applies)
- At the top right side of page 2 of 6 print your last name and social security number (Pen)
- 42 - 47. Read each block of information. Check the box that applies to you and put your initials beside each box you checked. (Pen)
48. Your signature and date (day, month, year) at the bottom of page 2 of 6 (two places require your signature and date). (Pen)

At the top right side of pages 3 of 6, 4 of 6, and 5 of 6, print your last name and social security number (Pen)

Parts V, VI, and VII: Do Not fill out, the Eligibility Enrollment Officer will complete the appropriate enrollment eligibility checklist portion of the form.

APPENDIX B

Sample Resume Format

Name
Address
Telephone
Email Address

Objective

Brief statement about your goals

Civilian/Military Education

Name of university/college, city, state.

Major, Number of credit hours completed, and GPA

Name of high school, city, state.

Course and year completed

Rank and MOS

Accomplishments/Activities

List here any achievements, awards, or activities. May include club memberships, varsity sports, intramurals, extra-curricular activities, and honors

Civilian Employment/Experience

Several choices:

1. List all experience (including internships, part-time, Co-op, and volunteer) in reverse chronological order (most recent first).

Name of organization, city, state.

Your title, dates

Active description of duties, accomplishments and responsibilities.

2. Use a combination statement to summarize part-time, temporary, and/or odd jobs (Held several part-time jobs as a secretary, cook, and sales clerk to earn 50 percent of college tuition. 1994-96.)

Military Experience/Assignments

Position title, duty, location/installation, dates

Interests/Hobbies

Optional

SIGNATURE

APPENDIX C

Sample TPU Letter of Acceptance into the Simultaneous Membership Program

UNIT LETTERHEAD

Office Symbol

Date:

MEMORANDUM FOR RECORD

SUBJECT: Acceptance for Participation in the Simultaneous Membership Program.

1. Upon contracting into the Reserve Officers' Training Corps at (college/university), (potential cadet's name) will be accepted into (RC unit), (Unit Identification Code), as a participant in the Simultaneous Membership Program (SMP).
2. (Potential cadet's name) will obtain the rank of Cadet.
3. (Potential cadet's name) will obtain the pay grade of (E5 or higher) dependent upon pay grade held before entering the program.
4. (Potential cadet's name) will be assigned to paragraph line number: 09R10/20.
5. POC for this memorandum is (enter Unit Company Commander's designated action officer here) at (enter telephone number here) or (enter email address here).

RC Unit Company Commander's Signature Block

PLANNED ACADEMIC PROGRAM WORKSHEET

For use of this form, see CC Pam 145-4, the proponent agency is ATCC-PA-C

STATEMENT OF UNDERSTANDING

We, the undersigned, hereby declare that the program outlined on the worksheet (on the reverse side of this statement) that

Cadet _____ is about to under take a formally structured program approved by _____
(FULL NAME, Last, First, MI) (Name of University or College)

designed to meet the requirements of a _____ degree; that the degree to be attained is the culmination of an
(Type of Degree)

undergraduate college program of at least four years; and that the remaining credit hours shown on the worksheet are necessary either to fulfill discipline requirements or to fulfill credit hour requirements, or both, for the attainment of the degree. If the cadet is an ROTC Scholarship participant, the scholarship will be in force for the number of semesters indicated in Block 5.

(Date) (MM/DD/YYYY) (CADET SIGNATURE)

(Date) (MM/DD/YYYY) (PROFESSOR OF MILITARY SCIENCE SIGNATURE)