

**Army Regulation 145–1**

**Reserve Officers' Training Corps**

# **Senior Reserve Officers' Training Corps Program: Organization, Administration, and Training**

**Headquarters  
Department of the Army  
Washington, DC  
28 April 2023**

**UNCLASSIFIED**

# ***SUMMARY of CHANGE***

AR 145–1

Senior Reserve Officers' Training Corps Program: Organization, Administration, and Training

This major revision, dated 28 April 2023—

- o Adds responsibilities for the Commanding General, U.S. Army Training and Doctrine Command as the senior responsible officer for accessions, in accordance with Army Directive 2018–17 (Army Accessions Way Ahead) (para 1–11).
- o Adds program efficiency closure or reclassification responsibilities held with Army leadership and Commanding General, U.S. Army Cadet Command (para 2–13a).
- o Adds enrollment eligibility into the Senior Reserve Officers' Training Corps School or commissioning program transfers (chap 4).
- o Updates delegation of authority for Senior Reserve Officers' Training Corps dependency waivers and exception to policy (chap 4).
- o Incorporates Army Directive 2020–09 (Appointment and Enlistment Waivers) (paras 4–9 and 4–14).
- o Adds contracting, enlistment, probation, and leaves of absence-non-scholarship Cadets (chap 5).
- o Provides an overview of Senior Reserve Officers' Training Corps scholarship programs (chap 6).
- o Adds the development and implementation of scholarship programs to increase enrollment in regional studies and language training of strategic importance to the Department of Defense (para 6–2).
- o Emphasizes the allocation and selection of scholarships in engineering, mathematics, physical sciences, nursing, and language/regional studies (para 6–5).
- o Adds procedures for administrative suspension from the Senior Reserve Officers' Training Program (para 6–9).
- o Updates criteria for requesting a leave of absence (para 6–17).
- o Adds resource management, claims, and miscellaneous entitlements (chap 7).
- o Incorporates and rescinds Army Directive 2015–15 (Professional Development Training for Senior Reserve Officers' Training Corps Cadets) (chap 9).
- o Adds disenrollment, discharge, involuntary order to active duty, and reenrollment (chap 10).
- o Updates guidance on Army Combat Fitness Test failure (para 10–2b(8)).
- o Adds Cadet disenrollment appeal process (para 10–5).
- o Adds the order of merit list to identify distinguished military students and distinguished military graduates and the appointment and commissioning of Senior Reserve Officers' Training Corps graduates (chap 12).
- o Adds special programs, Green-to-Gold and Simultaneous Membership Program (chap 13).

- o Adds DA Form 597–4 (Educational Assistance Program for Military Junior College (MJC) Commissioned Officers) (para 13–9*a*).

Effective 28 May 2023


**Reserve Officers' Training Corps**

**Senior Reserve Officers' Training Corps Program: Organization, Administration,  
and Training**

By Order of the Secretary of the Army:

**JAMES C. MCCONVILLE**  
*General, United States Army*  
*Chief of Staff*

Official:

  
**MARK F. AVERILL**  
*Administrative Assistant to the*  
*Secretary of the Army*

**History.** This publication is a major revision.

**Summary.** This revision updates the Senior Reserve Officers' Training Corps Program Policy to reflect changes in accordance with DoDI 1215.08, to include scholarship programs; waiver authority; and disenrollment, discharge, involuntary order to active duty, and reenrollment.

**Applicability.** This regulation applies to the Regular Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve, unless otherwise stated. Also, it applies to the program presented at college-

level institutions and at the college-level element of military junior colleges. Unless specifically stated, the provisions of this regulation are binding upon U.S. Army Cadet Command, field commanders, and Cadets, but not upon Headquarters, Department of the Army.

**Proponent and exception authority.**

The proponent of this regulation is the Deputy Chief of Staff, G–1. The proponent has the authority to approve exceptions or waivers to this regulation that are consistent with controlling law and regulations. The proponent may delegate this approval authority, in writing, to a division chief within the proponent agency or a direct reporting unit or field operating agency, in the grade of colonel or the civilian equivalent. Activities may request a waiver to this regulation by providing justification that includes a full analysis of the expected benefits and must include formal review by the activity's senior legal officer. All waiver requests will be endorsed by the commander or senior leader of the requesting activity and forwarded through their higher headquarters to the policy proponent. Refer to AR 25–30 for specific guidance.

**Army internal control process.**

This regulation contains internal control provisions in accordance with AR 11–2 and identifies key internal controls that must be evaluated (see app C).

**Supplementation.** Supplementation of this regulation and establishment of command and local forms are prohibited without prior approval from the Deputy Chief of Staff, G–1 (DAPE–ZA), 300 Army Pentagon, Washington, DC 20310–0300.

**Suggested improvements.** Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to Commander, U.S. Army Cadet Command (ATCC–PA), 1st Calvary Regiment Road, Fort Knox, KY 40121–5123.

**Distribution.** Distribution of this publication is available in electronic media only and is intended for the Regular Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve.

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\*This regulation supersedes AR 145–1, dated 22 July 1996, and its Rapid Action Revision, dated 6 September 2011, and AR 140–9, dated 1 August 1984. Army Directive 2015–15 rescinds upon publication of this AR.

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## **Glossary**

## **Chapter 1**

### **Introduction**

#### **Section I**

##### **General**

#### **1–1. Purpose**

This regulation prescribes policies for the administration and execution of the Army's Senior Reserve Officers' Training Corps (SROTC) Program and implements Department of Defense Instruction (DoDI) 1215.08. The mission of the Army SROTC program is to produce quality commissioned officers in such academic disciplines that meet the requirements of the Regular Army (RA) and the Reserve Component (RC). Any authority in this regulation as it pertains to the management, administration, or commissioning of SROTC Cadets, that is not specifically withheld by the Secretary of the Army (SECARMY) is considered delegated through the Commanding General (CG), U.S. Army Training and Doctrine Command (TRADOC) to the CG, U.S. Army Cadet Command (USACC).

#### **1–2. References and forms**

See appendix A.

#### **1–3. Explanation of abbreviations and terms**

See the glossary.

#### **1–4. Responsibilities**

See section II of this chapter. Additional responsibilities are listed in paragraphs 2–12, 2–15, 3–1, 4–9, 5–5, 6–2, 7–11, 8–1, 9–3, 12–15, 13–8, and 13–9.

#### **1–5. Records management (recordkeeping) requirements**

The records management requirement for all record numbers, associated forms, and reports required by this regulation are addressed in the Records Retention Schedule-Army (RRS–A). Detailed information for all related record numbers, forms, and reports are located in the Army Records Information Management System (ARIMS/RRS–)A) at <https://www.arims.army.mil>. If any record numbers, forms, and reports are not current, addressed, and/or published correctly in ARIMS/RRS–A, see Department of the Army Pamphlet (DA Pam) 25–403 for guidance.

#### **1–6. Objectives**

The objectives of the SROTC program are to—

- a.* Identify, recruit, and acquire selected students to serve as commissioned officers in the RA, U.S. Army Reserve (USAR), and the Army National Guard (ARNG).
- b.* Provide SROTC Cadets with the basic concepts and principles of military art and science, and a basic understanding of Joint and combined operations.
- c.* Cultivate and develop the following personal attributes—the attainment of which will provide Cadets with a sound basis for future professional development and effective performance as a commissioned officer in the Army:
  - (1) Warrior Ethos.
  - (2) Leadership.
  - (3) A strong sense of personal integrity, honor, and responsibility.
  - (4) An appreciation of national security.

#### **1–7. Publicity for scholarship programs**

National and local publicity campaigns will be planned and executed by TRADOC and USACC in conjunction with the Army Enterprise Marketing Office to foster and maintain the interest of qualified high school and college students, potential Green-to-Gold (G2G) participants, and RC Soldiers in the SROTC Scholarship program. Information will be readily available regarding enrollment options, application materials, and pertinent deadlines.

## Section II

### Responsibilities

#### 1–8. Assistant Secretary of the Army (Manpower and Reserve Affairs)

The ASA (M&RA) will—

- a.* Serve as the senior Army official coordinating SROTC policy with the Under Secretary of Defense for Personnel and Readiness (USD (P&R)).
- b.* Be responsible for the Army enterprise brand and marketing management and for the brand and enterprise strategy.
- c.* Through the Office of the Chief Army Enterprise Marketing—
  - (1) Be responsible for operational execution of national marketing and marketing research.
  - (2) Provide oversight of research efforts to support both the accessions marketing and advertising missions of USACC and the RC.
  - (3) Oversee the development of national recruiting strategies and national marketing campaigns for SROTC.
  - (4) Manage and execute funds appropriated for national SROTC advertising. These funds will be used to distribute program and scholarship information, to provide recruiting messages by means of mass media, and to produce materials that enhance professors of Military Science (PMSs) recruiting efforts.
  - (5) Conduct market analyses and devise national marketing programs in coordination with USACC.
  - (6) Identify budget requirements to support Reserve Officers' Training Corps (ROTC) national publicity and advertising programs.

#### 1–9. Deputy Chief of Staff, G–1

The DCS, G–1 will—

- a.* Develop plans, policies, programs, and coordinate priorities of effort for the administration of the SROTC program.
- b.* Develop policy and ensure coordination of resources for statutory and policy compliance in the development and appointment of SROTC second lieutenant appointments for all components of the Army.
- c.* Ensure synchronization between mission, budget, training seat management, and all other paths to appointment.
- d.* Ensure statutory compliance and current and future inventory readiness for every initial entry officer area of concentration cohort while complying with budget and end strength statutory boundaries and requirements.
- e.* Review recommended changes to SROTC contracts and addenda to ensure priority of effort remains appointment requirements.
- f.* Ensure SROTC graduates meet statutory and policy requirements for appointments.
- g.* Provide command, control, and coordination of the officer accessions process.
- h.* Provide support to the ASA (M&RA) in the coordination between the Air Force and the Navy for the release of cross-commissioning Cadets for Army commission.
- i.* Delegate, in coordination with the ASA (M&RA) and the CG, TRADOC, to the CG, USACC, the oversight of Army appointment programs, to include, but not limited to volume and quality of production.
- j.* Provide input to the Office of the Chief Army Enterprise Marketing regarding Army appointment and inventory shortfalls and priorities of effort for national marketing consideration with regards to future officer inventory readiness priorities.
- k.* Provide implementation guidance to monitor officer accession mission production, trends, and challenges.
- l.* Delegate through CG, TRADOC, to the CG, USACC, approval authority for exceptions to this regulation pertaining to the management, administration, or commissioning of SROTC Cadets, which is not specifically withheld by the SECARMY.
- m.* Establish the qualitative requirements for the enrollment of Cadets in the SROTC program.
- n.* Establish the annual production mission using program budget end strength figures. Each annual production mission will cover 5 fiscal years (FYs).
- o.* On behalf of the DCS, G–1, the CG, U.S. Army Human Resources Command (HRC) will provide administrative support for Department of the Army (DA) conducted SROTC related boards and conferences, if directed by the DCS, G–1.
- p.* CG, HRC will provide administrative support to DCS, G–1 for coordination, publication, and revision of this regulation.

### **1-10. Deputy Chief of Staff, G-3/5/7**

The DCS, G-3/5/7 is responsible for the development and issuance of Army training policy and will—

- a. Coordinate with the various commissioning sources to ensure standardized training in all programs.
- b. Through, CG, TRADOC, designate the CG, Center for Initial Military Training to manage the development of the Basic Officer Leaders Course (BOLC) A (Precommissioning Training) and coordinate training among the BOLC A sources (TRADOC, ROTC, United States Military Academy (USMA), Federal Officer Candidate School (OCS), and state-operated OCS programs).

### **1-11. Commanding General, U.S. Army Training and Doctrine Command**

The CG, TRADOC, as the senior responsible officer for accessions, will—

- a. Provide overall management for the development of officer precommissioning and common task training.
- b. Establish standards of officer common core tasks for precommissioning and initial military training (IMT) of Army Cadets and officers.
- c. Exercise authority, direction, and control of USACC to ensure and sustain the operational capability and administration of the commands, including the following functions of organization, administration, operation, and support: execution of Department of the Army allocated funding and resources; equipping; personnel management; logistics; individual and unit training; readiness and discipline.
- d. Maintain mission command of accessions planning and execution.
- e. Be responsible for accessions planning and execution to effectively plan, prioritize resources, execute, and exploit success.
- f. Under the direction of the CG, TRADOC, the CG, USACC will—
  - (1) Command, manage, and execute the SROTC program within the provisions of this regulation and additional guidance as issued by the CG, TRADOC.
  - (2) Develop detailed procedures for the day-to-day operation of the SROTC program and oversee development of the Military Science and Leadership (MSL) curriculum and the publication of educational materials for use in SROTC instruction.
  - (3) Ensure that sufficient numbers of qualified Cadets are recruited, selected, motivated, trained, retained, evaluated, commissioned, and accessed to meet the objectives of the U.S. Army, in such disciplines as may be directed by the DCS, G-1.
  - (4) Serve as the approval authority for waivers authorized by this regulation, unless otherwise specifically stated or prohibited.
  - (5) Issue procedures and criteria to allow reimbursement of suspended scholarship benefits in cases where a Cadet placed on medical leave of absence (MLOA) is restored to duty.
  - (6) Conduct inspections and provide program quality control for subordinate units.
  - (7) Forward a quarterly report through the CG, TRADOC, to the DCS, G-1 to the ASA (M&RA) providing a summary and status of all disenrollment cases involving breach of ROTC contracts, including the date debt collection was sent to Defense Finance and Accounting.
  - (8) Provide administrative support to DCS, G-1 and HRC for coordination, publication, and revision of this regulation.
  - (9) Annually prepare and forward DD Form 2609 (Reserve Officers Training Corps Resources Summary Report) and DD Form 2611 (Reserve Officers Training Corps Enrollment Data), using Report Control Symbol DD-P&R(A) 1874, in compliance with the procedures outlined in DoDI 1215.08. Reports will be forwarded through TRADOC, the DCS, G-1 (DAPE-MPA-AP), and the ASA (M&RA) to the USD (P&R).
  - (10) Requisition forms, certificates, publications, and other media established by this regulation necessary to implement policies and procedures contained herein.
  - (11) Establish specific qualitative and quantitative production missions for the command.
  - (12) Conduct the annual SROTC program viability review and provide the ASA (M&RA), through TRADOC, a written report on SROTC program performance against established criteria approved by the SECARMY; as required by DoDI 1215.08.
  - (13) Assign, monitor, and adjust production missions between SROTC brigades.
  - (14) Develop recruiting programs and incentives to attract and enroll the number of quality Cadets required to meet the officer production mission assigned by DCS, G-1.
  - (15) Administer national programs to support and assist enrollment efforts.
  - (16) Program and manage appropriated funds allocated in support of the SROTC mission.
- g. On behalf of the CG, USACC, ROTC brigade commanders will—

(1) Implement the commander's policy and guidance to ensure that sufficient numbers of qualified Cadets are recruited, selected, motivated, trained, retained, evaluated, commissioned, and accessed to meet the objectives of the U.S. Army.

(2) Exercise Mission Command of the personnel assigned to SROTC programs within their area of responsibility.

(3) Conduct inspections and provide program quality control for their programs.

(4) Act as the commander's representative in negotiating SROTC issues regarding academic institutions when such authority has been properly delegated.

*h.* On behalf of the CG, USACC, the Senior ROTC PMS will—

(1) Exercise control and oversight over all Army personnel (military and DA Civilians) assigned. All personnel assigned to SROTC are under the direct control of the PMS in all matters related to their status and assigned duties. A PMS is not a commander and cannot exercise any command authority. A PMS exercises supervisory authority.

(2) Structure and manage the MSL curriculum to blend the philosophies of the host academic institution with the needs of the Army.

(3) Ensure that the SROTC program is properly administered as prescribed by applicable statutes, Department of Defense directives (DoDDs), DoDIs and Army regulations (ARs), programs, objectives, and policies.

(4) Ensure military and DA Civilians treat each applicant and each Cadet with dignity and respect as they pursue their aspiration of serving in the military. Inappropriate relationships and prohibited activities between trainers providing entry level training and trainees will not be tolerated and corrective action will be taken, as appropriate, in accordance with DoDI 1304.33.

## **Chapter 2**

### **Unit Organization and Administration**

#### **Section I**

#### **Organization**

##### **2–1. Educational institutions**

The SROTC program is conducted at three types of schools.

*a. Civilian colleges and universities.* These are institutions that grant baccalaureate and/or graduate degrees.

*b. Senior military colleges.* These institutions—

(1) Are designated in Section 2111a(f), Title 10, United States Code (USC).

(2) Grant baccalaureate degrees.

(3) Organize Cadets into a corps of Cadets under military discipline.

(4) Require all members of the corps of Cadets to be in uniform when on campus.

(5) Require military training during the undergraduate curriculum for all members of the corps of Cadets.

(6) Have as objectives the development of the student's character through military training and the regulation of conduct according to principles of military discipline.

(7) Adhere to military standards and uphold traditions similar to those maintained at U.S. military academies.

*c. Military junior colleges.* These institutions are military schools that provide both a secondary and junior college education (2-year associate's degree); these schools do not grant baccalaureate degrees. Military junior colleges (MJC) may administer both Junior Reserve Officers' Training Corps (JROTC) (see AR 145–2) and SROTC programs. MJC have the characteristics of senior military colleges as listed in paragraph 2–1b(3) through 2–1b(7).

##### **2–2. Types of programs**

There are four types of SROTC affiliations with institutions of higher learning (see DoDI 1215.08). No alternative types of programs or alternative names, such as partnership program or affiliate program, are authorized without the approval of the SECARMY or their designee. All host unit and extension unit agreements will be reviewed periodically to ensure uniformity and consistency throughout USACC and to ensure continued compliance with all statutory, regulatory, and Federal court mandated requirements. Recommendations to amend or change agreements will be submitted through TRADOC to ASA (M&RA) for approval.

##### **2–3. Department of Military Science**

*a.* All SROTC activities and functions at the host institution are grouped under, and organized into, the Department of Military Science. In institutional matters, the designated school administrative official has the same control over the Department of Military Science as with other departments in the school. At the discretion of the school authorities,

the Department of Military Science may be grouped with the Department of Aerospace Studies and/or the Department of Naval Science, if present, into a single academic division. The division will be chaired by an officer designated by the head of the school as stated in the Joint SROTC policies (see app B).

*b.* At any institution where military training is required under institutional regulations or statutory provisions, exemption of individual students from enrollment in SROTC or required military training courses because the students have received, or are undergoing, equivalent military training is deemed within the jurisdiction of the school and/or state authorities.

## **Section II**

### **Establishing a Unit**

#### **2–4. Army relationship with host institutions**

*a.* The Army SROTC program is a cooperative effort, contractually agreed on between the Army and the host institution, to provide officer leadership development in the interest of national security.

*b.* The right of orderly campus dissent is recognized. However, anti-SROTC or anti-military activities that degrade and distort the Army image will not be ignored. When a host institution does not adequately support the SROTC program or comply with existing statutory or Federal court mandated requirements, consideration will be given for disestablishment.

#### **2–5. Requirements for establishing a unit**

To be eligible for establishing a SROTC program, the school must—

- a.* Be a MJC or 4-year degree granting college or university.
- b.* Be fully accredited by the appropriate regional or nationally recognized professional accrediting association.
- c.* Have an enrollment large enough to ensure that officer production requirements can be met.
- d.* Agree to—
  - (1) Establish a Department of Military Science as an academic and administrative department, and designate the senior commissioned officer as PMS. The PMS will be appointed chairperson of the Department of Military Science with the academic rank of professor, in accordance with 10 USC 2102.
  - (2) Adopt, as part of the school's curriculum, the course of military instruction for the SROTC program.
  - (3) Require each Cadet enrolled in any SROTC course to devote the number of hours to military instruction that is prescribed by the course of military instruction.
  - (4) Provide adequate classroom, administrative, and training facilities for conducting a SROTC program. Facilities should be equal to the facilities provided to other departments.
  - (5) Provide a full-time school employee under the supervision of the Department of Military Science to serve as the liaison to the ROTC Department, in accordance with DoDI 1215.08.
  - (6) Provide at no cost to the Army the janitorial and grounds upkeep, parking space for government and staff vehicles and other required support in the same manner and measure that is provided to the other departments of the school.
  - (7) Provide printing and publication support, information technology equipment/support and information assurance support services that ensures protection of the data and systems. To provide unrestricted access to government networks or systems in support of the ROTC mission.
  - (8) Grant degree credit towards graduation for successful completion of ROTC courses offered by the Department of Military Science and to list ROTC grades on the student transcript.
  - (9) Schedule military classes so that they will be as convenient for the students to attend as are other classes at the same educational level.
  - (10) Include a representative from the Department of Military Science, designated by the PMS, on all faculty committees that directly affect the Department of Military Science.
  - (11) Provide without expense to the Army, adequate storage facilities for all U.S. property provided for the Army ROTC program. Such facilities will be separate and apart from those occupied by any other department of the school or government.
  - (12) Certify that no ROTC unit will be established or maintained at a school that unlawfully discriminates with respect to admission or subsequent treatment of students in a manner prohibited under applicable State and Federal law, and applicable State and Federal regulations and other policies.
  - (13) Certify that no ROTC unit will be established or maintained at a school that unlawfully discriminates in a manner prohibited under applicable Federal and State laws and Department of Defense (DoD) policy with respect to

the assignment of Military Servicemembers, DA Civilian employees, and DoD contractors to the ROTC unit; this prohibition applies to any requirements regarding the status, privileges, or benefits accorded to such persons under law, DoD policy, State policy, or school policy.

(a) In appropriate circumstances, CG, USACC may entertain a request from a host institution to consider alumni status or other affinity (for example, prior area residency) when making assignments to a ROTC unit.

(b) CG, USACC will act in accordance with DoDI 1315.18 when seeking to make assignment requests for all Servicemembers, without regard to component (for example, RA, ARNG, or USAR) and without regard to their color, race, religious preference, ethnic background, national origin, age, marital status, sexual orientation, or sex (including gender identity).

(c) No religious test will ever be required as a qualification for assignment to a SROTC unit.

(d) The Army will neither prohibit, nor require, personnel assigned to a SROTC unit from voluntarily agreeing to abide by a host unit's honor code or code of conduct, provided that such code does not interfere with the operation of ROTC unit and is not otherwise contrary to law or DoD policy.

(14) Notify the CG, USACC on all removals, suspensions, or bars from campus on PMS, Cadre members, or DA Civilian employees and DoD contractors. All DA Civilian employees will be provided the required minimal administrative due process prior to any action being taken.

## **2-6. Application procedures to establish a host unit**

a. There are three DA forms associated with establishing a new SROTC program—

(1) DA Form 918 (Application for Establishment of an Army Senior Reserve Officers' Training Corps Unit).

(2) DA Form 918A (Agreement for Establishment and Maintenance of an Army Senior Reserve Officers' Training Corps Unit).

(3) DA Form 918B (Amendment to Application and Agreement for Establishment of an Army Reserve Officers' Training Corps Unit).

b. Brigade commanders will forward requests to establish a SROTC program in the following manner:

(1) Through CG, USACC (ATCC-SI), Fort Knox, KY 40121-5123.

(2) Through CG, TRADOC, Fort Eustis, VA 23604-5748.

(3) Through DCS, G-1 (DAPE-MPA-AP), 300 Army Pentagon, Washington, DC 22202-0300.

(4) To the ASA (M&RA).

(5) To CG, HRC for implementation (AHRC-ORD-A), 1600 Spearhead Division Avenue, Fort Knox, KY 40122-5402.

c. If an institution agrees to the provisions listed in paragraph 2-5, school authorities may submit DA Form 918 and DA Form 918A to request hosting a SROTC program to the appropriate brigade commander.

d. The SROTC brigade commander will prepare the contract packet consisting of DA Form 918, DA Form 918A, and any necessary supporting documents to ensure the request is supportable through USACC. The USACC Staff Judge Advocate or servicing Judge Advocate will review all application packets for legal sufficiency. When an application is approved, the agreement will be countersigned by the SECARMY or their representative. Signed copies will be sent to USACC for distribution to the appropriate brigade commander, the head of the school, and the PMS.

e. Accession Branch will staff for DA General Orders publishing by—

(1) Following AR 25-30 and DA Pam 25-40 for the preparation of the DA General Orders.

(2) Accession Branch (AHRC-ORD-A) will notify USACC G-5, Force Management section and key stakeholders of DA General Orders publication, which establishes the new SROTC program to the designated college or university official on the effective date; USACC will inform the appropriate brigade commander, head of the school, and the PMS.

f. The original DA Form 918 (application) and DA Form 918A (agreement) will be retained on file by HRC.

## **2-7. Responsibility and accountability for U.S. Government property**

An active duty officer or DA Civilian employee who has been assigned to duty at the school as the Army ROTC Responsible Officer will have the authority to requisition, receive, store, and account for Army property.

## **2-8. Amendments to original application/agreement documents**

a. Submit requests for a minor change (for example, a name change from Eastern State College to Eastern State University) on DA Form 918B to the appropriate brigade commander for approval.

b. Amendments that consist of substantive changes to paragraphs, or subparagraphs, must have the proposed change typed in its entirety on DA Form 918B. Approval authority for substantive changes is the SECARMY or their designee. Distribution of the signed/countersigned copies will be the same as for the original application materials.



## Section III

### Disestablishing or Downgrading a Unit

#### 2-9. Program review

*a. Process overview.* The Army will evaluate, annually, the mission accomplishment of SROTC programs. This program review process incorporates criteria that align with statutory as well as DoD and Headquarters, Department of the Army (HQDA) policies. The assessment of each host unit's program will be provided to leaders of those institutions. Along with production of commissioned officers, the program review process will also take into account other considerations.

*b. Program evaluation criteria.* Programs will be evaluated in the following categories to assess program viability: production, quality, demography, and resources. Host institutions will be advised of the specific evaluation criteria and procedures in compliance with DoDI 1215.08.

#### 2-10. Disestablishment categories

Disestablishment actions pertaining to SROTC programs should be processed as one of the following four administrative categories:

- a.* Voluntary closure or reclassification.
- b.* Breach of agreement, contract, or violation of statute, Army policy, or Federal court mandated requirements closure or reclassification.
- c.* Program efficiency closure or reclassification.
- d.* Nonviability closure or reclassification.

#### 2-11. Voluntary closure or reclassification

Institution authorities who desire closure or reclassification of an SROTC program will give written notice, through the PMS, to the brigade commander at least 1 academic year prior to final closure or reclassification. Brigade commanders may waive the 1 academic year required notice if the contracted Cadets can be cross-enrolled at a nearby SROTC program to complete commissioning requirements. Voluntary closure requests will be forwarded through the CG, USACC (ATCC-SI), to TRADOC, to DCS, G-1 (DAPE-MPA-AP).

#### 2-12. Breach of agreement and contract closure

*a.* SROTC programs may be closed or reclassified for violating the terms of the application (DA Form 918), the agreed upon contract provisions of the agreement (DA Form 918A) or violations of statute, regulation, or Federal court mandated requirements. The university president will receive 1 academic year's notice prior to final closure or reclassification. The notice requirement may be waived by the CG, USACC if the academic institution concurs, but only if the currently contracted Cadets at that institution can be cross-enrolled at a nearby SROTC program to complete their commissioning requirements.

*b.* Approval authority is the ASA (M&RA). The CG, USACC is the approval authority in consultation with TRADOC and the ASA (M&RA) for closure and reclassification of an extension unit under this provision. The DCS, G-1 (DAPE-MPA-AP) and the ASA (M&RA) will be notified before providing a notice of closure or reclassification to the affected institution. Approval authority for termination of cross-town relationships is CG, USACC.

#### 2-13. Program efficiency closure or reclassification

*a.* SROTC programs may be closed or reclassified to extension units. Extension units may be reclassified to cross-town schools if either the Army's need for officer accessions is decreased or the Army's resources are insufficient to support the number of existing SROTC programs, as determined by the Army's leadership, and the CG, USACC exclusively. The college or university president will receive 1 academic year's notice prior to final closure or reclassification. The CG, USACC will establish standards and publish specific procedures to determine whether a host unit or extension unit should be considered for closure or reclassification under program efficiency criteria.

*b.* Approval authority for closures and reclassification for program efficiency for host units is the ASA (M&RA). The CG, USACC is approval authority in consultation with TRADOC and the ASA (M&RA) for closure and reclassification of extension units. However, the DCS, G-1 (DAPE-MPA-AP) and the ASA (M&RA) will be notified before a notice of closure or reclassification is provided to the institution. Approval authority for termination of cross-town relationships is CG, USACC.

## **2-14. Nonviability closure or reclassification**

*a.* The SECARMY approved program evaluation categories in paragraph 2-9*b* and DoDI 1215.08 will be used to determine which host units and extension units' best meet Army requirements. Army SROTC programs not meeting viability standards as host units may be considered for retention as extension units or cross-towns. Host institutions will be advised in advance of the specific evaluation criteria to be used. In addition, host institutions will be notified at least 1 year in advance before a viability review is conducted.

*b.* Approval authority for host unit reclassification, or closure is the SECARMY or their designee. Approval authority for extension unit reclassification to a cross-town or closure is the CG, USACC, with the concurrence of CG, TRADOC and the ASA (M&RA).

*c.* Programs that do not meet viability standards will receive notice of intent to close 2 years hence. In such cases, USACC will work closely with the affected school to ensure any impacted Cadets are fully counseled on their options. USACC will make every effort to take care of all Cadets by offering alternatives for their commissioning.

## **Section IV**

### **Military Personnel Assigned to Senior Reserve Officers' Training Corps Duty**

## **2-15. Assignment to Senior Reserve Officers' Training Corps**

*a.* The CG, HRC will nominate commissioned officers for assignment to SROTC. USACC, in conjunction with HRC, will periodically convene a board to select officers for assignment as a PMS. No officer will be assigned to a school without prior coordination or consultation with the authorities of that school. The CG, HRC in coordination with CG, USACC is the final authority for all officer assignments to an institution. The CG, HRC in coordination with CG, USACC will ensure proper coordination prior to assignment of Soldiers to a school or institution in accordance with all DoDI, ARs, statutes, and policies. AR 350-100 requires officers assigned to SROTC programs to complete the academic year, once classes have commenced. This obligation applies to voluntary retirements, resignations, requests for release from active duty, and discharges. This policy does not affect established expiration of term of service dates for ARNG or USAR officers not managed by HRC.

*b.* The selection criteria and procedures for assigning Soldiers to SROTC duty are contained in AR 614-100, AR 614-200 and DA Pam 600-8.

## **2-16. Orientation program for Senior Reserve Officers' Training Corps personnel**

*a.* The CG, USACC will develop an orientation program for all newly assigned SROTC personnel to include newly assigned commanders and command sergeants major, PMSs, recruiting operations officers, human resource advisors, and logistical technicians. It is essential that these personnel be in-briefed by brigade staffs as soon as practical after reporting for duty.

*b.* This orientation will ensure that the PMS understands his/her legal responsibilities in nominating Cadets for an appointment as a commissioned officer. The PMS will ensure that no Cadet may be offered an appointment as a commissioned officer until he or she has been scrolled for appointment and approved by the Secretary of Defense on behalf of the President of the United States.

## **2-17. Teaching outside the Department of Military Science and off-duty employment**

*a.* Military and Civilian personnel assigned to SROTC duty may be authorized to teach academic courses outside the Department of Military Science or to perform other services, with or without compensation, provided they possess the requisite qualifications. Such instruction or service constitutes off-duty employment and must not interfere with the full and effective performance of military duties and is not part of the member's official military duties. Duty hours may not be adjusted for the sole purpose of permitting off-duty employment (see DoD 5500.7-R). All personnel assigned to SROTC duty must have the prior written consent of the ROTC Brigade commander prior to engaging in off-duty employment. The parties should seek an ethics opinion from the USACC Staff Judge Advocate when appropriate.

*b.* Senior military colleges may request that an active duty officer be assigned as either commandant or assistant commandant of Cadets, but not both, in compliance with 10 USC 2111a.

## **2-18. Enrollment in academic courses**

Officers and enlisted Soldiers assigned to SROTC programs may enroll in classes offered by the institution, provided the course of study will not interfere with the performance of their military duties. Permission must be obtained from

the PMS prior to enrollment or from the brigade commander if it is the PMS that wishes to enroll. Tuition assistance information can be found in AR 621–5.

## **2–19. Relief from Senior Reserve Officers’ Training Corps duty**

*a.* A Soldier assigned to a SROTC program may be removed from those duties on the basis of a relief for cause, reassignment at the request of the school authorities if the CG, USACC concurs, or as otherwise provided in law or AR. Prior to initiating a relief for cause, refer to the procedures outlined in AR 600–20.

(1) The CG, USACC will direct a relief for cause when he or she determines that a Soldier’s action/inaction, discredits the SROTC program, and/or that an early release from the assignment is in the best interest of the Army. An Officer Evaluation Report or Noncommissioned Officer Evaluation Report required due to a relief for cause will be prepared in accordance with AR 623–3, respectively. A Soldier relieved from duty in an SROTC program shall not be reassigned to SROTC duties in another program.

(2) A reassignment at the written request of school authorities may result when the CG, USACC determines that relief for cause is not justified but reassignment is in the best interests of the relationship between the university and the Army and ROTC, as determined exclusively by the CG, USACC. A Soldier will not be permitted to remain at the school following receipt of such a request unless the CG determines that such reassignment is inappropriate under the unique circumstances giving rise to the written request by school authorities. A permanent change of station (PCS), Officer Evaluation Report, or Noncommissioned Officer Evaluation Report will be prepared rather than one based on relief for cause. Normally, the individual will not be considered for reassignment to SROTC duties at another school. When an Active Guard Reserve (AGR) officer is considered for reassignment under this provision, prior coordination with HRC, Army Reserve Active Duty Management Directorate, or National Guard Bureau (NGB), as appropriate, is required.

*b.* A Soldier may request voluntary early release from SROTC duty by sending a fully documented request for reassignment with an accompanying endorsement by the proper ROTC brigade commander as follows—

(1) For RA personnel, a request for reassignment as an exception to stabilization will be sent through USACC (ATCC–PM), to the appropriate career management division at HRC.

(2) For USAR AGR Soldiers, requests will be sent through USACC (ATCC–ZR–USAR), the 104th Training Division and 108th Training Command, to the HRC (ARPC–ARO), 1600 Spearhead Division Avenue, Fort Knox, KY 40122–5402.

## **2–20. Assistance from on-campus, Regular Army Soldiers and full-time Army National Guard Soldiers**

Brigade commanders will inform their programs, when possible, of RA Soldiers, of active duty for training (ADT) Soldiers, or of full-time ARNG Soldiers, who are on campus to engage in academic study or to perform other assigned duties. A PMS is authorized to request limited assistance from such Soldiers, but shall not direct them to assist. Proposed assistance may include performance as a guest lecturer or any other activities for which the Soldier may be particularly well suited. The PMS will respect the Soldier’s student or other duty status. Soldiers are encouraged to volunteer their services to the extent such involvement will not interfere with their primary mission or educational activities.

## **2–21. Accepting wages, payments, or other benefits offered by the school**

*a.* SROTC staff members may accept only the following payments or other benefits from a school:

(1) Reasonable compensation or other benefits for services that are rendered to the institution by Soldiers of the SROTC program during their non-duty hours (such as work performed as coach of an athletic team or parking lot attendant), provided that the provisions of paragraph 2–17, are strictly followed.

(2) Housing, if a reasonable rent is paid. If housing is supplied by a school at other than a reasonable rent (for example, without charge or below fair market value for that geographic area) it shall be considered furnished on behalf of the United States and the Soldier will not be entitled to basic allowance for quarters.

(3) Reimbursement by the school for expenses incurred for services that the Soldier performed at the school’s request. Although some Services are clearly beyond the scope of a Soldier’s regularly assigned military duties, he or she might reasonably be expected to perform them because of the Soldier’s position as a “faculty member” (for example, hosting a social function for visiting dignitaries or conducting off-campus workshops for faculty or students). Itemized bills for these expenses will be presented to the school. When practical, arrangements will be made for the school to be billed directly for these expenses. Under no circumstances will a commuted or fixed allowance be accepted from the school to meet these or other similar expenses.

(4) The following benefits, if offered on the same basis to Civilian members of the institution's staff or faculty (provided they are not inconsistent with DoD 5500.7-R or similar statutory or Joint Ethics Regulation provisions) are permitted:

(a) Enrollment in courses by the ROTC staff or any of their immediate Family, provided that the provisions of paragraph 2-18 apply.

(b) Tickets to institution or institution-sponsored activities.

(c) Parking privileges.

(d) Books and other supplies and materials from the school bookstore.

(e) Library privileges, either without charge or at a reduced rate.

(f) Gym access.

(g) Child care.

b. Headquarters (HQ), USACC requires the submission of annual and FY reports from each program on its personnel who have received stipends, fees, or benefits, together with specific descriptions of compensations or other benefits they have received, along with justifications for their receipt. Reports of noncompliance with this regulation and the corrective action taken will be submitted individually through command channels to the DCS, G-1 (DAPE-MPA-AP). Personnel also may be required to complete an annual OGE Form 450 (Confidential Financial Disclosure Report) or similar documents.

## **Chapter 3**

### **Student Status and Senior Reserve Officers' Training Corps Program Entry Options**

#### **Section I**

#### **Duties and Military Science and Leadership Students**

##### **3-1. Duties**

a. The CG, USACC, in conjunction with the CG, TRADOC, will establish enrollment objectives based on production mission requirements distributed by the DCS, G-1.

b. The PMS will verify each applicant's eligibility for the SROTC program, using the criteria found in chapters 3, 4, 5, and 6, before enrolling the student as a Cadet.

##### **3-2. General**

a. Any student enrolled full-time at a college or university offering Army SROTC classes in their course catalog may register for and enroll in classroom instruction in accordance with the institution's policies. Not all students taking courses will qualify for enrollment as Cadets, or qualify to participate in the SROTC field training exercise, or qualify for entry into the Advanced Course. Taking authorized ROTC courses in accordance with a college or university catalog is not equivalent to being enrolled in SROTC or contracting in either the Basic or Advanced SROTC program.

b. There are four MSL levels. The Basic Course or MSL I and MSL II, respectively, are typically offered during the freshman and sophomore years. The Advanced Course, or MSL III and MSL IV, are typically offered during junior and senior years. Exceptions exist based upon the matriculation of a Cadet, lateral entry into the program, or adjustments made for excused absences or leaves of absence (LOAs).

c. A student or Cadet's status as it relates to authorized benefits or military control is contingent upon the level and formality of the individual's involvement in the SROTC program. For example, a student that is only taking ROTC classes is not entitled to government benefits and or subject to military control. An enrolled Cadet may, in certain circumstances outlined in this regulation, be authorized limited benefits. A fully-enrolled contracted Cadet is entitled to certain benefits outlined in this regulation and is subject to military control if placed on valid Title 10 orders. The periods of time a Cadet is authorized to be placed on Title 10 orders are outlined within this regulation.

##### **3-3. Cadets**

A Cadet is a student that has formally enrolled with a SROTC program. To be enrolled in SROTC, an eligible student must either be officially registered for and attending MSL classes, or be scheduled to attend basic camp and must have completed and signed/verified such administrative enrollment forms as required by the CG, USACC. There are three types of Cadets—

a. *Contract Cadets.* Contract Cadets have signed a contract incurring a military service obligation (MSO) or an obligation to reimburse the United States for educational costs. They are allowed to wear a Service uniform, attend physical training events, participate in local exercises and other miscellaneous training events, attend basic camp, and

attend advanced training and, if offered a commission, will be commissioned as an officer upon completion of the program.

*b. Designated Applicant or Non-Contract Cadets.* Designated applicant or non-contract Cadets are allowed to wear a Service uniform, attend physical training events, attend basic camp, and participate in local exercises and other miscellaneous training events. They have not signed a military contract and have no obligation for active or reserve duty service.

*c. Foreign Student Program Cadets.* Foreign student program Cadets are allowed to wear a Service uniform, attend physical training events, participate in local exercises and other miscellaneous training events. They do not sign a contract, do not incur an active duty service obligation (ADSO), and cannot be commissioned as an officer in any of the Military Services. Participation does not constitute any form of Military Service.

### **3–4. Senior Reserve Officers’ Training Corps students**

ROTC students are those that attend the ROTC program classes offered as part of the course of the military instruction that has been adopted by the college or university as part of its curriculum; these students are not considered Cadets. There are two types of ROTC students—

*a. Participating students.* Participating students attend an ROTC class, are registered in the class, receive a grade in the class that is reflected on their student transcript, and receive credit for having taken the class, but are not formally enrolled in the ROTC program.

(1) If approved for participation by the PMS, participating students—

(a) Are not authorized access to classified instructional material.

(b) Are in good standing and attending school full time.

(c) Do not impact the effectiveness of military instruction.

(d) Are not prohibited by law, DoD, or AR from participating.

(e) Meet the enrollment criteria for the specific course outlined in the university course catalog. PMS approval is required only to ensure that adequate space exists in a class for enrolled or contracted Cadets.

(2) The PMS will restrict the activities in which participating students may be involved so as to limit Government expense and liability. With the exception of immigrant alien students, participating students will not—

(a) Draw or wear uniforms or equipment.

(b) Participate in physical readiness training.

(c) Participate in Cadet Professional Development Training (CPDT).

(d) Attend basic camp or advanced camp.

(e) Attend “field training” in accordance with 10 USC 2104(b) and 10 USC 2109(c)(1)(A).

*b. Auditing students.* Auditing students attend an ROTC class, subject to the approval of the instructor, but do not receive a grade in the class, do not receive credit for taking the class, are not formally enrolled in the ROTC program and pursuant to the participating institution’s policy, may or may not be registered in the class. In addition to other restrictions in this section, auditing students will not—

(1) Participate in drill, marching, leadership laboratories, field training exercises, voluntary ROTC programs or attend basic camp or advanced camp.

(2) Receive credit toward commissioning or an enlisted grade status through audit of ROTC courses.

(3) Be issued a DA Form 134 (Military Training Certificate - Reserve Officers’ Training Corps) for any SROTC training the student attends.

### **3–5. Conditional students**

Conditional students are applicants who want to contract in the SROTC program but are considered temporarily ineligible based on medical, academic, or other enrollment requirement criteria in paragraphs 4–3 through 4–8, which has not been finally determined or for whom a waiver request is pending. Students in this category may be allowed by the PMS to participate conditionally in the SROTC program if they complete Part II of DA Form 597 (Army Senior Reserve Officers’ Training Corps (ROTC) Nonscholarship Cadet Contract) and other administrative enrollment documents as required by the CG, USACC, demonstrating a commitment to future military service. DD Form 4 (Enlistment/Reenlistment Document – Armed Forces of the United States) will not be executed until the student is fully qualified for enlistment.

*a.* A student’s conditional status must be resolved within a 12-month period from time the ineligible status is determined to exist. If the disqualifying condition is not resolved within that 12-month period, the Cadet may be allowed to continue as an auditing student or become a non-contract drop.

*b.* Commissioning credit cannot be awarded to conditional students who are not officially enrolled and contracted in the SROTC program.

c. Conditional students may be presented a DA Form 134 for any SROTC training successfully completed; it will be annotated to reflect that the certificate does not entitle the conditional student to a commission.

d. If subsequently determined qualified or granted a waiver, within the 12-month conditional status window, conditional students may be officially enrolled and contracted upon completion of Part V of DA Form 597 and execution of DD Form 4. Once enrolled, the Cadet will receive commissioning credit for all portions of the SROTC program successfully completed during his or her conditional status. Retroactive subsistence allowance may be authorized in accordance with guidance outlined in chapter 7, but is not guaranteed.

e. Conditional students are not authorized to attend the basic camp or advanced camp until their conditional status is resolved.

### **3–6. Alien students**

#### *a. General Eligibility.*

(1) An alien student is a non-U.S. citizen or U.S. national who is either an immigrant or non-immigrant.

(2) Refugees will be treated as immigrants for the purpose of this regulation.

(3) Non-immigrant aliens may only participate, and not enroll in, the ROTC Advanced Course. As such, they shall not attend advanced summer training such as the advanced camp, Nurse Summer Training Program, or Cadet Troop Leadership training.

(4) The following applies to all aliens desiring enrollment. To participate in the SROTC program, alien applicants must—

(a) Possess proper documentation establishing their status as an immigrant, refugee, or nonimmigrant alien or foreign student.

(b) Be enrolled and attending as a full-time student in a regular course of instruction at a school where SROTC is available.

(c) Be recommended by the proper school authority.

(d) Be recommended by the PMS.

(e) Meet the medical fitness requirements of chapter 4. Expenses incurred by the student because of these requirements are the personal expense of the student and are not reimbursable by the Government.

(f) Satisfactorily complete the Basic Course or appropriate lateral entry before he or she may participate or enroll in the Advanced Course. Advanced Course participation and enrollment is limited by DoDI 1215.08 and HQDA, G–1 guidance.

#### *b. Additional eligibility criteria.*

(1) Immigrant alien students and refugees may voluntarily enroll in the Basic Course and may participate in the Advanced Course. Immigrant alien students are not authorized access to classified instructional material. Immigrants, regardless of their country of origin, who have been lawfully admitted for permanent residence in the United States must have in their possession USCIS Form I–551 (Permanent Resident Card) and be approved for participation by the PMS. With the exception of U.S. nationals an immigrant student, who is also a member of a RC, is not eligible to enroll or participate in the Advanced Course.

(2) Non-immigrant alien students and foreign students will be notified that participation in, and completion of, the SROTC program will not result in an active duty or full-time appointment as an officer in any component of the Military Services of the United States. Active recruitment of non-immigrant alien students is prohibited. Non-immigrant aliens may only be approved for enrollment or participation by CG, USACC. Non-immigrant aliens must—

(a) Possess CPB Form I–94 (Arrival/Departure Record).

(b) Provide certification from their government that their government has no objection to their receiving SROTC instruction, or have a stamped CPB Form I–94 that states either “paroled indefinitely” or “indefinite voluntary departure.”

(3) Refugees still in “parole conditional entry” or “voluntary departure status,” regardless of their country of origin, must—

(a) Be approved for enrollment or participation by the PMS.

(b) Have in their possession CPB Form I–94 bearing an Immigration and Naturalization Service Stamp reading “Refugee Conditional Entry,” or be Cuban nationals who have in their possession CPB Form I–94.

(c) Have confirmation in writing from the Immigration and Naturalization Service that they are refugees and meet the requirements of paragraphs 3–6a.

c. *Undocumented or illegal alien.* A person who has entered the U.S. illegally (without valid entry status or documentation) is prohibited from participating or enrolling in the SROTC program.

#### *d. Citizenship.*

(1) Non-U.S. citizen students must be informed that participation in, and successful completion of the Advanced Course (MSL III and MSL IV) does not result in appointment as a commissioned officer. Although Title 10 USC 12201 allows for the possibility of a RC appointment, AR 380–67 states that a secret clearance is a condition of appointment. At a minimum, a Cadet must be a U.S. citizen (in accordance with 10 USC 2104; see also AR 380–67) to obtain a valid security clearance and be appointed as an officer; no waiver or exception to policy is authorized. Immigrant graduates, who have not received U.S. citizenship by their graduation, may be presented DA Form 134 for any SROTC training successfully completed. The certificate, and the Cadet’s records, will be annotated to reflect that the certificate alone, even if the required annotation is missing, does not entitle the student to a commission. Immigrant graduates who have otherwise fulfilled commissioning requirements may apply for a direct commission, once U.S. citizenship and security clearance have been granted, but they can no longer be commissioned by or through ROTC.

(2) A student that has dual citizenship must be willing to declare that they denounce their foreign citizenship to obtain the required security clearance in accordance with AR 380–67 and Security Executive Agent Directive.

(3) If the alien student becomes a naturalized citizen before completing the Advanced Course, and is otherwise qualified, he or she must enroll in the Advanced Course by contracting or be released from the SROTC program. Entitlement to subsistence allowance is effective on the date of contracting in the Advanced Course and retroactive subsistence allowance is not authorized.

*e. Removal from the Senior Reserve Officers’ Training Corps Program.* Alien students may be disenrolled from the Basic Course or dismissed from participation in the Advanced Course for any of the reasons listed in chapter 10 if determined that such removal is in the best interests of the Army. However, because an Alien student is not contracted the normal disenrollment procedures and minimum administrative due process contained in chapter 10 do not apply.

## **Section II**

### **Senior Reserve Officers’ Training Corps Program Entry Options**

#### **3–7. Progression**

Progression refers to the sequential completion of MSL I, II, III, and IV courses in the SROTC curriculum.

*a.* The PMS may authorize the acceleration of classes in the Basic Course to enable a Cadet to attain academic and military alignment. An example of acceleration would be a student enrolling in both MSL 101 and MSL 201, or MSL 102 and MSL 202 in the same semester. Acceleration of Advanced Course classes is extremely undesirable because it substantially reduces the number of leadership development opportunities available to Cadets and interrupts the sequential and progressive design of the curriculum. Acceleration of Advanced Course may only be approved by the CG, USACC, and is limited to those cases involving extenuating circumstances and exceptional Cadets, whose qualifications are truly second to none. An example would be Cadets who are pursuing a science, technology, engineering, and mathematics degree, have an outstanding Army Combat Fitness Test (ACFT) score, have an above average grade-point average (GPA), and rank high in the local and national order of merit lists (OMLs) or situations that include severe and unexpected financial or Family hardship.

*b.* “Compression” or combining two courses into one—a modified, hybrid class (for example, combining MSL 101 and MSL 102 into an MSL “103”) is prohibited.

#### **3–8. Lateral entry programs**

“Lateral entry” refers to options other than “progression” that may qualify a Cadet for enrollment in the Advanced Course. Paragraphs 3–9 through 3–11 are examples of lateral entry programs.

*a.* Lateral entry may award placement credit for previous military training.

*b.* The PMS may authorize Basic Course placement credit for prior military training in accordance with the maximum limits established in Table 3–1. Individual consideration will be given to each student’s circumstances to ensure that the best interests of both the Cadet and the Army are achieved.

*c.* CG, USACC is the approval authority for Advanced Course placement credit. However, no such credit will be given on the basis of duty performed in the Armed Forces.

*d.* Educational institutions will determine the amount and type of academic credit, if any, that will be granted for prior military education and experience.

**Table 3–1  
Placement Credit**

Previous Training	Maximum Placement Credit in Senior Reserve Officers' Training Corps
Active or Reserve Component service as an enlisted member or warrant officer in the United States Army, Navy, Air Force, U.S. Marine Corps (USMC), or Coast Guard:	MSL I and MSL II
Army basic training or equivalent in (including USMC Platoon Leaders Course) other Services Attendance at a service academy (Army, Navy, Air Force, Coast Guard, or Merchant Marine) with successful completion of 1 or more years as a Cadet:	MSL I and MSL II
SROTC (Navy or Air Force) training:	
NS I or AS I	MSL I
NS II or AS II	MSL I and MSL II
NS III or AS III	Note 1
NS IV or AS IV	Note 2
JROTC (Army, Navy, Air Force, or USMC) or National Defense Cadet Corps training:	Note 3
1 year	None
2 years	MSL I
3 or 4 years	MSL I (min) or MSL II (max) determined by PMS

Notes.

<sup>1</sup> CG, USACC may authorize Advanced Course placement credit; Cadet must attend and satisfactorily complete advanced camp, no waiver authorized.

<sup>2</sup> Midshipmen/Cadets who have completed their respective SROTC program, but who have not yet accepted a commission, may apply for appointment as an Army officer.

<sup>3</sup> JROTC/National Defense Cadet Corps (see AR 145–2).

### 3–9. Naval science midshipmen and Aerospace Science Advanced Course Cadets

a. Aerospace Science Cadets and Naval Science midshipmen in their respective ROTC program's Advanced Course, who have not yet begun their respective ROTC program's equivalent to the Army's MSL IV year, may transfer to Army SROTC, complete their precommissioning training, and receive appointments as Army officers. These students must obtain a release from their current SROTC program, meet all eligibility requirements, and sign an Army SROTC contract (to include the MSO and recoupment/active duty provisions for breach of contract).

b. Such transfer midshipmen or Cadets must agree to complete basic camp and advanced camp. The CG, USACC may waive this requirement, considering each case individually, for those students who have completed a similar or equivalent advanced training program administered by their prior SROTC program.

c. Midshipmen or Cadets who have been disenrolled from Naval Science or Aerospace Science ROTC programs may be eligible to receive placement credit and contract as Army ROTC Cadets. The requirement for reenrollment approval referenced in paragraph 10–9 does not apply to former Cadets of other officer producing programs. However, former "sister service" ROTC Cadets may have incurred scholarship debt and may have received some Advanced Course subsistence from the previous program. By contracting in Army ROTC, the former sister service Cadet does not eliminate their prior ROTC scholarship debt. Prior receipt of an ROTC subsistence while in the previous program may decrease the amount of subsistence available to transferring Cadets once contracted in Army ROTC. Transferring Cadets are required to obtain orders discharging them from the sister service ROTC program, along with DD Form 785 (Record of Disenrollment from Officer Candidate - Type Training).

### 3–10. Alternate Entry Option

Fully qualified, full-time students, who have 2 years of study remaining before graduation (to ensure academic and military alignment) may contract into the Advanced Course through the alternate entry option (AEO). Students who wish to participate in this option must execute DA Form 597–1 (Acknowledgement of Understanding – Nonscholarship Two Year Program) and agree to complete their military studies in the following progression: MSL III, basic



camp, MSL IV, advanced camp, and commissioning. Basic camp and advanced camp will not be completed during the same summer.

### **3–11. Accelerated training**

The provisions of 10 USC 2108 provide for the SECARMY to excuse portions of the SROTC program of instruction for persons found qualified on the basis of previous education and/or military experience. As a general rule, the other entry options described in this chapter, to include placement credit listed in Table 3–1, provide adequate opportunities for the recruitment and enrollment of Cadets. However, the CG, USACC may develop, subject to the approval of TRADOC and the DCS, G–1, a program of instruction for those “high-value” prospects whose academic and military alignment no longer affords them an opportunity to enter through the progression, lateral entry, or AEO programs. If developed, such a program will consider the contact hours and subject matter provided by other avenues for which placement credit is currently awarded (for example, 4 years of JROTC, basic combat training, USMC Platoon Leaders Course, or USMA).

## **Chapter 4**

### **Enrollment in Senior Reserve Officers’ Training Corps School or Commissioning Program Transfers—All Cadets**

#### **Section I**

#### **Enrollment Requirements**

##### **4–1. Enrollment as a Senior Reserve Officers’ Training Cadet**

To be eligible for “enrollment” as a Cadet in the SROTC program, a student must complete a “Cadet Application and Enrollment Record” and meet the requirements in paragraphs 4–2 through 4–8.

##### **4–2. United States citizenship**

Students must be citizens of the United States (except as provided in para 3–6) and provide a valid birth certificate (bearing either a raised seal or a stamped seal from the appropriate state or federal agency attesting to its authenticity) to the PMS for citizenship verification. The PMS must verify an individual’s citizenship prior to contracting. Individuals signing an enlistment contract as a Cadet must be offered, and eligible for, an appointment on the day of the commission in accordance with all statutes and governing policies, including American citizenship in accordance with 10 USC 532 and 8 USC 1101. Students born outside the United States must submit either a statement notarized by a commissioned officer, qualified under Article 136, Uniform Code of Military Justice (UCMJ), or a notary public, verifying citizenship as indicated below.

*a. Citizenship by naturalization.* The following statement will be submitted: “I (name of official) have on this date (today’s date), seen the original certificate of naturalization or a certified copy of a court order or other authenticated government document establishing citizenship, stating that (name of student, with date of birth MMDDYYYY) was admitted to the United States by the court of (designation and location)”.

*b. Citizenship through naturalization of parents.* The following statement will be submitted: “I (name of official) have on this date (today’s date) seen the original certificate of citizenship, issued to (name of student) by the U.S. Citizenship and Immigration Services (USCIS), Department of Homeland Security, stating that (name of student, with date of birth MMDDYYYY) acquired citizenship on (date).”

*c. Citizenship through birth abroad of parents who are citizens of the United States.* The following statement will be submitted: “I (name of official) have on this date (today’s date) seen the original or certified copy (bearing either a raised seal or a stamped seal from the appropriate state or federal agency attesting to its authenticity) of one of the documents listed below:”

- (1) DHS Form N–560 (Certificate of Citizenship) issued by the USCIS.
- (2) DS Form 1350 (Certification of Report of Birth) issued by the Department of State.
- (3) FS Form 240 (Consular Report of Birth Abroad of a Citizen of the United States of America) issued by the Department of State.
- (4) FS Form 545 (Certification of Birth) issued by a Foreign Service post.
- (5) Unexpired, fully valid U.S. Passport, issued in the name of the applicant that is not over stamped with “the bearer is United States National and not a United States Citizen;” or the U.S. Passport, page 2, does not have “Citizen” blacked out.

*d. United States Nationals.* United States Nationals - Persons who are born in certain territories of the United States also may be citizens at birth, but may be subject in some cases to other requirements, including residence requirements as of certain dates. Persons born in American Samoa and Swains Island are generally considered U.S. Nationals but not citizens of the United States.

#### **4-3. Age requirement**

The physical demands placed on junior officers require that applicants who request age waivers have demonstrated exceptional ability in leadership, physical fitness, and endurance. Age requirements for scholarship, non-scholarship, and G2G active duty option applicants are as follows:

*a. Minimum age.* Students must be at least 17 years old to enroll in the Advanced Course. Applicants who are under 18 years of age, and those deemed minors (even if older than 18) for the purpose of executing contracts under the laws of the State in which the school is located, require parental consent for contracting and enlistment.

*b. Maximum age.*

(1) *Non-scholarship applicants.* Non-scholarship, G2G non-scholarship, and G2G active duty option applicants will not be older than 30 years of age at the projected time of commissioning.

(2) *Scholarship Applicants.* Title 10 USC 2107 and 2107a require scholarship Cadets to be under age 31 on 31 December of the year of commissioning (Waivers are not authorized). This includes scholarship G2G applicants.

(3) *Waivers.* Brigade commanders are authorized to approve waivers for applicants who will be between 30 and 32 years old at the projected time of commissioning. The CG, USACC may approve waivers for applicants who are between 33 and 39 years old at the projected time of commissioning. The CG, USACC, may further delegate approval authority to USACC brigade commanders. HQDA may approve waivers for applicants who are projected to be commissioned between their 40th and 42nd birthdays.

*Note.* Individuals who obtain age waivers may also be required to sign an acknowledgment that due to their age at the time they are commissioned, they might be ineligible to earn or qualify for a military retirement if they are unable to complete the required total active Federal military service time of 20 years before they reach the mandatory retirement age, which is statutorily established and may change from time to time.

#### **4-4. Academic status**

*a.* Students must be enrolled in and attending a full-time (with 50 percent of the curriculum in traditional classroom settings), regular course of instruction at a college or university that participates in the SROTC program. With the exception of MJCs, all schools' courses of instruction must lead to a baccalaureate or advanced degree.

(1) *Community colleges.* Students who attend schools that offer 2-year associate degrees, and who wish to participate in the SROTC program, may cross-enroll with a host unit or extension unit program, provided the community college is linked to a baccalaureate degree producing institution that guarantees admission to the students from the community college and that will guarantee transfer academic credits. If otherwise qualified, community college students attending these formally-linked schools are also eligible to compete for 3-year SROTC scholarships.

(2) *Students.* Nursing and other medical specialty students must be enrolled in a program accredited by an agency recognized by the U.S. Department of Education.

*b.* Advanced degree graduate students must meet their university's full-time enrollment requirements and be classified as a full-time graduate student.

#### **4-5. Moral character**

Persons seeking appointment as an Army Officer should be of good moral character; a fact normally substantiated by the absence of either civil conviction, civil offense without a conviction, alternative dispositions to avoid a conviction, or history of disciplinary problems. Applicants who have received an alternate disposition, or have been convicted of an offense that would demonstrate a lack of good moral character are ineligible unless a waiver has been granted (see paras 4-13 and 4-14).

#### **4-6. Dependents**

The CG, USACC is the approval/disapproval authority for dependency waivers.

*a.* In general, a student-applicant does not meet dependency requirements if—

(1) *Number of dependents.* The student is married and, in addition to the spouse, has three or more dependents under 18 years of age.

(2) *Dual Reserve Officers' Training Corps/military parents.* A student is married and the student's spouse is either in the SROTC program or any of the U.S. Armed Forces (excluding the Individual Ready Reserve (IRR)), and the

applicant has one or more dependents under 18 years of age. If the CG, USACC approves a waiver, both the student and the spouse must execute and maintain applicable portions of DA Form 5305 (Family Care Plan) throughout the period of participation in the SROTC program (see AR 600–20). Failure to maintain a current family care plan may result in disenrollment from SROTC.

(3) *Sole/joint parenthood.* A student is an unmarried, divorced, or sole parent who has custody of one or more dependents under 18 years of age. (No waiver authorized; in exceptional situations, CG, USACC may consider granting an exception to policy to allow contracting in ROTC).

*b.* Non-custodial parents with court-ordered child support. CG, USACC may grant waiver. Applicants will be advised when they do not meet the dependent criteria of this regulation.

(1) The Army recognizes that some applicants may have given up custody of a child or children. For this reason, the following rules have been provided so a determination of eligibility for enrollment can be made. Under no circumstances will any Army representative advise, imply, or assist an applicant with regard to surrendering custody for the purpose of enrollment. Officers may be placed in positions where they are required to work long or unusual hours, be available for world-wide assignment, and be prepared for mobilization and deployment world-wide, all of which may create conflict between parental and military obligations for the officer who is a sole parent.

(2) If an applicant is not married and their child or children have been placed in the custody or guardianship of another by court order, or a written custody agreement that is valid under State law and there is no requirement to pay child support, the applicant is eligible to enroll without a waiver. If there is a court order for child support, a waiver is required. The court order or custody agreement must clearly state that the applicant does not have physical custody of any child.

*c.* Once a Cadet has enrolled in the SROTC program, a change in status or number of dependents will not constitute cause for disenrollment, and will not require a waiver. Cadets who become pregnant will not be involuntarily disenrolled solely because of pregnancy.

*d.* If a Cadet becomes a sole parent for any reason (death of a spouse, legal change in guardianship, and so forth), a family care plan is required (see AR 600–20). Disenrollment may result if no such plan is executed. Additionally, if the number, status, or circumstances of a Cadet's dependents adversely affects his or her performance to the extent that the Cadet fails to fulfill the terms of the SROTC contract, he or she may be processed for disenrollment in accordance with chapter 10.

*e.* Green-to-Gold Active Duty Option Program (G2GADOP) applicants will require a dependency waiver, to include sole and joint custody parents.

#### **4–7. Army English language policy**

Cadets must be proficient in the English language. English is the operational language of the Army (see AR 600–20). Prior to contracting, all applicants whose primary language is other than English will be screened as follows:

*a.* SROTC programs in Puerto Rico may screen applicants using either the American Language Course Placement Test or the English Comprehension Level Test (ECLT).

*b.* SROTC programs in all other locations are only authorized to screen applicants using the ECLT.

*c.* Minimum Score Requirements. Applicants in Puerto Rico who score below 90 must enroll in the English as a Learned Language program in order to be contracted and/or enrolled in the Advanced Course. Applicants in all other locations who score below 90 must enroll in a language program at their college or university, the Defense Language Institute, or in their local area in order to improve their score to 90 or better.

#### **4–8. Medical fitness standards**

*a.* Medical examination and fitness requirements for the SROTC program are identified in table 4–1.

*b.* Prior to enrollment as a Basic Course Cadet, a non-scholarship and non-contracted student must provide the PMS with a completed DA Form 3425 (Medical Fitness Statement for Enrollment in Basic Course, Senior ROTC). A qualified physician must examine the student and sign the form (the physician may use their own form so long as their contact information is provided). The examination must be of sufficient detail so as to determine the student's ability to participate in a college physical education program. All medical expenses will be the responsibility of the student.

*c.* All Cadets must provide the name, address, and phone number of their dentist, and sign a statement that acknowledges his or her Civilian dental records include descriptive profiles, bite-wing x-rays, and orthodontic profiles or dental x-rays. Dental expenses that are incurred are the responsibility of the student.

*d.* All Cadets who want to contract in the SROTC program must schedule a physical examination with the Department of Defense Medical Examination Review Board (DoDMERB). DoDMERB is the review authority for all required examinations.

(1) Examinations required for all applicants to the SROTC scholarship programs will be conducted in accordance with AR 40–501.

(2) The standards of AR 40–501 apply to determine a student’s medical fitness for contracting in the SROTC program.

(3) Once contracted, Cadets must continue to meet the medical fitness standards in accordance with AR 40–501 for retention in the SROTC program. Any changes in a Cadet’s medical condition must be documented on DA Form 2453 (Statement of Health and Medical Examination).

*e.* In the G2GADOP (see para 13–3), Cadets must meet the height and weight standards of AR 600–9 at all times; no waiver is authorized. Cadets with prior military service must meet the height and weight standards of AR 600–9 at all times; no waiver is authorized (see AR 601–210). All other Cadets must meet the procurement height and weight standards of AR 40–501, table 2–1 or table 2–2, as applicable, at the time of contracting.

*f.* ROTC Cadets who are ordered or called to active duty or ADT will require immunizations in accordance with the requirements identified in AR 40–562. In addition, ROTC Cadets who travel overseas as part of their training will receive immunizations according to geographic risk assessment for the area to which they are traveling, also in accordance with AR 40–562. Exemptions from immunization are governed by AR 40–562 and may affect a Cadet’s ability to deploy and could affect their continued retention in ROTC in accordance with AR 40–501.

#### **4–9. Medical waivers**

*a.* Medical fitness standards prescribed in AR 40–501 will be used to determine a Cadet’s or student’s medical fitness for enrollment, continuation in the advanced course, and appointment. Requests for waivers will be considered under AR 40–501 and this paragraph.

*b.* The DCS, G–1, Director, Military Personnel Management is the waiver authority for any Cadet seeking a waiver due to psychiatric and/or behavioral health conditions and any Cadet with a previous medical separation or discharge. This authority will not be delegated.

*c.* The CG, USACC is responsible for other medical waivers when the medical condition or physical defect—

(1) Is static in nature or, for prior service applicants, no longer exists.

(2) Will not preclude satisfactory completion of ROTC training (including camp training).

(3) Will not be complicated or aggravated by ROTC training or by military training and duty after appointment.

*d.* The authority to grant medical waivers and medical determinations for accessions, continuation in advanced courses, and appointments may be further delegated from the CG, USACC to the USACC brigade commanders. This delegation cannot be further delegated. USACC brigade commanders will consult with the USACC Command Surgeon before approving any medical waivers. In instances where a brigade commander non-concurs with the USACC Command Surgeon’s recommendation, approval authority will revert to the CG, USACC.

*e.* Any medical disqualification for scholarship Cadets will reside solely with the CG, USACC and cannot be further delegated.

*f.* USACC will provide a quarterly report which summarizes waiver and separation activity completed under this delegation through TRADOC to the DCS, G–1, Director, Military Personnel Management to the ASA (M&RA).

*g.* Medical fitness standards applicable at the time of enrollment in the advanced course will apply to any later medical examination, including examination for appointment.

*h.* If no waiver is granted, a Cadet enrolled in the SROTC program who is found medically disqualified will be disenrolled.

*i.* When a waiver is granted, the appropriate medical condition or physical defect, date of waiver, and identification of approving HQ will be recorded on SF 88 (Medical Record – Report of Medical Examination) and DA Form 61 (Application for Appointment).

#### **4–10. Pregnancy**

*a.* Pregnant students may register for MSL classes as participating students, and may compete for scholarships. However, a pregnant student may not enroll or contract in the SROTC program during the period of the pregnancy. Students must be medically qualified at the time of contracting; pregnancy is a temporary disqualification (see AR 40–501). Cadets who become pregnant after contracting will not be disenrolled solely because of pregnancy, except as provided in paragraph 4–10*b*.

*b.* If it is determined that a Cadet was pregnant at the time of contracting and failed to disclose the pregnancy, the Cadet will be disenrolled from the SROTC program and discharged for breach of contract in accordance with paragraph 10–2*b*.

*c.* A Cadet who becomes pregnant will be issued a profile for the duration of the pregnancy consistent with AR 40–501 and AR 40–502 (see also DA Pam 40–502).

*d.* A Cadet's convalescence after delivery or early termination of pregnancy will be for a period determined by the Cadet's attending physician, in accordance with AR 40–502, and subject to the review and approval, if necessary, by the USACC Command Surgeon. Upon completion of the convalescent period, the PMS will submit a request for medical determination to the USACC Command Surgeon. The request must include a statement from the Cadet's physician that indicates the date the pregnancy was concluded, and whether the Cadet may return to full participation in SROTC activities.

*e.* Physical fitness and record weigh-in requirements for postpartum Cadets are governed by AR 40–501 and AR 40–502.

*f.* The guidance in paragraphs 4–10*d* and 4–10*e* may only be modified if the physician has determined that postpartum Cadet requires a more restrictive or longer profile due to complications or unusual medical problems. This must also be reviewed and approved by the USACC Command Surgeon.

#### **4–11. Human Immunodeficiency Virus screening**

Army medical examinations for enlistment and appointment (to include examinations for scholarship applicants) include Human Immunodeficiency Virus (HIV) screening in accordance with AR 40–501 and AR 600–110. In general, any student determined HIV antibody positive at a military treatment facility will be individually and privately notified of the test results in a face-to-face interview with a physician (see AR 600–110). In the event that a student tests HIV positive at another location as a result of a military-conducted test by military personnel, every effort should be made to ensure appropriate physician evaluation and counseling is available and consistent with ARs.

*a.* The PMS will ensure that information on an HIV positive Cadet is treated professionally, in a sensitive manner and that the Cadet is protected from unwarranted invasions of his or her privacy. This responsibility includes limiting disclosure of a Cadet's HIV status to only those individuals who have a legitimate “need to know” in the performance of their duties, in accordance with AR 600–110 and ensuring that the recipient of the information understands his or her obligation to protect the confidentiality of that information.

*b.* The PMS or a senior military science instructor or assistant professor of Military Science (APMS) will accompany the Cadet to the initial notification meeting with a military treatment facility physician (if the diagnosing physician is in the military or the test was performed by or on a military facility). However, this accompanying individual will not be present during the individual epidemiological assessment interview, unless asked by the Cadet to be present. If the Cadet is a minor, the PMS will arrange for the parents or guardian to be present at the notification meeting; invitational travel orders are authorized.

*c.* AR 600–110 dictates what actions will be taken with respect to HIV positive applicants, Cadets, and students.

**Table 4–1**  
**Medical requirements for Senior Reserve Officers' Training Corps**

Medical requirement timeline:	Non-contract basic course Cadet	Basic Camp attendee	Any contract-ing Cadet	Retention	Advanced Camp attendee	Appointment as second lieutenant
Medical fitness standard authority:	AR 145–1 (Note 1)	AR 145–1 (Note 1)	AR 40–501 for scholarship (Note 2)	AR 40–501	AR 40–501	AR 40–501
Required exams/forms:	Medical Fitness Statement DA Form 3425	Medical Fitness Statement DA Form 3425	DD Form 2808 DD Form 2807–1 DD Form 2807–2 (Note 3)	DA Form 2453 (Note 4)	DD Form 2807–1 DD Form 2808 (Notes 5,6,7)	DD Form 2807–1 DD Form 2808 (Notes 5,6,7)
Required exam/action:	Within 1 year prior to enrollment	Must be initiated prior to reporting to basic camp	Within 2 years prior to contracting (Note 8)	90 days prior to advanced camp	Upon arrival at advanced camp	Advanced camp exam –used for appointment (Note 9)
Responsibility for conducting exam:	Private physician or university health clinic	Private physician or university health clinic, and U.S. Army Medical	DoDMERB	USACC Command Surgeon review if evidence of substantial change	MEDCOM at advanced camp site	MEDCOM at advanced camp site

**Table 4–1**  
**Medical requirements for Senior Reserve Officers' Training Corps—Continued**

		Command (MEDCOM) at basic camp site				
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Notes.

<sup>1</sup> A program not more physically strenuous than a normal college physical educational program. Costs are borne by student.

<sup>2</sup> Non-prior service applicants must meet the weight or body fat standards of AR 40–501. Prior service applicants (includes prior active duty, G2G, or RC Soldiers) must meet the standards of AR 600–9 (see AR 601–210).

<sup>3</sup> DD Form 2808 (Report of Medical Examination); DD Form 2807–1 (Report of Medical History); DD Form 2807–2 (Accessions Medical History Report).

<sup>4</sup> PMS will notify USACC Command Surgeon if Cadet indicates or PMS determines that a significant change in Cadet's physical condition has occurred; DA Form 7349 (Initial Medical Review – Annual Medical Certificate).

<sup>5</sup> Copies of all approved waiver requests must be attached to the physical exam and made a permanent part of the Cadet record for advanced camp attendance and appointment.

<sup>6</sup> Exam includes HIV and drug/alcohol screening.

<sup>7</sup> DD Form 2807–1; DD Form 2808.

<sup>8</sup> Physical valid for 24 months for the purpose of contracting.

<sup>9</sup> Physical valid for 24 months for appointment, or 60 months for airborne training, if no significant change in health status (see AR 40–501). If Cadet becomes pregnant after receiving appointment physical examination, medical clearance must be obtained 12 weeks after conclusion of pregnancy (subject to Cadet's medical condition at that time) and forwarded for review by the USACC Surgeon.

## Section II

### Eligibility, Ineligibility, Conscientious Objectors, and Waivers

#### 4–12. Eligibility of members and former members of the U.S. Armed Forces

*a. Eligible for Basic Course.* The following members and former members of the United States Armed Forces are eligible for enrollment in the Basic Course:

- (1) Warrant officers of the RCs, not on active duty.
- (2) Enlisted members of the RCs, not on active duty. Provisions of paragraph 13–5j apply.

*b. Eligible for Advanced Course.* The following members and former members of the United States Armed Forces are eligible for enrollment in the Advanced Course:

- (1) Former warrant officers of the RA or RCs of the U.S. Armed Forces.
- (2) Enlisted members of the ARNG or USAR, not on active duty, if enrolled as a Simultaneous Membership Program (SMP) participant (see para 13–5).
- (3) RA enlisted Soldiers, provided they were selected to participate in the SROTC G2GADOP (see para 13–3) or those who are discharged in accordance with AR 635–200 to participate in either the Green-to-Gold Scholarship Program (G2GSP) or Green-to-Gold Non-Scholarship Program (G2GNSP).
- (4) Former active duty Servicemembers who have completed basic combat training, or its equivalent in a Service other than the Army.

*c. Ineligible for enrollment.* The following members and former members are not eligible for enrollment in either the Basic Course or the Advanced Course of the SROTC program—

- (1) Members of the RA (except those in para 4–12b(3)).
- (2) Former commissioned officers of any component of the United States Armed Forces.
- (3) Officers of the Public Health Service or the National Oceanic and Atmospheric Administration (NOAA).
- (4) A person who has been retired from any of the Armed Forces.
- (5) A former warrant officer of any component of the Armed Forces who was eliminated or released from active duty because of being twice nonselected for promotion.
- (6) A person who has been dropped from the rolls of any of the Armed Forces.
- (7) A person who has been separated from any branch of the Armed Forces with one of the following types of discharge—
  - (a) Under other than honorable conditions (no waiver authorized);
  - (b) Bad conduct (no waiver authorized);
  - (c) Dishonorable (no waiver authorized).
  - (d) General or honorable, if the reason and authority for separation preclude reentry into military service and a waiver has not been approved (see para 4–14 and AR 601–210).
- (8) A person who was separated in lieu of elimination or in lieu of court-martial, from any of the Armed Forces.

(9) A person who cannot complete 10 years of Active Commissioned Service by the date they complete 20 years of Active Federal Service (10 USC 7311). The CG, USACC may waive the Active Federal Service/Active Commissioned Service restriction for exceptional candidates, provided the officer will be able to complete at least 10 years of Active Commissioned Service before reaching his or her 62nd birthday. The CG, USACC, may further delegate approval authority to USACC brigade commanders.

#### **4–13. Students ineligible for enrollment as a Cadet**

a. Students who do not meet the Army's requirements for enrollment as a Cadet, but meet prerequisites established by the educational institution for registration, are ineligible to enroll as Cadets, but may take authorized military science courses. Their participation in the SROTC program is limited to 4 years of classroom instruction (see para 3–6). Students ineligible to enroll as Cadets may earn academic credit only.

b. The following students are ineligible for initial or continued enrollment as Cadets in either the Basic or the Advanced courses:

(1) *Conscientious objectors.* Conscientious objectors, as defined in AR 600–43. A Cadet who formalizes his or her conviction in such beliefs, after contracting with SROTC, will apply for conscientious objector status, following the procedures of AR 600–43 (see also para 4–15). If conscientious objector 1 –O status is approved by the Department of the Army Conscientious Objector Review Board (DACORB), the Cadet will be disenrolled (see chap 10) from SROTC; non-SMP Cadets will be discharged from the USAR. The CG, USACC will notify the appropriate RC chain of command for SMP Cadets. The only conscientious objectors permitted to enroll in SROTC are—

- (a) Alien students enrolled in the basic course.
- (b) Students required by the school to take military training who are enrolled in the basic course.
- (c) Students who have been conscientious objectors and now desire to enroll in SROTC first must have the classification removed in accordance with AR 600–43.

(2) *Character.* Students who have military, criminal, or other civil offenses are ineligible for enrollment as a Cadet unless a waiver is approved, this includes, but is not limited to students who have been arrested, detained, or apprehended; who have a civil conviction or civil offense without a conviction; who have an alternate disposition including a plea agreement or plea bargain; or who completed a probation or a diversion program where the court does not actually convict the individual in exchange for the individual successfully satisfying certain conditions. Students who have any type of court-martial conviction, punitive discharge, separation from the military in lieu of court-martial, or elimination for the good of the service are ineligible to enroll or contract unless a waiver has been granted.

#### **4–14. Processing conduct waiver requests and waiver approval authorities**

Brigade commanders and PMSs may disapprove waivers for applicants who do not warrant consideration. A waiver request disapproved by any intermediate commander need not be sent to higher authority. Commanders and PMSs will ensure that all waiver requests they support are for the best and most deserving Cadets. Commanders and PMSs are responsible for ensuring that all waiver requests are accurate and complete prior to submission. Requests that are incomplete or missing the required supporting documentation will be returned without action.

a. *Processing waivers.*

- (1) To be considered for approval of a waiver for a civil offense or conviction, the waiver request must show—
  - (a) There is no indication in the applicant's record that the offense has recurred or is likely to recur.
  - (b) The applicant has good potential for service as a commissioned officer.
  - (c) The current personal conduct and character of the applicant is above reproach (since the time of the offense, the applicant must have proven his or her ability to meet the requirements of good citizenship).
- (2) The CG, USACC may delegate the approval authority for non-traffic alcohol-related offenses.
- (3) Requests for a waiver of any conviction, or offense, will be submitted with an affidavit from the Cadet, certified copies of all police reports, certified copies of all court decisions, orders, judgment, and the sentence. Waiver requests must have recommendations from the PMS and all intermediate commanders. It is the Cadet's responsibility to obtain copies of all required documentation and submit the request for a waiver. Any missing documentation may result in the denial of the waiver request.

b. *Waiver of a military or civil offense.*

- (1) A student (excluding scholarship students) who has a pre-trial diversion for a felony, any civil or military conviction, criminal, or other civil offenses may be permitted to participate in the Basic Course. These students may be permitted to participate in the Basic Course without a waiver, however, a waiver must be obtained (even if the record was sealed or expunged) prior to attending basic camp or enrolling in the advanced course.

(2) Waivers may be granted by the CG, USACC for minor traffic offenses and non-traffic civil convictions which includes any adverse disposition including a sentence of jail, confinement, or detention, even if such sentence is suspended.

(3) Waivers may be granted by the CG, USACC for all misdemeanor civil convictions. For example, for any misdemeanor that resulted in confinement, a misdemeanor assault that does not qualify under the Lautenberg Amendment (domestic violence), or driving under the influence.

(4) For any minor traffic offense resulting in a fine of less than \$500 (excluding court fees) or any minor non-traffic fine of less than \$500 (excluding court fees), the brigade commander may grant a waiver provided that no sentence of confinement is imposed.

(5) Request for waiver of a conviction for offenses listed below, which are supported by intermediate commanders, will be sent through channels to CG, USACC, for consideration. The Director of Military Personnel Management is the approval authority for major misconduct (felony) offenses. Waiver approval authority will not be delegated; however, disapproval authority may be exercised at each command level. The supporting recommendations at each command level will be included.

(a) Felony under local or Federal law or an offense punishable under the UCMJ by dishonorable discharge or confinement for more than 1 year. For the purpose of this regulation, offenses involving manufacture, sale, distribution, or the intent to sell or distribute any controlled substance as listed or defined in 21 USC 812 are treated as felonies, regardless of the classification by local authorities.

(b) A conviction that resulted in a sentence of confinement in a prison, stockade, or detention area, or in a sentence to hard labor. Later proceedings that delete or alter an initial determination of guilt (for example, pardon, expungement, amnesty, commutation, set aside, and suspension) do not eradicate the conviction for the purpose of this paragraph. However, convictions overturned or successfully appealed are not convictions for the purpose of this paragraph if the appropriate officials state in writing that no further proceedings (such as retrial) are pending or being considered.

(c) A conviction involving bigamy, contributing to the delinquency of a minor or moral turpitude.

1. Any applicant with a State or Federal conviction, or a finding of guilty in a juvenile adjudication, for a felony crime of rape, sexual abuse, sexual assault, incest, any other sexual offense, or when the disposition requires the person to register as a sex offender, will not be considered for a waiver. Any applicant with a conviction qualifying under 18 USC 922(d)(9) and 922(g)(9) will not be granted a waiver for entrance into military service.

2. Offenses that were domestic battery/violence convictions subject to the Lautenberg Amendment to the Gun Control Act of 1968, effective 30 September 1996 cannot be waived.

*c. Drug and alcohol use.*

(1) A student who has tested positive for any controlled substance listed or defined in 21 USC 812 by a DoD certified drug testing laboratory using procedures established by the Assistant Secretary of Defense for Health Affairs, or a student discharged from prior military service for such use, is ineligible for enrollment in SROTC without a waiver. Applicants who have tested positive for alcohol under DoD criteria, to include prior service and current Soldiers who have undergone, or are undergoing rehabilitation, are also ineligible for enrollment in SROTC unless a waiver is approved.

(2) A student who has self-admitted drug usage—of marijuana only, which occurred more than a year (12 months) prior to contracting may be granted a waiver by the brigade commander.

(3) A student who has self-admitted drug usage—of any drugs (marijuana or drugs other than marijuana), which occurred within a year (12 months) of contracting, frequent and/or habitual use or received drug abuse treatment may be granted a waiver by CG, USACC.

(4) When the self-admission occurs after contracting, CG, USACC may approve a waiver.

(5) A student who has any drug or alcohol misuse based on the medical history evaluation may be granted a waiver by the Director of Military Personnel Management.

*d. Reenlistment code waivers.* The brigade commander may approve waivers for applicants previously separated for hardship, compassionate reasons or parenthood discharge (for example, separation program designator codes KDB, KDF, KDG, LDG, MDB, MDF, or MDG; see AR 635–5–1) if the hardship for which the discharge or release from active duty was granted no longer exists.

(1) Waivers are not required for prior military service personnel released early from active duty to attend school or whose DD Form 214 (Certificate of Uniformed Service) reflects one of the following separation program designator codes.

(a) KCF or MCF: “To Attend School.”

(b) KCA or MCA Early Release Program—Voluntary Separation Incentive.

(c) KGX: “Enter Officer Training Program.”



(2) All other requests for waivers of disqualifying reenlistment codes will be submitted through the CG, USACC, to CG, HRC (AHRC-ORD-A). Disposition of waiver document, regardless of decision, will be added to individuals Human Resource Record, by HRC.

*e. No waiver required.*

(1) Waivers are not required for minor traffic offenses resulting in a fine of \$300 or less (excluding court fees), except when the applicant has accumulated six or more such offenses during any 12-month period.

(2) Waivers are not required for disciplinary actions taken in accordance with the provisions of the UCMJ, Article 15. However, such disciplinary actions must be disclosed by the applicant and will be considered as part of an applicant's character assessment.

*f. General.*

(1) If the Cadet receives a civil conviction, or admits to use of controlled substances or drugs after contracting, a waiver with the appropriate documentation must also be submitted to the proper approval authority. In addition, if credible derogatory information is found after the SF 86 (Questionnaire for National Security Positions) has been submitted to the Office of Personnel Management, the PMS must immediately forward a DA Form 5248-R (Report of Unfavorable Information for Security Determination) to USACC, HQ Security Branch.

(2) Approved waivers of civil or military offenses and convictions, granted for contracting, apply automatically for appointment (commissioning).

(3) Waivers approved by other commands such as U.S. Army Recruiting Command, are sufficient for entry into the SROTC program provided the Soldier had no break in service.

(4) Waivers are required for any charges for which a student has a certified document from a court clerk confirming the Cadet has received a full and unconditional expunged from the court. Such charges and expunction must be disclosed in full in an affidavit and a copy of all court documents related to the expunction must be provided. If any other charges were not included in the expunction or any charge was only partially or conditionally expunged, a waiver is required and full court documentation, to include copies of all police reports, must be submitted.

#### **4-15. Processing applications for conscientious objector status**

*a.* A contracted Cadet who requests disenrollment and discharge from the ARNG or USAR based on conscientious objection (1-O status) will submit an application for consideration on DA Form 4187 (Personnel Action) to the PMS, and be processed in accordance with AR 600-43.

(1) The SROTC program will process the action, adhering to the guidance contained in AR 600-43. The PMS will forward the applications of those Cadets who were not RC enlisted Soldiers prior to contracting in the SROTC program, to the CG, USACC, for recommendation and submission to the DACORB.

(2) In the case of SMP Cadets who were ARNG or USAR enlisted Soldiers prior to contracting; the PMS will coordinate with, as appropriate—

*(a)* The Cadet's ARNG unit chain of command, to obtain a recommendation with supporting comments from the State Adjutant General. These comments will be included with the application and forwarded to the CG, USACC.

*(b)* The Cadet's USAR unit chain of command, to obtain a recommendation with supporting comments, from the CG, U.S. Army Reserve Command. These comments will be included with the application and forwarded to the CG, USACC.

*(c)* The CG, USACC will add his or her recommendation with comments, and forward the application to the general court-martial convening authority and finally to the DACORB for determination. The Cadet will not be disenrolled or discharged until such time as the DACORB approves his or her 1-O status. Board decisions will be released through command channels.

*b.* If an application for 1-O status is approved, the HQ, USACC will provide the PMS with disenrollment guidance. USACC will issue orders discharging former Cadets assigned to USAR Control Group (ROTC); RC units will be notified of the DACORB determination and SROTC disenrollment and discharge of former SMP Cadets who were previously assigned as enlisted Soldiers. Scholarship Cadets remain subject to the recoupment provisions of their contract.

*c.* If the DACORB disapproves a Cadet's application for discharge, the PMS will advise the Cadet—

(1) He or she must continue in the SROTC program.

(2) To receive appointment as a commissioned officer, he or she must furnish an affidavit withdrawing their previously stated conscientious objection to military service.

(3) If he or she refuses to furnish the affidavit, or to accept appointment when tendered, they may be deemed in breach of the terms of the Cadet contract and subsequently be ordered to active duty in an enlisted status.

## **Section III**

### **Cross-Town Enrolled Cadets, Intercollegiate Transfers, and Inter-Service Commissioning Program Transfers**

#### **4–16. Cross-Town enrolled Cadets**

*a.* A student enrolled at an institution where Army SROTC is not available, and who desires to participate in the SROTC program, must cross-enroll as a Cadet at an SROTC host unit or extension unit. All contracted Cadets must officially enroll in required military science classes regardless of where they are taught.

*b.* A Cadet may be cross-enrolled in a 4-year college or university or a 2-year institution (in accordance with para 4–4) that does not have Army SROTC provided—

- (1) The student meets all Cadet eligibility requirements.
- (2) Officials of both institutions concur in the student's cross-enrollment.
- (3) The non-host institution is a fully accredited school.

#### **4–17. Intercollegiate transfers**

*a.* Under the terms of the contract (DA Form 597 or DA Form 597–3 (Army Senior Reserve Officers' Training Corps (ROTC) Scholarship Cadet Contract)), a Cadet transferring to another school agrees to enroll in the ROTC program of the gaining school. The transfer will be accomplished as prescribed by the CG, USACC.

*b.* A Cadet transferring to a school that does not have an ROTC program without complying with paragraph 4–17*a*, or following disapproval of a request for transfer, is in breach of contract, and the action may constitute a voluntary breach of contract. Cadets who transfer without authorization will be processed for disenrollment and possible order to active duty.

#### **4–18. Withdrawal from Army Senior Reserve Officers' Training Corps and transfer to Naval Science or Aerospace Studies**

*a.* The provisions of this paragraph do not apply to SMP and/or scholarship Cadets; requests from these Cadets for transfer to other Service SROTC programs will not, under ordinary circumstances, be considered. Requests for waiver concerning the release and transfer of a scholarship Cadet (MSL II and above) to another Service's officer producing program will be forwarded through the chain of command to the CG, USACC for final action. Approval of inter-Service SROTC transfers for other contracted Cadets will be limited to those cases involving extraordinary circumstances and will require substantial justification. Contracted and scholarship Cadets approved for voluntary disenrollment remain subject to the disenrollment and recoupment provisions of their contract and chapter 10.

*b.* A request for transfer by an Army SROTC Cadet to either an Air Force or Naval SROTC program must include an endorsement from the Professor of Aerospace Studies or Professor of Naval Science of the program to which transfer is requested. The endorsement will contain a statement that acceptance into the Air Force or Naval SROTC is approved upon release of the Cadet by USACC.

#### **4–19. Tattoos and/or brands**

Any tattoos (placement and number), brands, or other permanent markings must be in accordance with AR 670–1. The PMS, in consultation with the USACC Office of the Staff Judge Advocate, shall comply with AR 670–1 when making a decision to contract an applicant or commission a Cadet.

## **Chapter 5**

### **Contracting, Enlistment, Probation, and Leaves of Absence – Non-Scholarship Cadets**

#### **Section I**

#### **Contracting, Enlistment, and Probation**

##### **5–1. Senior Reserve Officers' Training Corps contracting**

*a.* In addition to the prerequisites of paragraphs 4–2 through 4–8, the following requirements (see 10 USC 2103a and 10 USC 2104) must be met before a non-scholarship Cadet may contract in the SROTC program. The student must—

(1) Be selected to contract in the Advanced Course and have either completed the MSL I and II and evidence a commitment to military service or have placement credit for the MSL I and II, under the enrollment and contracting procedures prescribed by this regulation and the CG, USACC.

(2) Be selected for MSL II non-scholarship contracting and have either completed the MSL I year and evidence a commitment to military service or have placement credit for the MSL I year, under the enrollment and contracting policy prescribed by this regulation and the CG, USACC.

(3) Contract, with the consent of his or her parents or guardian if under 18 years of age, to serve as a commissioned officer for a period of up to 8 years.

(4) Enlist in the USAR or ARNG by completing DD Form 4 for a period of 8 years; if already enlisted in the USAR or ARNG, must execute an extension if less than 4 years remain on the current enlistment;

(5) Agree in writing to accept an appointment, if offered, as a commissioned officer in the Army and to serve for the period prescribed by the DA.

(6) Execute the loyalty oath or affirmation.

b. To be eligible for selection and entry into the Advanced Course, the student must complete one of the following:

(1) Have received placement credit for the Basic Course (MSL I and MSL II).

(2) Complete successfully—

(a) The Basic course, classes may be taken either consecutively or in an accelerated mode.

(b) Basic camp.

(3) Execute DA Form 597–1 in addition to DA Form 597 and agree to complete basic camp.

(a) Within 1 year after contracting into the Advanced Course (MSL III).

(b) Attend advanced camp following completion of his or her MSL IV year.

c. Applicants and Cadets are not authorized to contract during summer break unless waiver is granted by USACC, HQ. If a waiver is granted during summer term (authorizing summer contracting) pay entitlements will not start until the following term.

## **5–2. Enlistment in the U.S. Army Reserve**

a. Enlistment in the USAR is a statutory requirement for contracting in the SROTC program (except for ARNG SMP Cadets). Initial enlistment is in the grade of Cadet, with assignment to the USAR Control Group (ROTC). Cadets will retain this grade in the USAR (separate from any rank held in the Corps of Cadets) regardless of any prior military service performed or grade advancement policies applicable to enlisted status. This assignment is for control purposes only and entitlements available to RC forces do not apply.

b. Applicable rank and grade determination policies will govern any transfer (for example, commissioning, enlistment in the RA, and so forth) from the USAR Control Group (ROTC). The provisions of AR 135–210 will apply in those instances where a former Cadet is ordered to active duty in an enlisted grade for breach of contract.

## **5–3. Contract and enlistment agreements**

a. Non-scholarship MSL II and MSL III students execute DA Form 597 to contract in the SROTC program. Completion of DD Form 4 and execution of the loyalty oath (see 5 USC 3331) conclude the contracting process. Government contractors are not authorized to sign DA Form 597 or DD Form 4.

b. DD Form 4 will be completed by the student and the PMS or APMS, except for Cadets who have previously contracted as a SMP Cadet; students who are under the age of 18 cannot enlist without parental consent. Cadets who are conditionally contracted cannot complete DD Form 4 until the date that the conditional status is resolved and Cadet is fully qualified for enrollment into the SROTC program and is confirmed by the PMS or APMS in part IV, DA Form 597. MSL II non-scholarship contracting requires the Cadet be fully qualified, conditional contracting is not authorized.

c. Cadets who are members of the ARNG or USAR (except for SMP participants) at the time they contract into the SROTC program will be discharged from their current enlistment agreement. The PMS will provide the appropriate State Adjutant General or USAR commander with a copy of the DD Form 4 agreement as soon as possible after enrollment. Upon receipt of the copy of the SROTC enlistment agreement, the proper authority cited in AR 135–178, will issue the discharge.

## **Section II**

### **Probation and Leaves of Absence**

## **5–4. Probation**

a. Probation is used as a retention tool by the PMS for non-scholarship contracted Cadets who fail to meet the retention standards required by their Cadet contracts or by this regulation. Probation is a written warning to the Cadet

that failure to maintain the standards required for enrollment in the SROTC program may result in disenrollment. All Cadet entitlements will continue during the period of probation.

*b.* In exceptional cases, probation may be used for scholarship Cadets who do not meet retention standards due to mitigating circumstances beyond their control. A scholarship Cadet placed on probation should be very rare, as it is the exception and not the norm. If the PMS decides to use probation rather than administrative suspension, the PMS will inform the brigade commander of the decision and the rationale.

*c.* A Cadet's first priority is academics. Extracurricular participation in SROTC activities, such as Ranger Challenge or Cadet leadership positions, which adversely affect a Cadet's academic proficiency and progress will not be sanctioned. This does not preclude a Cadet from participating in training activities designed as part of the overall Program of Instruction where rotation through various tactical leadership positions is part of the training objective.

*d.* Below are some reasons for using probation (not all inclusive):

(1) Current school term and/or cumulative academic GPA falls below 2.0 on a 4.0 or equivalent scale; or the SROTC school term or cumulative GPA falls below 2.0 on a 4.0 or equivalent scale.

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

(3) Progress toward a degree falls below that normally required for graduation at the scheduled time without sufficient cause or justification.

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

(4) Failure to meet the ACFT and/or height and weight standards.

(5) Misconduct such as civil convictions (for example, minor in possession of alcohol, discreditable incidents with authorities, and so forth).

#### **5-5. Non-medical leave of absence**

*a.* A non-medical LOA is used to temporarily discontinue a Cadet's participation in SROTC. Cadets granted a LOA will not be allowed to participate in any SROTC training, nor will they be allowed to attend formations, battle assemblies, ACFTs, weigh-ins, or other SROTC activities. A Cadet who is absent from any part of mandatory military instruction will be required, according to the practice of the college or university, to make up the instruction missed before receiving credit toward completion of either the Basic Course or Advanced Course.

*b.* The CG, USACC will develop procedures for the consideration and approval of requests for LOA; approval authority may be delegated.

*c.* Any request for a LOA or other delay in commissioning will require a review of the Cadet's continued eligibility for appointment. A Cadet who requests a LOA, or who otherwise extends his or her period of enrollment beyond the 8-year period of enlistment, must voluntarily extend the enlistment by an amount equal to the period of extended enrollment or LOA.

*d.* Neither subsistence allowance nor any other compensation will be paid to a Cadet during a LOA period. A LOA will not affect the period of benefits authorized.

#### **5-6. Medical leave of absence**

*a.* The decision to place a Cadet on an MLOA will be made by the SECARMY or his/her designee.

*b.* The suspension of payment of the scholarship and subsistence benefits of a Cadet during a period of health-related incapacity may only be done in accordance with DoDI 1215.08. Specifically, the medical status and record of each Cadet who is being considered for an involuntary MLOA will be independently evaluated by an authorized military or civilian physician to evaluate the health-related incapacity or condition.

(1) The purpose of the medical record review is to determine whether the health-related incapacity or condition presents clear evidence that, following medical treatment, the Cadet will be unable to meet the physical standards for appointment into the military within a reasonable period of time.

(2) Pertinent considerations that should be determined by military or civilian medical reviewers, in consultation with the PMS in the Cadet's chain of command, include whether the medical condition or physical defect would require excessive time lost from duty, result in a prolonged inability to attend classes, or preclude sufficient academic progress towards a degree.

*c.* The Cadet will receive written notification of the intent to recommend suspension of scholarship and subsistence benefits under an MLOA, and the basis for that determination.

*d.* The Cadet will be provided sufficient time, but not less than 30 days, if requested, to submit relevant written information for consideration by the medical reviewer, and the Secretary of Army, before having scholarship and subsistence benefits suspended.

e. If the medical review recommends that the Cadet under the foregoing standards and procedures, should be placed on an MLOA, the SECARMY or designee will review the record, including the recommendation of the PMS, and make a final determination.

(1) The MLOA will not be implemented until the record review has been completed by the SECARMY or designee and a determination made.

(2) If approved the MLOA will remain in effect until such time as determined by an authorized physician, in consultation with the PMS, that the health-related incapacity no longer exists or the Cadet is able to participate in ROTC activities and demonstrates the potential to meet the physical standards and other requirements to be qualified to receive an appointment as a commissioned officer. Procedures and criteria will be established to allow reimbursement of suspended scholarship benefits in cases in which Cadets are removed from the MLOA.

## **Chapter 6**

### **Senior Reserve Officers' Training Corps Scholarship Programs**

#### **Section I**

##### **General**

#### **6–1. Introduction**

The Army SROTC Scholarship program (10 USC 2107 and 10 USC 2107a) provides financial assistance through a variety of programs. These scholarships are awarded in a range of benefit periods to selected students who have demonstrated academic excellence and leadership potential. The scholarship program provides for the education and training of highly qualified and motivated young men and women who have a strong commitment to military service as commissioned officers.

#### **6–2. Duties**

a. The DCS, G–1 will—

(1) Develop scholarship policies.

(2) Approve selection criteria and the promotion of specific academic disciplines.

b. The CG, USACC, through CG, TRADOC, is responsible for the execution and management of the scholarship program and will administer the SROTC scholarship program in accordance with, DCS, G–1 policies. The CG, USACC will—

(1) Develop scholarship allocations by mission set to support mission requirements.

(2) Develop and implement scholarship programs to increase enrollment in regional studies and language training of strategic importance to the DoD. Such programs will be structured to support foreign study opportunities that include language immersion training.

(3) Annually review and analyze the SROTC scholarship program to ensure scholarships are allocated in the most effective manner.

(4) Recommend to the SECARMY those baccalaureate programs that are likely to require additional academic terms, beyond 4 years, for their successful completion and for which extended financial assistance should be made available.

(5) Prepare and disseminate scholarship information materials and administrative policies to Army commands, to guidance counselors and secondary school officials, and to interested individuals.

(6) Supervise the selection cycles, to include the processing and selection of SROTC scholarship recipients.

(7) Maintain liaison with outside the continental United States (OCONUS) Army service component commands to promote and administer the scholarship program for prospective applicants living overseas.

(8) Publish such additional policies and procedures as are necessary to implement and execute the Army SROTC Scholarship program in accordance with this regulation, DoD policy, and statute.

#### **6–3. Scholarship eligibility—general**

In addition to the requirements of chapter 4 and paragraph 6–15, to be eligible to compete for a scholarship, and to subsequently contract as a scholarship Cadet, a student must—

a. Be a high school graduate or possess an equivalency certificate before 1 September of the year of award.

b. Be of good moral character as evidenced by home, community, and school activities.

c. Exhibit a strong desire to obtain a commission and pursue a military career in the Army.

d. Possess potential to become an effective Army officer. Leadership potential will be emphasized as a very important factor for selection and continuation of a scholarship. Applicants must possess officer potential as evidenced by—

- (1) Appearance.
- (2) Personality.
- (3) Academic excellence.
- (4) Extracurricular activities.
- (5) Physical fitness.
- (6) Medical qualification under the standards of AR 40–501.
- (7) Selected for award.
- (8) Signatory agreement meeting the requirements of 10 USC 2107, 10 USC 2107a, and 10 USC 2005.
- (9) Eligibility for enrollment under paragraph 4–12.
- (10) Execution of the loyalty oath (5 USC 3331).

e. The PMS will immediately initiate a request for a national agency check with request for Secret personnel security clearance on enrollment of a scholarship Cadet. The clearance, based on this request, will suffice for the Cadet's commissioning upon graduation. If a student has been the subject of a previous national agency check local check and has not had a break in Federal service of more than 12 months from the date of the investigation to the time of enrollment in the scholarship program, a new check is not authorized. Although a Secret clearance is not a prerequisite to award a scholarship, students must obtain a Secret clearance within 180 days of the award in order to retain the scholarship status. Extensions not to exceed an additional 90 days may be granted by the brigade commander. Extensions in excess of 90 days must be approved by the CG, USACC. Scholarship Cadets who receive a letter of intent to deny security clearance from the Commander, U.S. Army Central Personnel Security Clearance Facility will be processed for termination of scholarship benefits according to paragraph 6–10 and disenrollment in accordance with chapter 10.

#### **6–4. Students ineligible to compete for a scholarship**

The following students, in addition to those identified in paragraph 4–13, are ineligible to compete for, or to receive benefits from an Army SROTC scholarship—

- a. Previous 2- and 3-year contracted scholarship winners who have been disenrolled for any reason.
- b. MJC contracted scholarship Cadets may not compete for any other type of SROTC scholarship. However, MJC Cadets who are commissioned under the Early Commissioning Program (ECP) may apply for additional educational assistance under the Educational Assistance Program (EAP) for ECP lieutenants commissioned from MJCs (see para 13–8).
- c. A student who will not be fully qualified, prepared, and available to enter college at the beginning of the fall term following award of the scholarship.
- d. Pregnancy is a temporary medical disqualification. Although pregnant students may compete for scholarships, they are ineligible to contract in SROTC. Students must be medically qualified at the time of contracting and/or scholarship awarding. Students who become pregnant after contracting will not be involuntarily disenrolled solely because of pregnancy but will remain subject to the provisions of paragraph 4–6.

#### **6–5. Scholarship disciplines**

- a. Emphasis in the allocation and selection of scholarships will be placed on engineering, mathematics, physical sciences, nursing, and language/regional studies in areas of DoD interest.
- b. Recipients of engineering scholarships must enroll in an accredited engineering school. Recipients of 4-year nursing scholarships must enroll in schools of nursing accredited by an agency approved by the Secretary of Education.

#### **6–6. Scholarship certificates**

An Army SROTC scholarship certificate will be presented to each fully qualified scholarship recipient. The CG, USACC will prepare and distribute certificate templates and names of winners to the PMS for presentation in a suitable ceremony.

#### **6–7. Scholarship benefits package**

- a. USACC will arrange financial assistance payments for academic instruction for scholarship Cadets. The PMS will arrange for an educational service agreement with the institution according to the Department of Defense Federal Acquisition Regulation Supplement, subpart 37.73. Financial assistance determined and the provisions to be used for payment will be provided by the CG, USACC.

*b.* All contracted SROTC scholarship Cadets are authorized subsistence allowance at the rate stated in the DoD Financial Management Regulation (FMR), Vol. 7A. The subsistence allowance will begin on the date that the Cadet enters the first term of college work under the scholarship contract or on the date the Cadet meets all requirements for and is appointed as a scholarship Cadet, whichever is later. In no event, will a scholarship student receive an allowance for more than 10 months (2 semesters/3 quarters) in any academic school year. A subsistence allowance will not be paid for more than 20 months (4 semesters/6 quarters) in the basic course and 20 months (4 semesters/6 quarters) in the advanced course. An additional 10 months (2 semesters/3 quarters) of subsistence allowance may be authorized to scholarship Cadets who have an approved extension of scholarship benefits. See chapter 7 for further guidance on Cadet entitlements.

## **6–8. Extended financial assistance**

*a.* The CG, USACC may approve the extension of financial assistance (and subsistence allowance) payments for scholarship Cadets enrolled in baccalaureate programs, that require a 5th academic year or a combination of a part of a 5th academic year and summer sessions.

*b.* Extended benefits may be approved when—

(1) The average length of enrollment time required by all students to complete a particular program at a specified institution exceeds 4 years, 8 semesters, or 12 quarters.

(2) The amount of academic credit granted SROTC courses toward degree requirements in a particular program at a specified institution increases the course load beyond 4 years, 8 semesters, or 12 quarters.

(3) Validated personnel requirements for accessing graduates with specified degrees exceeding 4 years, 8 semesters, or 12 quarters.

*c.* Extended entitlements may be approved for—

(1) Courses required for a baccalaureate degree that has been approved for extended entitlements, to include the costs of SROTC courses.

(2) On a case-by-case basis for non-scholarship Cadets and for Cadets with 4-year scholarships in progress.

*d.* Extended entitlements will not be approved for—

(1) Courses other than those required to complete a baccalaureate degree that has been approved for extended entitlements, and SROTC courses.

(2) Taking extra courses to acquire particular warfare skills or to qualify for specific military career specialties.

(3) Students who require extra course work because of academic deficiency or failure.

(4) Creation of a 5-year scholarship as such, except in the unusual circumstances whereby an institution prescribes a 5-year baccalaureate degree requirement for a program that also meets the criteria in paragraph 6–8*a*.

*e.* The CG, USACC will ensure that students who accept extended scholarship entitlements execute amended contracts that extend their active duty service commitment for a period of time equivalent to the length of the entitlement extension.

## **Section II**

### **Administrative Suspension and Loss of Scholarship**

## **6–9. Administrative suspension**

*a.* A PMS must determine if the academic, military, and/or personal performance or conduct of a scholarship Cadet is sufficient to justify the payment of tuition, books, and fees. In the absence of extenuating circumstances, scholarship Cadets who fail to meet the retention standards will be immediately placed on administrative suspension and their scholarship benefits suspended.

*b.* Administrative suspension is appropriate for, but not limited to, the following situations—

(1) Cadet fails to successfully complete a current Army Fitness Test.

(2) Cadet fails to meet the height and weight standards of AR 600–9.

(3) Cadet fails to maintain required academic/SROTC GPA standards.

(4) Cadet fails to maintain full-time academic status, as determined by the institution.

(5) Cadet fails to make sufficient progress in academic program to complete required studies by the projected graduation date (in the absence of extenuating circumstances).

(6) Cadet misconduct or minor infractions that are less than that for which disenrollment actions would be the only proper response.

(7) Cadet pending decision of request for scholarship termination or of request for retention waiver (for example, civil conviction, and so forth).

(8) Cadet pending disenrollment procedures if the PMS believes it is warranted to allow Cadet to stay academically on track in SROTC.

c. Suspended benefits may be restored or forfeited as follows:

(1) If the Cadet is able to correct the deficiency that resulted in the administrative suspension, within the same school term, the suspension may be lifted and scholarship benefits paid for that term. The Cadet must be in full compliance with this regulation and the terms of his or her contract by the last day of the school term in which the suspension was administered.

(2) Retroactive payments of scholarship benefits, for Cadets who subsequently correct deficiencies after the school term ends, may be approved by CG, USACC.

(3) The PMS will review and evaluate each scholarship Cadet's overall performance at the end of every school term to determine the necessity of imposing administrative suspension, requesting scholarship termination, or initiating disenrollment. Cadets placed on administrative suspension during an end-of-term review are not authorized scholarship benefits for the following full term.

d. Cadets placed on administrative suspension will be notified in writing that—

(1) Scholarship benefits are being withheld/forfeited, the reasons for the decision to impose administrative suspension, and the specific school term for which benefits will be withheld;

(2) They must continue to participate in the SROTC program;

(3) Subsistence allowance will continue to be paid; and

(4) Failure to correct the deficiency that resulted in the imposition of administrative suspension will result in the continued forfeiture of scholarship benefits, and could result in the termination of the Cadet's scholarship, or the initiation of disenrollment action.

## **6–10. Termination of scholarship benefits**

a. Scholarship benefits may be terminated if a Cadet fails to maintain retention standards, such as medical fitness, poor academics, or performance. If probation (see para 5–4) and/or remedial training have proven ineffective the scholarship benefits will be terminated. A Cadet whose scholarship benefits are terminated may be retained without benefits under their scholarship contract provided the Cadet meets retention standards; disenrollment is not required or advisable in every case. A former scholarship Cadet is not required to reimburse scholarship funds previously received if the Cadet successfully completes the SROTC program and accepts an offered commission. Former scholarship Cadets who are not retained will be processed for disenrollment in accordance with chapter 10.

b. The CG, USACC is the approval authority for termination of scholarship benefits. A PMS or brigade commander may recommend the termination of a scholarship (and disenrollment, if appropriate) for any of the reasons listed in paragraph 10–2.

(1) Four-year High School Scholarship Program Cadets may self-terminate and be disenrolled prior to reporting/attending any portion of the military science class at the beginning of the MSL II year. Termination of scholarship benefits with retention of MSL I Cadets, may render the Cadet obligated for MSL I benefits paid, upon attendance in an MSL II class, if not disenrolled in conjunction with the termination.

(2) RA enlisted Soldiers who were discharged before the end of their enlistment agreement, in accordance with the provisions of AR 635–200, to accept a SROTC 4-year scholarship are not authorized to self-terminate.

(3) A G2G scholarship Cadet may request, in writing, during the MSL I year, to terminate their scholarship status and be returned to active duty in the RA, in response to personal hardship that developed subsequent to discharge from active duty.

(a) The PMS will appoint a commanders inquiry to determine if the request meets the hardship standards of AR 635–200 and attach the report as an enclosure to the PMS' endorsement of the request. The CG, USACC may approve the request, provided the transfer to active duty in the RA is for a term of years not less than the number of years that remain in the enlistment contract in effect at the time of discharge (a minimum of 2 years if no remaining MSO at time of entry back on active duty). The Cadet must meet all reenlistment eligibility requirements to be eligible for active duty.

(b) Prior to the transfer to active duty, USACC will coordinate with HRC, Enlisted Personnel Management Directorate, Force Alignment Branch, to obtain a grade determination and assignment.



## Section III

### Scholarship Programs Overview

#### 6–11. High School Scholarship Program

*a.* The High School Scholarship Program consists of 4–year scholarships and 3–year Advanced Designee scholarships. The purpose of the program is to provide financial assistance for quality students who have achieved academic excellence and demonstrated leadership potential. It provides the basis to attract quality academic disciplines in order to provide qualified officers for the U.S. Army.

*b.* Applicants for this program must meet all eligibility requirements as stated in paragraph 6–3 and compete through a national selection process. The selection process reviews the applicants' credentials and makes a determination based on the applicants' military potential, personal factors, athletic participation, and scholastic abilities.

#### 6–12. Military Junior College 2+2 Program

*a.* The Military Junior College (MJC) scholarship program is a 2–year scholarship program specifically designated for applicants who attend a participating MJC. It is designed to provide the Army a commissioning source of officers through the ECP. Applicants who participate in this program upon completion of their Associates Degree are commissioned in the RC. A MJC Cadet must submit and have approved any Guaranteed Reserve Forces Duty (GRFD) revocation prior to graduating from the MJC (see paragraph 6–14 for requests to revoke GRFD contract endorsement if applicable).

*b.* Applicants for this program must meet all eligibility requirements as stated in paragraph 6–3 and be eligible for commissioning through the ECP as a second lieutenant in the RC. Upon commissioning ECP lieutenants are required to complete their baccalaureate degree within 36 months.

*c.* The MJC 2+2 Program is a subset of both the High School Scholarship Program and College Scholarship Program. Applicants for this program must meet all eligibility requirements as stated in paragraph 6–3. This program is open to high school seniors requiring 4 years to complete degree requirements or current participating MJC freshman enrolled in ROTC. Students attend the first 2 years at a designated MJC and attend the last 2 years at a designated 4-year college associated with the MJC under this program.

#### 6–13. College Scholarship Program

*a.* The College Scholarship Program consists of 4–year, 3½–year, 3–year Advanced Designees, 3–year, 2½–year, 2–year Advanced Designees, 2–year undergraduate degree scholarships and 2–year graduate degree scholarships. Scholarships cannot be awarded to students with academic plans that cross from undergraduate to graduate programs.

*b.* Applicants for this program must meet all eligibility requirements as stated in paragraph 6–3. The purpose of the program is to provide financial assistance for quality students who are already enrolled in a baccalaureate degree producing college or university. Applicants for this scholarship program are selected through the local ROTC program. The selection process reviews the applicants' credentials and makes a determination based on the applicants' military potential, personal factors, athletic participation, and scholastic abilities.

#### 6–14. Guaranteed Reserve Forces Duty Scholarship Program

*a.* The GRFD Scholarship Program consists of 4–year, 3–year Advanced Designees, 3–year, 2½–year and 2–year scholarships. It is designed to attract Cadets who are interested in obtaining a commission in the ARNG or the USAR.

*b.* The GRFD Scholarship Program allows Cadets to make a statement of early individual preference for Reserve Forces Duty (RFD). Those who satisfactorily participate are guaranteed to receive an RFD duty assignment during the accession process. Non-scholarship or scholarship Cadets at MJC may request to revoke their GRFD contract endorsement and compete for active duty during the accession process. CG, USACC is the approval authority, subject to delegation by the SECARMY. Use of this program will enable the Army ROTC program to continue to meet its active duty requirements while providing officers for the RCs.

*c.* Since the intent of the GRFD Program is to encourage interest in the RCs, satisfactory participation in the SMP is required of all GRFD Cadets.

*d.* A Cadet not originally subject to a GRFD contract endorsement can request a GRFD contract endorsement at any time prior to the MSL IV year. CG, USACC is the approval authority, subject to delegation by the SECARMY.

## Section IV

### Contracting and Enlistment—Scholarship Cadets

#### 6–15. Eligibility

To be eligible to contract as an Army SROTC scholarship Cadet, the student must meet the following requirements (10 USC 2107 or 10 USC 2107a):

- a. Be a citizen or national of the United States.
- b. Enlist in the ARNG or USAR by completing DD Form 4 for a period of 8 years.
- c. Be at least 17 years old at the time of contracting as a scholarship Cadet.
- d. Be under 31 years of age on 31 December of the calendar year in which eligible for appointment as a commissioned officer.
- e. Sign a contract that meets the requirements of 10 USC 2005, and either 10 USC 2107 or 10 USC 2107a, depending upon the scholarship program offered to the student.
- f. Execute the loyalty oath at 5 USC 3331.
- g. Be medically qualified in accordance with AR 40–501.

#### 6–16. Contracting and enlistment

- a. The PMS or APMS and students selected for a SROTC scholarship will execute DA Form 597–3; parental consent is required for students under the age of 18. Depending upon the particular scholarship program, additional endorsements may be required. Contractor personnel are not authorized to sign DA Form 597–3 or DD Form 4.
- b. Except for students who previously contracted in the SROTC program as non-scholarship Cadets, and those Cadets who have contracted as SMP participants under a GRFD Scholarship, all must execute DD Form 4. PMS or APMS will countersign and date the DD Form 4.
- c. Except for SMP participants under GRFD Scholarships, students who are members of the ARNG or USAR must obtain a conditional release (DD Form 368 (Request for Conditional Release)) prior to acceptance of a scholarship. In order to contract as a scholarship Cadet in the SROTC program, the Cadet must be discharged from their current enlistment agreement and then enlist in the USAR Control Group (ROTC) in the grade of Cadet. The PMS will provide the appropriate State Adjutant General or USAR commander with a copy of the DD Form 4 agreement as soon as possible after enrollment. Upon receipt of the copy of the SROTC enlistment agreement, the proper authority cited in AR 135–178, will issue the discharge.

## Section V

### Leaves of Absence

#### 6–17. Non-medical leave of absence (Scholarship)

- a. An LOA is used to temporarily discontinue a Cadet's participation in SROTC. Cadets on LOA will not be allowed to participate in any SROTC training, nor will they be required to attend formations, ACFTs, weigh-ins, or other SROTC activities. A Cadet who is absent from any part of mandatory military instruction will be required to make up the instruction missed before receiving credit toward completion of either the Basic or Advanced Course.
- b. The CG, USACC will develop procedures for the consideration and approval of requests for LOA, approval authority may be delegated as necessary. In general, an LOA may be granted or directed for one or more of the following reasons:
  - (1) Administrative suspension is not the appropriate course of action.
  - (2) A Cadet needs more than the normal required time to devote to studies to complete degree requirements.
  - (3) The normal period for degree requirements is extended because of minor academic deficiencies, addition of another course, or similar reasons.
  - (4) A Cadet enrolls in an academic curriculum requiring 5 years for completion.
  - (5) A Cadet indicates an insincere commitment to military science.
  - (6) A Cadet is pending administrative action (for example, disenrollment or scholarship termination).
  - (7) To obtain academic and military alignment.
  - (8) When the CG, USACC determines that an LOA is in the best interest of the Cadet and the SROTC program.
- c. Any request for LOA will require a review of the Cadet's continued eligibility for appointment. A Cadet who requests an LOA or extends their period of enrollment beyond the 8-year period of enlistment must voluntarily extend their enlistment by an amount of time equal to the extended enrollment or LOA.

*d.* No scholarship entitlement or subsistence allowance is paid to, or on behalf of, a Cadet while in a LOA status. However, an LOA will not affect the period of a scholarship.

## **Chapter 7**

### **Resource Management, Claims, and Miscellaneous Entitlements**

#### **Section I**

#### **Cadet Subsistence and Pay Entitlements**

##### **7-1. Travel allowances**

Authorization for travel allowances for ROTC Cadets is governed by DoD FMR, Volume 7A and the Joint Travel Regulations (JTR).

##### **7-2. Subsistence allowance for contracted Cadets**

*a.* Contracted Cadets are entitled to a monthly subsistence allowance, authorized by the DoD FMR, Volume 7A. Contracted, non-scholarship (MSL II to MSL IV) entitlement begins on the day the contracted Cadet commences training, which is the effective date of enrollment indicated on the contract (DA Form 597, Part IV). MSL III non-scholarship Cadets authorized to conditionally contract (see para 3-5) must have their conditional status resolved within 12 months from the conditional contract date during the MSL III year in order to receive retroactive subsistence allowance. Scholarship Cadets (MSL I to MSL IV) entitlement to subsistence allowance is effective with the date of the contract (DA Form 597-3). Scholarship Cadets are not authorized to conditionally contract.

(1) In no event will a scholarship Cadet receive an allowance for more than 10 months (2 semesters/3 quarters) during the basic course enrollment each school year.

(2) The subsistence allowance for contracted non-scholarship, Basic Course, MSL II Cadets will continue uninterrupted (except for periods of field training and LOAs), for a maximum of 10 months (2 semesters/3 quarters), based on the academic school year.

(3) The subsistence allowance for Advanced Course, MSL III and MSL IV Cadets, will continue uninterrupted (except for periods of field training and LOAs), for a maximum of 10 months each academic school year (2 semesters/3 quarters), for a cumulative benefit period of not more than 20 months (4 semesters/6 quarters), or until the Cadet has met all requirements for commissioning (whichever occurs first).

*b.* A conditionally contracted student, participating in SROTC pending approval of a waiver or other enrollment requirement criteria which has not been finally determined, is not entitled to subsistence allowance until such time as he or she becomes fully qualified and is contracted. However, conditional students (MSL III) may be entitled to retroactive subsistence allowance upon contracting; qualified Cadets are authorized pay from the effective date of enrollment on the SROTC contract.

*c.* Enlisted Soldiers of the ARNG or USAR, who are accepted as SMP Cadets, are entitled to subsistence allowance commencing with the effective date of their SROTC contract; not the date of enrollment in an SROTC class. SMP participants are not entitled to retroactive subsistence allowance.

*d.* Cadets enrolled in either work study (cooperative) or foreign study programs may continue to earn academic credit and receive subsistence allowance during the period they are away from school, provided they complete other SROTC coursework as directed by the PMS (for example, approved on-line or extension coursework). However, if the Cadet is placed on LOA to maintain academic and military alignment, subsistence allowance will be temporarily discontinued and no allowance will be accrued during the LOA period.

*e.* The CG, USACC may approve extended subsistence entitlements for an additional 10 months (2 semesters/3 quarters), on a case-by-case basis, for Cadets enrolled in approved baccalaureate degree programs that require a fifth academic year. Approved extended subsistence will be paid continuously from the end of the MSL IV year, not to exceed an additional 10 months.

##### **7-3. Subsistence during summer training**

*a.* The Army Field Feeding System (see AR 30-22 and DA Pam 30-22) governs the subsistence of ROTC Cadets, including advanced camp and non-contracted students, who attend basic camp. A supplemental food allowance may be authorized for SROTC Cadets attending summer training in accordance with AR 30-22.

*b.* Subsistence for Cadets participating in Cadet Troop Leader Training (CTLT), or while attending CPDT schools and activities (other than observations and visits), will be provided by the supporting installation.

#### **7-4. Pay while attending training**

- a.* Cadet pay entitlements are as specified in DoD FMR, Volume 7A, Chapter 1, and DoD FMR, Volume 7A.
- b.* To qualify for pay entitlement, training must be at least 4 weeks in duration. Cadet summer training (CST) assignments immediately following advanced camp entitles a Cadet to pay for the entire training period. Cadets will be paid for the portion of the training completed unless due to the Cadet's own misconduct. Approval authority for exceptions is CG, USACC.

## **Section II**

### **Cadet Travel**

#### **7-5. Travel in conjunction with training**

- a.* Advanced course Cadets or designated applicants for membership in ROTC are authorized transportation between home of record or SROTC program or school and the training site, and return to either home or SROTC program or school. Travel is authorized for CPDT or CST.
- b.* Non-scholarship Cadets are not authorized per diem in accordance with the JTR, Chapter 3, paragraph 032402(b) and 10 USC 2104 (53 Comp. Gen 957 (1974)).
- c.* Cadets who attend CPDT/CST are authorized reimbursement for travel expenses in accordance with JTR, Appendix G from home of record or SROTC program or school to the training site, and return to the place of departure.
  - (1) Cadet travel vouchers for travel settlements are completed by the SROTC program or school human resource assistant at close of CPDT/CST. Cadets who are dismissed or who voluntarily withdraw from training should meet with their program or school human resource assistant as soon as possible to complete their CPDT/CST travel vouchers. Travel advances are not authorized for CPDT/CST unless Cadet is participating in a U.S. Army Corps of Engineer Internship or on a case-by-case basis for the Nursing Student Training Program Interns.
  - (2) Cadets released due to physical disqualification should meet with their program or school human resource technician as soon as possible to complete their CPDT/CST travel vouchers.
- d.* Orders directing OCONUS travel (see AR 600-8-105) will cite the appropriate accounting classification and include in the additional instructions that a Cadet who is delayed, awaiting further transportation at the airport, will be furnished quarters.
  - (1) OCONUS travel arrangements must be coordinated with—
    - (a)* Commander, Port of Embarkation, from which air or water transportation is to be furnished.
    - (b)* Transportation officer of the nearest military post, camp, or station.
    - (c)* U.S. Military Attaché in the country of residence.
  - (2) If Government travel from OCONUS is not available, a statement to that effect must be secured from the transportation officer where the request was made. The statement of nonavailability will be submitted, in addition to receipts for commercial transportation, when filing for reimbursement. Travel pay for necessary land transportation performed at personal expense will be in accordance with JTR.
- e.* If, at the end of a training cycle or course, a student is hospitalized in a location other than the training site, enroute transportation and per diem expenses must be allowed for return travel to the home of record or SROTC program or school from which the Cadet departed for training. Return travel may be from the interruption point or other point where the per diem allowance was continued.
- f.* Reimbursement for lodging and meal expenses at a point of delay is authorized for a SROTC Cadet when traveling to and from CPDT/CST and the Cadet is delayed through no personal fault at a location where no Government quarters or Government dining facility or mess are available.
- g.* In addition to paragraph 7-5a, SROTC Advanced Training member or designated applicant for membership in the SROTC program may be furnished transportation and subsistence, or paid mileage (see JTR 7375-B(3) and JTR 7375-B(4)) for travel to and from installations for medical or other examinations.
- h.* Requests for travel exceptions will be submitted to the CG, USACC. Approval authority may be delegated to the brigade commanders responsible for specific CPDT/CST events, for Cadets traveling to and from those respective training sites.
- i.* ROTC Cadets participating in CPDT may be voluntarily ordered to ADT under provisions of 10 USC 2104, 10 USC 2107, or 10 USC 2109 with the grade of Cadet. Pay and allowances will be as provided by DoD FMR Volume 7A.

## **7-6. Miscellaneous travel entitlements**

*a.* Advanced Course and scholarship Cadets are eligible for space available travel within the continental United States, Alaska, Hawaii, and other U.S. territories, on Defense Business Operations Fund – Transportation (DBOF–T) aircraft. Travel is authorized during periods when school is not in session. Cadets must travel in uniform and have both common access card and DD Form 1853 (Verification of Reserve Status for Travel Eligibility) in their possession (see DoDI 4515.13). Cadets will be authorized space available travel, but will not compete for available space with other eligible travelers; they should be encouraged to travel by means of commercial modes of transportation.

*b.* Students who travel to an educational institution to accept an appointment as a Cadet in a Financial Assistance Program (Scholarship) are authorized a onetime reimbursement of travel expenses to and from their Home of Record. Those qualifying include 4-year scholarship Cadets, G2G scholarship Cadets, and MJC scholarship recipients who are traveling to an MJC for the first time. If the one time travel expense is not used to accept an appointment as a Cadet, then it can be used upon commissioning, scholarship Cadets who are not immediately ordered to active duty, or who do not remain at the school as either a student or gold bar recruiter, may be entitled to use the one time travel allowance to travel to their home of record.

## **Section III**

### **Health Care and Medical Treatment**

## **7-7. Medical treatment**

*a.* A Cadet who is injured or becomes ill, where the injury or illness is not a result of the student's participation in any authorized and supervised training or other activities that are part of, or sponsored by, the Army or SROTC program, must use his or her own private insurance, or pay "out of pocket" for routine or emergency health care. There is no Army fulltime health care entitlement by virtue of the student's status as a Cadet.

*b.* Cadets and Civilian participants (for example, university students/prospective Cadets) in Army-sponsored sports, recreational, educational, or training activities, who are injured or become ill as a result of such participation, may be furnished inpatient and outpatient medical care without charge, except for subsistence when hospitalized (see AR 40-400). Cadets may also be given medical examinations and immunizations deemed necessary by the military treatment facility commander. Hospitalization will be provided on a temporary basis until other medical care can be arranged. Follow-on care in a military treatment facility is not authorized for Cadets or applicants for membership (other than for those individuals enrolled in the Defense Enrollment Eligibility Reporting System). Subsequent treatment must be pre-authorized, and obtained from civilian physicians or medical facilities, through the initiation of a claim or authorization form as described in paragraph 8-12.

*c.* A Cadet (to include members enrolled under the provisions of 10 USC 2103) or designated applicant for membership who suffers an injury, disease, or illness, in the line of duty, while engaged in practical military training or CPDT or while attending basic camp or a similar CST course, or while performing authorized travel to or from the training site, may receive medical care in an Army military treatment facility (see AR 40-400).

*d.* Cadets and applicants for membership in the SROTC program who suffer illness, injury, disability, or death, contracted in the line of duty, while engaged in USACC-approved and supervised training or while performing authorized travel to or from the training site, may be eligible to receive compensation or medical care coverage from either the Department of Labor (DOL) (Federal Employees' Compensation Act administered through the Office of Workers' Compensation Programs) (see 5 USC 8140), or the Department of Veterans Affairs (VA) (see 38 USC 101), or both. Line of duty determination on DA Form 2173 (Statement of Medical Examination and Duty Status) in accordance with AR 600-8-4 must be completed promptly upon report by Cadet or applicant, or medical/legal documentation is obtained indicating potential line of duty determination is required.

*e.* Line of duty investigations, formal or informal, will be conducted as required, and in accordance with AR 600-8-4.

## **7-8. Medical care – not in line of duty**

Cadets and applicants for membership in the SROTC program may be treated for an injury or disease not occurring "in the line of duty" only in Army medical treatment facilities and only under the following circumstances:

*a.* While attending CPDT, basic camp, or advanced camp a Cadet may be admitted to Army medical treatment facilities at no personal expense.

*b.* A Cadet participating in CPDT, basic camp, or advanced camp may be retained in, or admitted to, an Army medical treatment facility under the following conditions:

(1) He or she is hospitalized at the conclusion of the basic camp or advanced camp cycle, or prior to the Cadet's departure from CPDT, basic camp, or advanced camp.

(2) He or she is in need of hospitalization because of a disability incurred "not in the line of duty" and is medically unable to withstand transportation home or to a civilian treatment facility.

c. Billing for care provided in paragraph 7–7 will be at the appropriate pay-patient rate. The medical treatment facility concerned will collect the amount due from the Cadet-patient.

d. Cadets and applicants for membership in the SROTC program who require hospitalization for a prolonged period will be transferred to a civilian medical facility as soon as they become medically transportable.

### **7–9. Sources of medical care**

Injured or ill Cadets and applicants for membership in the SROTC program, eligible to receive medical treatment, are authorized medical care from the following sources:

a. The U.S. Public Health Service hospitals or physicians, where available.

b. Army, Navy, Air Force, or VA medical treatment facilities subject to the availability of space, facilities, and the capabilities of the professional staff.

### **7–10. Claims for injury, illness, disability, or death**

Claims for injury, illness, disability, or death incurred or contracted must be processed through the DOL and/or the VA. Claims are predicated on the individual's participation in SROTC sponsored and supervised training and includes travel to or from the training site. In general, claims for temporary injuries, disease, or illness should be submitted to the DOL and claims for permanent disability or death should be submitted to the VA. The PMS will provide assistance to Cadets and applicants for membership in the SROTC program in obtaining supporting documentation and in the preparation and submission of claim forms. Appropriate assistance includes, but is not limited to, copies of medical records, accident/illness reports, orders, training schedules, and line of duty determinations.

a. DOL claims. Information regarding the submission and processing of injury or illness claims may be found in DOL Office of Workers' Compensation Programs (Questions and Answers about the Federal Employees' Compensation Act) available at <https://www.dol.gov/agencies/owcp/feca/fec-faq> and CA–810 available at <https://www.dol.gov/agencies/owcp/dfec/reg-library>.

b. VA claims. Claims for compensation of disability or death cases may be submitted by the Cadet or applicant for membership in the SROTC program, or an authorized agent, using VA Form 21–526EZ (Application for Compensation and Related Compensation Benefits) at <https://www.va.gov/find-forms/>.

## **Section IV**

### **Insurance and Casualty Entitlements**

#### **7–11. Casualty reporting**

a. A "casualty," within the scope of this section, is defined as a Cadet, student, or applicant for membership in SROTC, who dies, is injured, or becomes ill, as a result of performing authorized and supervised training, or travel to or from the place of such training.

b. Under the supervision of TRADOC, USACC will prepare and submit a casualty report when any of the personnel identified in paragraph 7–11a become a casualty. The Casualty Assistance Center having responsibility for the geographical area in which the primary next of kin resides will appoint a casualty assistance officer. Further policies and procedures regarding the Army Casualty Program can be found in AR 638–8.

c. A Line of Duty Report of Investigation will be prepared, as required, in accordance with AR 600–8–4.

#### **7–12. Servicemembers' Group Life Insurance**

a. Servicemembers' Group Life Insurance is a group, term, life insurance policy, purchased by the VA from a commercial life insurance company and available to Cadets while attending field training.

b. Additional information may be found in the Servicemembers' and Veterans' Group Life Insurance Handbook, available at [https://www.benefits.va.gov/insurance/resources\\_handbook\\_ins.asp](https://www.benefits.va.gov/insurance/resources_handbook_ins.asp), or the Office of Servicemember's Group Life Insurance at <https://www.benefits.va.gov/insurance/>, or by calling a benefits counselor at 800–419–1473.

### **7–13. Recovery, preparation, and burial**

*a.* If a Cadet, or applicant for membership, dies while performing authorized and supervised training, or while performing travel to or from a location where training is to be performed, the Army will assume responsibilities as listed in AR 638–2.

*b.* In addition to the benefits identified in 7–13*a*, a Cadet who dies while attending CPDT, basic camp, or advanced camp while performing travel to or from the training site, or while hospitalized or undergoing treatment at the expense of the United States for injury or disease contracted or incurred under honorable conditions while engaged in one of those activities, may be authorized VA burial benefits, available at <https://benefits.va.gov/benefits/>.

### **7–14. Payments on behalf of deceased Cadets and applicants for membership**

AR 638–8 establishes policies and procedures for deceased Cadets; a Cadet’s beneficiary may be eligible for a death gratuity and/or the unpaid allowances of a deceased Cadet (see DoD FMR 7000.14–R, Volume 7A). Information concerning VA benefits that may be available to survivors can be found at <https://www.va.gov/family-member-benefits/>.

## **Chapter 8**

### **Cadet Uniforms and Awards**

#### **Section I**

##### **General**

#### **8–1. Duties**

- a.* The DCS, G–1 will—
- (1) Prescribe the standard uniform items (Basic and Advanced Course) in quantities authorized to be issued.
  - (2) Develop the commutation rate based upon approved military clothing issue items.
  - (3) Submit estimated rates of commutation for the forthcoming FY (Basic Course and Advanced Course Cadets), by gender and course, to the USD (P&R), no later than 31 May each year.
- b.* The CG, USACC will—
- (1) Establish policies and procedures to ensure that requisitions of authorized CTA 50–900 do not result in inventory excesses beyond those authorized by AR 700–84.
  - (2) Assist the DCS, G–1 with the estimation of annual commutation rates.
  - (3) Prescribe policies and procedures for the procurement, issue, and wear of Cadet insignia, awards, badges, and decorations that are not in contravention with existing law or policy.

#### **8–2. Authority**

Unless otherwise specified by the CG, USACC, all Cadets and authorized alien students enrolled in SROTC may be furnished an issue-in-kind or Cadet-type-uniform (see CTA 50–900 and 10 USC 2110(a)(2)).

#### **8–3. Authorized uniforms**

The following uniforms are authorized for wear by SROTC Cadets:

- a. Issue-type uniform.* The issue-in-kind uniform is identical to that issued to enlisted Soldiers, or is so similar in design and fabric that one cannot be distinguished from the other.
- b. Cadet-type uniform.* Schools that are authorized commutation in lieu of issue-in-kind uniforms may adopt a uniform of any design or color, provided there is no conflict with any existing provision of law or regulation.
- c. Uniforms used by Cadets who participate in the Simultaneous Membership Program.* SROTC programs will not issue additional clothing items and equipment to Cadets assigned to the SMP program. The RC unit to which the SMP Cadet is assigned will issue any required clothing items and equipment in accordance with CTA 50–900. This does not apply to clothing items worn as outer garments to which the ROTC shoulder sleeve insignia has been, or will be, sewn.

#### **Section II**

##### **Issue-in-Kind and Commutation**

#### **8–4. Issue-in-kind uniforms**

- a.* CTA 50–900 prescribes the SROTC authorized allowance for issue-in-kind uniforms to Cadets.

- b.* AR 700–84 prescribes requisitioning procedures.
- c.* Conditional Cadets are authorized to purchase the Army Service Uniform or utility uniform, or may have uniforms purchased for them by the school.
- d.* On receipt of a pregnancy profile, the PMS may authorize on behalf of the Cadet the purchase of one maternity service uniform, and one improved maternity work uniform per pregnant Cadet.

#### **8–5. Care and maintenance of issued uniforms**

- a.* The cleaning and restoration of issue-in-kind uniforms, alterations (for example, sleeve and trouser lengths or minor changes in waist measurements) and the sewing of authorized embellishments (for example, distinctive USACC and institutional shoulder sleeve insignia) will be completed prior to issue or reissue to the Cadet.
- b.* Cadets typically are responsible for the cleaning costs and normal maintenance of uniforms and footwear in their possession. However, they will not normally be required to clean the uniform for turn-in. Cadets are not responsible for the costs of repair and restoration caused by fair wear and tear.

#### **8–6. Issue and sale of footwear and purchase of personal clothing items**

Uniform items issued to the institution (issue-in-kind) are Government property and may not be retained by Cadets, except as authorized by AR 700–84.

- a.* Cadets who fail to complete the first school year of either the basic or advanced courses will be given an opportunity to purchase leather footwear at 50 percent of the current sales price. Cadets not desiring to retain the shoes or boots issued will turn them in with all other clothing.
- b.* Cadets may purchase the SROTC authorized allowance of personal clothing items, less shoes and “recoverable” items, which have been used for 2 school years, at 50 percent of the current sales price. This provision also applies to Cadets who are to be commissioned through the ECP, or who have completed MSL IV within 90 days of the expected commissioning date.

#### **8–7. Commutation in lieu of issue-in-kind uniforms**

“Commutation in lieu of issue-in-kind” is a monetary payment that the Government makes, in lieu of providing issue-in-kind uniforms, to Cadets enrolled in SROTC at schools that either provide a Cadet-type uniform or purchase issue-type uniforms from the Army or other commercial sources.

- a.* Institutions currently qualified and approved by DoD are listed in AR 700–84. To apply for commutation in lieu of issue-in-kind uniforms, a school must follow the procedures listed in AR 700–84.
- b.* Only those members of the Corps of Cadets who are enrolled in SROTC at the host school, for the purpose of obtaining a commission as an officer in the Armed Forces of the United States, will be entitled to commutation in lieu of issue-in-kind uniforms. Students not eligible for commutation include those listed in AR 700–84.
- c.* All uniforms purchased with commutation funds become the personal property of the Cadet. Cadets may be required by the school to pay any costs in excess of the amount the Cadet receives from the Government to purchase uniforms.
- d.* Payment of commutation funds to Basic Course Cadets will be made after an initial probationary period (Payment will be made to Cadets enrolled in the 2d Semester/Quarter). During the probationary period, Cadets must—
  - (1) Sign a statement of understanding that outlines probationary period requirements;
  - (2) Complete required enrollment forms;
  - (3) Successfully complete an enrollment screening interview; and
  - (4) Successfully pass the ACFT.

#### **8–8. Determination of commutation rates**

- a.* Commutation for military colleges is based upon approved military clothing issue items. Uniform issue allowances will consider dress, duty (daily and seasonal), and athletic uniforms, including insignia, outer garments, and accessories, plus a consideration (not to exceed \$100.00 per Cadet) for alterations and maintenance. The commutation rate will be based on the actual 4–year cost of the uniform issuance at each military college, but will not exceed an amount equal to three times the value of a basic or advanced Cadet uniform issue at non-military schools, based upon approved military clothing issue item prices as published annually by the Defense Logistics Agency.
- b.* The USD (P&R) publishes maximum commutation rates annually.



## Section III

### Uniform and Insignia

#### 8–9. Wear of the uniform

Unless otherwise specified by the CG, USACC, wear and appearance of the uniform will be as stated in AR 670–1.

*a.* The Army SROTC uniform will not be worn outside of the United States and its possessions, except by Cadets ordered to CPDT OCONUS. If a Combatant Command requires other uniforms for CPDT participants the requiring Combatant Command will resource uniform items.

*b.* SROTC Cadets may wear the issue uniform within the United States and its possessions when—

- (1) Assembled for the purpose of military instruction.
- (2) Engaged in the military instruction of a Cadet Corps or similar organization.
- (3) Traveling to and from the school where enrolled.
- (4) Visiting a military station for participation in orientation, training, or field exercises.
- (5) At other functions authorized by the PMS.

*c.* Cadets will wear the current uniform as prescribed in accordance with AR 670–1. Cadets participating in the SMP Program, while performing duties with their reserve unit will follow local commander's guidance.

#### 8–10. Uniform insignia and badges authorized for wear

*a.* Only insignia prescribed by the CG, USACC, or approved in writing by The Institute of Heraldry, are authorized for wear on the SROTC uniform.

*b.* The Institute of Heraldry is available to design a distinctive shoulder sleeve and shoulder loop insignia (metal and enamel type). The PMS should direct requests regarding distinctive insignia (including questions about proper wear) through the proper ROTC brigade and the CG, USACC, to The Institute of Heraldry, 9325 Gunston Road, Room S–112, Fort Belvoir, VA 22060–5579. Additional information is available online at <https://tioh.army.mil/>.

*c.* Insignia and uniforms purchased by the school or the Cadet must be acquired from sources that sell items manufactured according to Army specification. The Institute of Heraldry can provide a current list of certified manufacturers.

#### 8–11. Purchase of optional wear items

The CG, USACC, may authorize the wear of optional uniform items in accordance with AR 670–1. Purchase of optional items with appropriated funds will be as directed by the CG, USACC.

#### 8–12. Use of the Army Military Clothing Sales Store

Contracted Cadets, prior to 90 days of anticipated date of commissioning, may purchase from the Army Military Clothing Sales Store at their own expense, clothing and individual equipment items for wear and use by the individual purchaser. Authority to purchase will be through a memorandum from the PMS to the manager of the Army Military Clothing Sales Store, identifying each authorized Cadet, by name.

#### 8–13. Cadet awards, badges, and decorations

CG, USACC will prescribe requirements and publish guidance for the selection, award, precedence, and wear of Cadet Awards, badges, and decorations. The prescribing authority for all DA forms used as awards or certificates is DA Pam 145–2.

## Chapter 9 Training

### Section I

#### On-Campus and Off-Campus

##### 9–1. Mission

*a.* To develop leaders through a comprehensive program of on- and off-campus training and education.

*b.* BOLC A is the pre-commissioning training phase of the overall BOLC program. Cadets who complete the curriculum requirements of the Basic Course (MSL I and MSL II) and Advanced Course (MSL III and MSL IV) and commission will later attend BOLC B which is branch-specific officer training prior to their first duty assignment or station.

## **9–2. Senior Reserve Officers' Training Corps Leader Education and Training Curriculum**

*a.* The SROTC Curriculum will be sequential and progressive and will incorporate a variety of adult learning models and methods of instruction in order to meet course objectives for each of the MSL courses in the Basic and Advanced Course.

*b.* The SROTC Curriculum will be distributed and managed by means of a web-based platform and by distance learning.

*c.* The SROTC Curriculum will consist of on-campus classroom instruction and leadership labs. Cadets will apply doctrine and theory learned in the classroom to hands-on practicum during leadership labs and periodic training exercises to develop leadership and critical thinking skills.

*d.* The SROTC Curriculum provides Cadets with multiple opportunities for leader development and leadership assessment through implementation of the SROTC Leadership Development Program.

*e.* The SROTC Curriculum meet the following requirements:

(1) Meet BOLC A course requirements in accordance with the approved BOLC Common Core Task List.

(2) Curriculum materials will be academically rigorous and submitted as a component of the Host unit academic accreditation program.

(3) Course learning objectives will be sequential and progressive over the 4-year program and designed to collectively meet the course learning objectives and ROTC learning outcomes.

(4) Incorporate training guidance published by CG, USACC.

*f.* To fulfill all curriculum and commissioning requirements, non-progression Cadets (lateral entry Cadets) are required to successfully complete the basic course curriculum or similar training experience (in accordance with chap 3, section II of this regulation) prior to enrollment in the advanced course.

## **9–3. Cadet summer training (basic camp, advanced camp, and Cadet Personal Development Training programs)**

*a.* Basic camp. Cadets will attend this course in one of the summers between their freshmen and junior academic years.

*b.* Advanced camp.

(1) Cadets must arrive proficient in basic soldiering skills and capable of leading squad sized elements.

(2) Each Cadet will rotate through a variety of leadership positions, many of which will simulate stressful combat situations. In each position, Cadets receive feedback from Observer, Trainer, Mentor officers and noncommissioned officers.

(3) Advanced camp is conducted as part of the Advanced Course, typically during the summer between MSL III and MSL IV. Successful completion is a prerequisite for commissioning.

(4) Cadets pursuing a nursing or medical specialist (such as pharmacy) degrees may adjust advanced camp attendance if academic schedules preclude them from attending during the summer between MSL III and MSL IV. These Cadets must comply with the professional education and certification requirements outlined in AR 135–101 for appointment in Army Nurse or Medical Specialist Corps.

*c.* Cadet Professional Development Training (CPDT) comprises Cadet training at Army schools and courses and training or observation opportunities with Army units or installations. It supplements on-campus training and offers a wide range of field training opportunities for contracted Cadets at Army Schools and in RA and RC units. All participants gain practical military experience and selected Cadets may complete training courses that award Additional Skill Identifiers. CPDT includes five sub-programs: Cadet Practical Field Training (CPFT); CTLT; Drill Cadet Leadership Training (DCLT); Cultural Awareness Training Missions in other nations; and Specialized Internships.

(1) CPFT exposes Cadets to various aspects of military service, tradition, customs, and training. The program promotes interest in service as a commissioned officer, enhances leadership skills, and positively impacts retention. Included are opportunities to attend Army skill development schools, specialized training courses, and military competitions. Selected Cadets may be given the opportunity to participate in Airborne, Air Assault, Northern Warfare Orientation, Mountain Warfare, Combat Diver Qualification Course, Cadet Field Training with the USMA, foreign country Cadet training programs, and other unique opportunities. Priority of selection for these limited positions will go to contracted Cadets.

(2) CTLT provides selected Cadets the opportunity to explore branch, duty, or unit/location possibilities. This program is not available to Cadets participating in the SMP program (see para 13–5). Successful completion of advanced camp is a prerequisite to participate in CTLT. Cadets will receive evaluation reports at the conclusion of the CTLT assignment. CTLT provides Cadets with an opportunity to serve in a junior officer leadership role in an Army table of organization and equipment unit for a 3- to 4-week period. Cadets will serve as platoon leaders or in other positions to which second lieutenants are normally assigned.

(3) DCLT is a 3 to 4-week program that provides Cadets the opportunity to apply leadership skills, to interact with experienced noncommissioned officers and drill sergeants, and to improve common task skill proficiency in an Army training environment. Cadets serve in positions with the cadre of Initial Entry Training.

(4) Cultural Understanding Program for ROTC Cadets is a pre-commissioning training opportunity that includes Study Abroad and Summer Cadet Cultural Awareness Training deployments in support of Army Security Cooperation objectives and incorporates cultural lessons into the BOLC and beyond.

(5) Specialized Internships offers training opportunities with various agencies in the DoD for Cadets with special language, technical, or research skills. Available internships include, but not limited to positions with the Army Science Board, Lawrence Livermore National Laboratory, National Security Agency, U.S. Army Medical Department (AMEDD), Rapid Equipping Force, Army Chaplaincy, U.S. Army Corps of Engineers, The Army Judge Advocate General, Army Public Affairs, Nurse Summer Training Program, and others. USACC will coordinate internship participation and publish guidance regarding application requirements and procedures annually.

d. Participants in CPDT will be placed on ADT orders under provisions of 10 USC 2104, 10 USC 2107, or 10 USC 2109 with the rank or grade of a Cadet. Pay and allowances will be as provided by DoD FMR.

e. The CG, USACC may authorize permissive status for qualified Cadets who perform duties in specialized units or training events (airborne duties during CTLT or Cultural Understanding Program training as an example).

f. Successful completion of CPDT to which Cadets have voluntarily accepted an assignment will be considered as a prerequisite for commissioning. The CG, USACC can waive the requirement of the CPDT for commissioning if a Cadet is unable to complete the CPDT through no fault of their own. If the Cadet fails to complete the CPDT because of misconduct, then the authority to waive the requirement for commissioning will be the DCS, G-1. Cadets who do not complete the entire CPDT that have been authorized to receive pay in accordance with DoD FMR 7000.14-R, Volume 7, are entitled to partial payments based on the number of days they completed.

g. Cadets ordered to ADT will complete all requirements for overseas movement including all required pre-deployment training and processing outlined in the current Foreign Clearance Guide. USACC will facilitate the completion of all Soldier Readiness Processing, Deployment Processing and Re-Deployment Processing tasks as required by AR 600-8-101.

h. Language, Regional Expertise and Culture Programs. Foreign language and regional proficiency are considered critical to the continuum of professional military education and training in accordance with DoDD 5160.41E. USACC will develop programs to increase the number of ROTC Cadets who enroll and complete 2 semesters of foreign language coursework prior to commissioning. USACC will develop, where applicable, officer pre-accession language, regional expertise, and cultural proficiency training and education programs that contribute to DoD and Army goals and policies as directed in DoDI 5160.70. Training will include incorporating cross-cultural competency training into the Senior ROTC curriculum for all Senior ROTC Cadets in accordance with BOLC A common core task list.

i. Incentive programs.

(1) *Language incentives.*

(a) In accordance with AR 350-1, TRADOC is responsible for the administration of the Office of Secretary of Defense Cadet Language Incentive Program to incentivize foreign language studies for ROTC Cadets including monetary incentives.

(b) Monetary incentives in the form of Skill Proficiency Bonuses are authorized by DoDI 1340.27, 21 May 2013 Military Foreign Language Skill Proficiency Bonuses. ROTC Cadets may be awarded Skill Proficiency Bonuses based on procedures and limitations outlined in DoDD 5160.41E and DoDI 1340.27, Enclosure 4.

(2) *Culture incentives.*

(a) USACC will develop and implement programs to increase a Cadet's capabilities to better communicate and interact with people of other cultures in order to develop officers with an enhanced ability to work with and among people of other cultures. Training opportunities will include—

(b) Cadet summer or semester studies abroad in strategic countries.

(c) Cadet overseas training missions, for the purpose of language, regional expertise, and cultural immersion in support of Army Security Cooperation objectives.

## **Section II**

### **Advanced Camp Medical and Screening Requirements**

#### **9-4. Pre-Advanced Camp screening**

a. Not later than 6 months prior to reporting to advanced camp, Cadets will certify their current physical status to the PMS, using DA Form 7349 (Initial Medical Review – Annual Medical Certificate). Routine medical issues (for example, ordinary dental care, temporary orthopedic problems, prescriptions for birth control, and so forth) need not

be reported to the USACC Command Surgeon, but must be documented on DA Form 7349. The document will be filed in the Cadet's health record.

*b.* If the Cadet indicates a change in his or her medical condition, or if the PMS reasonably believes that such a change has occurred, DA Form 7349 will be forwarded to the USACC Command Surgeon for further evaluation and a determination of the Cadet's fitness to attend advanced camp, and/or to continue in the SROTC program. The Cadet must provide copies of all operative reports, tests, evaluations, and consultations pertaining to any of the conditions described on DA Form 7349.

### **9-5. Medical examination**

*a.* Cadets will report to advanced camp with copies of their most recent Army physical examination and any approved medical waivers for entry into the Advanced Course. Previously approved waivers of medical fitness standards, granted for contracting or attendance at advanced camp, apply automatically for appointment, provided the waiver was not limited at the time it was granted (for a temporary medical condition) and the medical condition or physical defect has not interfered with the Cadet's ability to perform required military activities.

*b.* A physical examination, valid for entry into the Advanced Course, remains valid until attendance at advanced camp. Medical examinations administered at advanced camp will be conducted in accordance with AR 40-501 and USACC guidance, and remain valid for 24 months (see AR 40-501), provided there has been no significant change in the Cadet's physical condition.

*c.* Neither DoDMERB nor the USACC can validate qualification for any other military school such as Airborne, or U.S. Army John F. Kennedy Special Warfare Center and School. Likewise, the USACC is not authorized to waive requirements for any military school, including aeromedical examinations.

*d.* Except for flying duty, a medical examination conducted for appointment is valid for other training within the prescribed validity period, provided the examination is of proper scope and has been reviewed by proper authority. Medical examinations are valid for 60 months to qualify for airborne training; 24 months for U.S. Army John F. Kennedy Special Warfare Center and School courses. Refer to AR 40-501, for additional details.

### **9-6. Human Immunodeficiency Virus screening**

Cadets will be screened for HIV during the medical examination conducted at advanced camp (see para 4-11 for instructions regarding a Cadet determined to be HIV antibody positive).

### **9-7. Drug and alcohol screening**

All Cadets will be administered drug and alcohol screening at advanced camp. Any Cadet who tests positive will be initiated for disenrollment from the SROTC program for breach of contract; SMP participants who test positive will be initiated for disenrollment and the PMS will provide official notice to the RC unit commander.

## **Section III**

### **Eligibility for Air Transportation Support during Training**

#### **9-8. Senior Reserve Officers' Training Corps training support and orientation flights**

DoD air transportation is available to support SROTC activities in accordance with DoDI 4515.13.

#### **9-9. Flight support for university officials and dignitaries**

Civilian officials and dignitaries of an educational institution that offers SROTC may be authorized travel aboard DoD air transportation assets to visit military installations, and to participate in orientation flights, in connection with SROTC summer training events (see DoDI 4515.13).

## **Chapter 10**

### **Disenrollment, Discharge, and Involuntary Order to Active Duty and Reenrollment**

#### **10-1. Authority**

The ASA (M&RA) is the approval authority for all foreign ROTC students. The CG, USACC is the approval authority for disenrollment of all scholarship Cadets and those non-scholarship Cadets who received bonus payments. The brigade commander is the approval authority for disenrollment of non-scholarship Cadets. MSL I scholarship Cadets (Non G2G) may be disenrolled by the PMS prior to the first day of military science class in their MSL II year.

## 10–2. Disenrollment criteria

a. When Cadets are being considered for disenrollment for more than one reason identified in this chapter, list each reason in the disenrollment packet and include documented evidence for each.

b. When ROTC Cadets are found to be in breach of their service agreements, under the terms of such contracts their obligation to the Army may be satisfied through enlisted active duty or through recoupment of the cost of advanced educational assistance provided by the Army. The means of fulfilling a Cadet's contractual obligation to the Army remains at the discretion of the SECARMY or a designated representative. Disenrollment proceedings will be considered for non-scholarship and scholarship Cadets for the following reasons:

(1) To receive an appointment or to enter an officer training program other than Army ROTC. The release must be approved by the brigade commander or higher HQ.

(2) To receive training under AMEDD programs such as the Health Professional Scholarship Programs and the Uniformed Services University of the Health Sciences.

(3) A non-scholarship Cadet in the basic course can be disenrolled at their own request. The 4-year scholarship Cadets (non-G2G) may be disenrolled at their own request (MSL I only) by the PMS prior to the first day of military science class in their MSL II year without monetary recoupment.

(4) Withdrawal, dismissal, or suspension from the educational institution.

(5) Medical disqualification (to include pregnancy, if complications arise that preclude participation in required training or render the Cadet medically disqualified from military service), as determined by the USACC Command Surgeon. A medical condition that precludes appointment in accordance with AR 40–501 will be cause for initiating disenrollment.

(6) Failure to maintain a minimum cumulative GPA of 2.0 on a 4.0 or equivalent scale. Failure to maintain a cumulative GPA of 2.0 on a 4.0 or equivalent scale in ROTC classes. Failure to maintain a semester or quarter GPA of 2.0 on a 4.0 or equivalent scale overall and in ROTC classes. Failure to maintain higher academic standards, if required by academic major or by school.

(7) Personal hardship, as specified in AR 635–200. The factors establishing a Cadet's eligibility for a hardship must be fully documented.

(8) Failure to meet and maintain the ACFT standards in accordance with ATP 7–22.01 or failure to meet height and weight (body fat percentage) standards in accordance with AR 600–9. ROTC Cadets must pass the standard ACFT as an enrollment and retention requirement without alternate events. Cadets must be counseled on ACFT and height and weight requirements and that disenrollment may be initiated if standards are not met within the applicable time limits. Cadets must pass two record ACFTs each calendar year, with the intent of passing one each academic period if mission requirements allow. Cadets failing two consecutive record ACFTs may be considered for disenrollment. Cadets that fail a for record ACFT will be retested no less than 120 and no more than 180 days after the ACFT failure, or when the Cadet and ROTC leadership determine adequate readiness, whichever is earlier in accordance with AR 350–1. A Cadet must agree in writing that they are willing to take the second for record ACFT prior to the maximum 120 days allowed. A Cadet in violation of the height and weight standards will be counseled in accordance with ARs and allowed the required 180 days to be in compliance. If not in compliance after 180 days, disenrollment may be initiated. The applicable timelines allowed to be in compliance do not apply and disenrollment may be initiated if a Cadet is not in compliance with the Army regulatory ACFT or height/ weight standards 30 days prior to commissioning.

(9) Approval of 1–O conscientious objector status. A Cadet whose application for conscientious objector status has not yet received final action will not be disenrolled nor placed in an LOA status (see para 4–15), unless Cadet voluntarily stops meeting contractual requirements which may include enrollment and attendance, prior to a final decision regarding 1–O status.

(10) Dismissal or withdrawal from advanced camp or any CPDT/CST training. Initiation of disenrollment is not appropriate if the withdrawal or dismissal is not within the control of the Cadet, for example, medical or Family reasons.

(11) When a fact or condition, previously unknown, is discovered or exists, that will bar a Cadet from appointment as a commissioned officer, including but not limited to needing a civil conviction waiver, a positive urinalysis for drug or alcohol or inability to acquire secret security clearance which is a prerequisite for appointment.

(12) Misconduct, demonstrated by disorderly or disrespectful conduct in the SROTC classroom or during training, or other misconduct that substantially interferes with the SROTC mission, including participation in demonstrations against the SROTC, illegal interference with the rights of any other student, especially other SROTC students, or similar acts. Misconduct includes participation, initiation, or failure to report any incidents that meet the school's or Army's definition of "hazing," which at a minimum includes abuse of power, deliberate humiliation, or failure to treat

anyone with dignity and respect. Failure to report any sexual harassment or sexual assault incident of which a Cadet is aware to appropriate authorities also may be considered misconduct for purposes of initiating disenrollment.

(13) Lack of ability or desire for military service demonstrated by a lack of general adaptability, desire, military skill, ability to learn, physical stamina or leadership. A lack of ability or desire can include a failure to adapt or thrive in a military environment or an inability to accept or understand the military model. Lack of ability or desire must be established and supported by evidence and counseling. A Cadet must be counseled concerning the pattern of unsatisfactory performance and given a meaningful opportunity to correct the deficiencies and rehabilitate themselves. Lack of ability or desire may form the basis for disenrollment even for those Cadets who satisfactorily complete all ROTC commissioning requirement objectives but who still do not possess the required qualities of a commissioned officer, as evaluated by the chain of command. The chain of command will exercise sound judgment guided by experience, education, and training in making a determination to disenroll. This type of disenrollment may result in recoupment of the Cadet's monetary benefits through repayment, active enlisted service, or waiver of debt recoupment.

(14) Undesirable character, demonstrated by an event, incident, or occurrence that may reasonably be considered misconduct. Examples include, but are not limited to stealing; unlawful possession, use, distribution, manufacture, sale (to include attempts) of any controlled substances, as listed or defined in 21 USC 812; discreditable incidents with civil or university authorities (to include arrest, detention, or apprehension by campus or civil authorities acting under color of any authority to arrest, detain, or apprehend); falsifying academic records or any form of dishonesty or cheating, academic or otherwise; failure to pay just debts; or similar acts.

(15) Indifferent attitude or lack of interest in military training as evidenced by frequent absences, either excused or unexcused, from MSL classes or lab, an established pattern of avoiding work or duty, laziness, or lack of ambition while participating in or completing training or assigned tasks. Failure to successfully complete an established weight control program, or remedial Physical Fitness Training course, or similar acts.

(16) Breach of contract as evidenced by any act, performance, or nonperformance on the part of a student that breaches the terms of the contract regardless of whether the act, performance, or nonperformance was done with specific intent to breach the contract or whether the student knew that the act, performance, or nonperformance breaches the contract.

c. The CG, USACC may at any time release Cadets without notice from their service obligations and disenroll them from the ROTC program without further benefits if, in the opinion of the CG it is in the best interest of the Army.

d. A board of officers will be appointed by the PMS or the brigade commander, according to the formal procedures outlined in AR 15–6, as modified by this regulation and guidance from the CG, USACC, to review the case of each Cadet considered for disenrollment under paragraphs 10–2b(12) through 10–2b(16) or when otherwise deemed necessary. In situations where a board of officers is not required by this regulation or other authority, the PMS will appoint an investigating officer to review the circumstances of any scholarship or contracted Cadet being considered for disenrollment, to include voluntary disenrollment or disenrollment to join another officer procurement program. If a board of officers is required or appointed, notwithstanding what AR 15–6 may allow, the board should consist of a minimum of three officers; the board president will be a field grade officer unless one is not reasonably available. An officer, general schedule–9 and above, or noncommissioned officer, staff sergeant or above will be appointed as a recorder to record the proceedings and produce a summarized transcript. The recorder is in addition to the three voting board members. Any exceptions to this requirement must be approved by the CG, USACC or a designated representative. A Cadet is entitled to rebut any recommendation to disenroll. The approval authority and brigade commander will consider all rebuttal matters before making recommendations to the CG, USACC for disenrollment.

(1) The appointing authority will determine whether the formal or informal procedures of AR 15–6 will be used, unless dictated by the above paragraph. However, in every case, the Cadet concerned has the right to appear personally before the board or officer conducting the investigation. The Cadet is entitled to be assisted with his or her preparation for the hearing by any reasonably available military officer (who need not be an attorney), or may choose to hire a qualified civilian counsel authorized to practice law at his or her own expense. The Cadet's counsel may not "represent" the Cadet at the hearing, may not make an opening statement, conduct direct or cross-examination or a closing argument. Counsel may be present to give advice to the Cadet, who will make all presentations to the board. At least one school official will be permitted to observe any hearings that may result from the appointment of such board or investigation. Notwithstanding any provision of AR 15–6, Cadets who are the subject of a disenrollment action are not entitled to counsel at Government expense. Any counsel assisting a Cadet will not be allowed to turn the board into a trial, or delay, interfere, or impede the board proceedings. The board president or investigating officer may adjourn any proceeding or proceed with a proceeding after rejecting a counsel if the counsel is interfering or impeding the board proceedings. Cadets who interfere with or impede a proceeding may be ejected and their absence will be deemed a constructive waiver by them of their right to attend the board proceeding.

(2) The requirement for appointment of a board of officers or investigating officer is waived if the Cadet subject to the disenrollment action voluntarily waives, in writing, his or her right to such review within 10 days of being notified of the pending disenrollment action.

e. Disenrollment initiated for medical reasons, or actions that may be related to a medical condition, will be referred directly to the USACC Command Surgeon, for review and determination/recommendation to the CG, USACC for final action. When a medical disqualification, as determined by the USACC Command Surgeon forms the basis for disenrollment, no board of officers, investigating officer or waiver of rights to such a review is required unless the reason for initiating disenrollment includes an allegation of failure to disclose a disqualifying medical condition.

f. A Cadet who is to be considered for disenrollment will be placed on LOA pending disenrollment (F Status) the same day that he or she is provided written notice of the pending disenrollment action. Placement in an LOA status suspends tuition and subsistence payments, pending the outcome of the investigation or board proceeding. The Cadet will be notified in writing. If a Cadet is, ultimately, not disenrolled, any benefits not paid due to the disenrollment action will potentially be paid. Disenrollment actions requiring a board or investigation will receive a legal review prior to a decision by the applicable approval authority.

g. Upon disenrollment, a disenrolled former Cadet is not authorized to participate in SROTC training as a conditional student nor may he or she audit an SROTC course, unless institutional policy requires such participation.

### **10-3. Disenrollment of Green-to-Gold scholarship Cadets for personal hardship**

A 2-, 3-, or 4-year G2G scholarship Cadet may request, in writing, that his or her scholarship be terminated for the purpose of immediate order to active duty in the RA, in response to personal hardship arising after discharge. The CG, USACC may approve the request, provided the order to active duty in the RA is for a period not less than the time remaining on the enlistment contract in effect at the time of the early discharge, and any time remaining on the contract is not less than 1 year. The Cadet must meet all eligibility requirements for enlistment into the RA. Prior to USACC issuing the order to active duty, USACC will coordinate with U.S. Army Recruiting Command recruiting operations for disenrolled G2G scholarship Cadets.

### **10-4. Fulfillment of a disenrolled, former Cadet's contractual obligation (active duty or recoupment)**

a. *Scholarship Cadets.* The CG, USACC will determine whether the recoupment of bonuses, reimbursable incentives and/or scholarship funds or voluntary order to active duty is the most appropriate method for the student to fulfill his or her contractual obligation.

b. *Army National Guard Simultaneous Membership Program.* ARNG SMP Cadets will be released to their ARNG unit for further action. ARNG SMP Cadets who received bonuses, reimbursable incentives and/or scholarship funds will also be processed for recoupment of such funds in fulfillment of the contractual obligation.

c. *United States Army Reserve Simultaneous Membership Program Cadets.* USAR SMP Cadets will be released to their USAR unit for further action. If bonuses, reimbursable incentives and/or scholarship funds were paid, these Cadets will also be processed for recoupment of those funds.

d. *Simultaneous Membership Program Cadets.* SMP Cadets cannot be approved for active duty in fulfillment of their scholarship contract since they are already under a contract for duty to the government.

### **10-5. Cadet Disenrollment Appeal Process**

Cadets may appeal their disenrollment or dispute an order of recoupment made by the CG, USACC, or both.

a. In such cases—

(1) The SECARMY or a designated representative is the authority to waive recoupment.

(2) The SECARMY or a designated representative is the authority for involuntary call to active duty.

b. The appeal process. A Cadet that desires to appeal the disenrollment decision and/or recoupment will submit the appeal and any documentation within the time prescribed in the notice of disenrollment to the CG, USACC. The CG, USACC will consider the appellate matters after a legal review has been conducted. If, after reviewing the appellate matters, the CG, USACC decides to change the disenrollment decision, the CG, USACC has that authority to do so and the Cadet will be notified of the decision. If, after considering the appellate matters, the CG, USACC does not change the disenrollment decision, the CG, USACC recommendation and the appellate documents, including the legal review, will be forwarded to the SECARMY or a designated representative for decision.

### **10-6. Processing of recommendations for recoupment or order to active duty**

Recommendations for involuntary order to active duty and waiver of a debt must be forwarded to DCS, G-1 (DAPE-MPA-AP) for further processing and final decision by ASA (M&RA).

### **10–7. Order to active duty as an enlisted Soldier**

*a.* CG, USACC will issue orders to disenrolled Cadets who have been approved for order to active duty (see AR 135–210).

*b.* Disenrolled Cadets ordered to active duty for breach of the terms of their SROTC contract will serve a period of years as specified in their Cadet contracts. Disenrolled Cadets who were SMP participants will be returned to their SMP unit for further action.

*c.* A disenrolled Cadet, who is involuntarily ordered to active duty for breach of contract, will be so ordered within 60 days after the date upon which he or she would normally have completed baccalaureate degree requirements, provided the student continues to pursue a baccalaureate degree at the school where they were enrolled in SROTC, or where the student has contracted to pursue such a degree, if the school where he or she is enrolled does not offer SROTC. If no longer pursuing a baccalaureate degree, a former Cadet will be ordered to active duty within 60 days following the date he or she was notified of the Army’s decision to involuntarily order him or her to active duty. Graduate students may not be ordered to active duty until 60 days after they complete the current academic year, or 60 days after they withdraw from school, whichever occurs first.

### **10–8. Discharge from the Army Reserve**

*a.* CG, USACC is the discharge authority for Cadets assigned to USAR Control Group (ROTC). Authority to separate Cadets for appointment as a commissioned officer (see para 12–6) or to separate non-scholarship Cadets for disenrollment may be delegated to the PMS (see AR 135–178). Procedures governing the separation or discharge of disenrolled SMP participants may be found in AR 135–91, AR 135–178, AR 601–210, and NGR 600–200.

*b.* Cadets assigned to USAR Control Group (ROTC) may be discharged or separated for the convenience of the Government for any of the reasons listed below.

(1) Failure to obtain parental consent, if required, to contract in the SROTC program. Students who enlist in the USAR under this chapter, but are unable to obtain parental consent to join SROTC by parental signature on the SROTC contract or for their service obligation, when required, may be separated and discharged upon their request.

(2) To accept appointment as a commissioned officer. The effective date of discharge will be the day before commissioning.

(3) Termination of a 4–year scholarship. A 4–year scholarship Cadet whose status is self-terminated during the first year may be discharged without formal disenrollment proceedings from ROTC by the PMS. Termination must occur and be approved before the Cadet attends any portion of the first day of class in their MSL II year or they will become obligated to repay their MSL I year scholarship benefits (see paras 6–10*b* and 10–2*b*(3) for more guidance on self-termination). Enlistment in the USAR is not a requirement for enrollment in the basic course as a noncontracted Cadet.

*c.* Upon disenrollment from SROTC, a Cadet assigned to USAR Control Group (ROTC), who is not ordered to active duty, or pending such an order, and who has previously completed a basic training course conducted by a U.S. Armed Force, will be transferred to the IRR if the MSO has not been met, under the provisions of AR 140–10. A Cadet assigned to SROTC who is not ordered to active duty or pending such an order, and has no previous military service, or who has not completed a basic training course, will be discharged. The effective date of discharge or transfer will be the date of disenrollment from SROTC.

*d.* The service of SROTC Cadets discharged following disenrollment will be described as “uncharacterized” (see AR 135–178).

### **10–9. Reenrollment in the Senior Reserve Officers’ Training Corps Program**

*a.* A Cadet disenrolled from either the Army ROTC Basic Course or the Advanced Course may be reenrolled in the SROTC program as provided below. Since disenrollment terminates a scholarship, reenrollment under this paragraph does not reinstate a prior awarded scholarship that was terminated by a prior disenrollment. Former Cadets are ineligible for reenrollment if—

(1) They have satisfactorily completed all portions of the SROTC program. The student should be advised that he or she may apply for a direct commission, if otherwise qualified, in accordance with AR 135–100.

(2) They were disenrolled for any of the reasons given in paragraphs 10–2*b*(8) through 10–2*b*(16). Waivers may be approved by the CG, USACC, only upon adequate demonstration, to include an Affidavit by the former Cadet, stating why the reason for prior disenrollment no longer exists.

(3) The amount of time that has elapsed between the Cadet’s disenrollment and the requested reenrollment is greater than 3 years. The CG, USACC may approve a waiver for disenrolled former Cadets who subsequently served on active duty in any of the U.S. Armed Forces, and whose service was characterized on their DD Form 214 as “honorable.” Under these circumstances, the cumulative total of (the time between disenrollment and enlistment) plus



(the time between discharge from active duty and reenrollment) may not exceed 3 years. Only the amount of time served on active duty may be waived; all other enrollment eligibility requirements of this chapter must be met.

b. Former Basic Course Cadets who are not determined to be ineligible under paragraph 10–9a may be reenrolled in the SROTC program, provided they meet existing eligibility requirements for either the Basic Course or the Advanced Course as appropriate, at the time of reenrollment.

c. Former Advanced Course Cadets who are not ineligible under subparagraph 10–9a may reenroll in the Advanced Course, provided they meet the following requirements:

(1) The student meets all other enrollment and contracting eligibility requirements and all prerequisites for current enrollment in the Advanced Course.

(2) If the prior disenrollment was the result of a medical condition, a financial or personal hardship, or an academic deficiency, the applicant must provide documentary evidence that demonstrates the underlying condition is favorably resolved.

(3) The applicant has some remaining portion of the Advanced Course (MSL III, MSL IV) to complete. If any of the to-be-completed, required instruction is normally taught at advanced camp, the applicant must attend/repeat advanced camp in its entirety. In addition, the applicant must have at least one semester or quarter of MSL III or MSL IV classroom material to complete as a registered and full-time enrolled Cadet in the SROTC program and must be aligned for completion of academic and military science requirements, and graduation and commissioning.

(4) The student must have no less than one semester or quarter, and no more than 2 years, of academic requirements remaining to finish the degree. Those who are pursuing a 5–year degree program must have no more than 3 years of academic requirements remaining until graduation.

(5) The applicant’s cumulative academic GPA is not less than 2.0 on a 4.0 grade point system, or its equivalent, at the time of reenrollment.

(6) The applicant must agree to retake specified parts of the completed advanced course, in addition to any incomplete portions, if recommended by the PMS, and subsequently directed by the CG, USACC.

(7) Based on statutory limitations for payment of subsistence, a reenrolled Cadet may not have enough remaining days to receive subsistence for the full reenrollment period.

d. A disenrolled former scholarship Cadet, who meets all other requirements for reenrollment, may not reenroll until such time as he or she has repaid all scholarship and bonus funds, not to include subsistence allowance, expended on his or her behalf.

e. The brigade commander is the approval authority for reenrollment requests for all previously contracted Army ROTC Cadets who have no remaining service or scholarship debts. The CG, USACC, is the approval authority for reenrollment requests for all other previously contracted Army ROTC Cadets except in 10–9d. The ASA (M&RA) is approval authority to exceptions to 10–9d.

## **Chapter 11**

### **Selection for Active Duty or Reserve Forces Duty, and Initial Branch Assignment**

#### **Section I**

#### **Applications, Requests, and Initial Branch Selections**

##### **11–1. Application for appointment and request for branch assignment**

a. All new officers selected for active duty service will be appointed in the RA, effective the date they access on active duty. Active duty orders produced by HQ, USACC will not reflect RA unless the Cadet completes the G2G active duty option program.

b. Electronic accession files will be prepared in accordance with HQDA/ROTC Selection and Branching Board guidance contained in the annual Cadet Command Circular for lieutenants whose graduation or commission date falls within the accession zone designated in the HQDA and/or HQ, USACC Circular.

c. CG, USACC will survey ECP officers and Cadets to ascertain initial assignment preferences in the event the Cadet or officer is selected for appointment in the RA. The following information, at a minimum, will be solicited from the individual Cadet or officer and provided to HRC assignment managers:

- (1) Preferences for an initial duty station.
- (2) Requests for a specific BOLC date.
- (3) Requests for specialized training.
- (4) Requests to participate as cadre at basic camp or advanced camp, or as a Gold Bar Recruiter.

(5) Requests for special assignment consideration (for example, joint domicile or Exceptional Family Member Program). Although special requests will be considered and approved when possible, the needs of the Army remain paramount.

*d.* CG, USACC will survey ECP officers and Cadets for interest in Service programs (see para 13–10). Interested applicants will execute the appropriate contract addendum; CG, USACC will ensure addendums are forwarded with the applicant's accession file.

## **11–2. Branch selection factors**

Branch assignments are made in accordance with the needs of the Army. However, consideration will be given to an applicant's personal preferences. Army policy is to assign graduating Cadets to a control branch based on the following factors:

- a.* Army branch or specialty requirements.
- b.* Academic disciplines.
- c.* Personal preference.
- d.* Demonstrated performance and potential.
- e.* Prior military experience.
- f.* Other relevant experience.
- g.* Recommendation of PMS.

## **11–3. Branch selection process**

*a.* All SROTC Cadets and ECP lieutenants selected for RA appointment will be assigned an accession branch by the HQDA/ROTC Selection and Branching Board. The board will also assign detail branches to those applicants selected for participation in the branch detail program (see DA Pam 600–3). Officers selected for branch detail by the branching board serve 4 years detailed to one branch and then transition to their control branch in accordance with AR 614–100.

*b.* ARNG Cadets and ECP lieutenants who are accepted for ARNG service will be assigned to a branch by the State National Guard. The decision authority for ARNG branch assignments is the State Adjutant General.

*c.* USAR Cadets and ECP lieutenants who are placed on hold through the Recruit Quota Enlistment System for USAR will be assigned to that branch upon completion of IMT.

*d.* All other Cadets and ECP officers selected for RFD service will be assigned a branch on the basis of their indicated preference and the needs of the Army.

## **Section II**

### **Branches That Have Specific Selection/Application Requirements or Assignment Limitations**

#### **11–4. Army Nurse Corps and Medical Specialist Corps**

A Cadet who requests appointment with assignment to the Army Nurse Corps (ANC) or to the Army Medical Specialist (SP) Corps must comply with the professional education and certification requirements outlined in AR 135–101 (as summarized in paras 11–4*a* and 11–4*b*). Cadets other than Army Nurses may request an educational delay in accordance with AR 601–25 to complete special branch-specific training and certification. Failure to successfully complete all requirements for appointment in either ANC or SP will not preclude appointment in, or assignment to, another branch in which the student is qualified.

*a.* ANC. The applicant must—

(1) Be a graduate of an educational program (Bachelor of Arts, Bachelor of Science, Bachelor of Science in Nursing, and Master of Science in Nursing) in nursing that prepares the individual to become eligible for licensure as a registered nurse and is accredited by an agency recognized by the U.S. Secretary of Education and acceptable to the DA.

(2) Possess a current, valid, unrestricted license to practice as a registered nurse in one of the United States, the District of Columbia, Puerto Rico, or a U.S. Territory prior to entering active duty.

*(a)* A Cadet must take the National Council Licensure Examination-Registered Nurses (NCLEX–RN) within 60 days after graduation.

*(b)* A Cadet who has not entered active duty, and who fails the NCLEX–RN on the first attempt, must retake the examination within 120 days after graduation. If the examination is failed a second time, the Cadet will be reassigned to a branch other than ANC, based on the needs of the Army; unless an exception to policy is approved by the Chief, ANC or his/her authorized representative.

(c) A Cadet cannot enter onto any Component as an ANC officer without a current, valid, registered nurse license. Only the Chief of the ANC can approve an exception to this policy.

(d) Failure to comply with the prescribed deadlines or examination requirements will result in the Cadet being reassigned to a branch other than ANC, based on the needs of the Army.

*b. Medical Specialist Corps.*

(1) Dietitian. An applicant must—

(a) Have completed a bachelors or graduate level degree from an accredited college or university in a coordinated dietetics program with supervised practice, or a didactic program and dietetic internship. All dietetics program degrees and internship programs must be approved and accredited by the Academy of Nutrition and Dietetics.

(b) Be eligible for membership in the Academy of Nutrition and Dietetics and be an active state licensed, Registered Dietitian.

(c) Applicants selected for assignment or detail to SP must successfully complete the Commission on Dietetic Registration's Registration Examination for Dietitians prior to accession into the corps.

(2) Physical therapist. An applicant must—

(a) Have completed a baccalaureate or graduate degree in physical therapy from an accredited program. All physical therapy programs, degrees, and certifications must be approved and accredited by the Commission on Accreditation in Physical Therapy Education.

(b) Be eligible for state licensure as an active physical therapist.

(c) Successfully complete the state license examination in physical therapy prior to actual accession into SP.

(3) Occupational therapist. An applicant must—

(a) Have completed a baccalaureate or graduate level degree in occupational therapy from an accredited college or university, or have completed a certificate program in occupational therapy and hold a bachelors or graduate level degree in a related area of study. The American Occupational Therapy Association or the World Federation of Occupational Therapists must accredit qualifying occupational therapy education programs.

(b) Be eligible for certification from the National Board for Certification in Occupational Therapy, Incorporated as an Occupational Therapist Registered, and state licensure as an active Occupational Therapist.

(c) Successfully complete the American Occupational Therapy National Registry Examination prior to accession into the corps.

(4) Physician Assistant. An applicant must—

(a) Have completed a bachelors or graduate level degree from an accredited college or university.

(b) Have successfully graduated from a physician assistant program accredited by the Accreditation Review Commission on Education for the Physician Assistant or its predecessor organization.

(c) Have successfully passed the Physician Assistant National Certifying Examination administered by the National Commission on Certification of Physician Assistant.

(d) Have current certification with the National Commission on Certification of Physician Assistant.

(5) All applicants selected for assignment or detail to SP must successfully complete and maintain their respective professional certification and credentialing requirements prior to accession in SP.

## **11-5. Aviation**

*a. Eligibility.* SROTC Cadets are eligible for entry in all aviation specialties provided that the prerequisites of AR 611-110, paragraph 2-1, are met. The PMS will ensure that only those Cadets who meet the following requirements request appointment in aviation branch:

(1) A minimum score of 40 on the Selection Instrument for Flight Training.

(2) Medical qualification in accordance with AR 40-501. Cadets who achieve the required score on the Selection Instrument for Flight Training must then complete a Class 1A flight physical. This may be completed in conjunction with the medical examination required for commissioning given at advanced camp. The flight physical must be completed, reviewed, and approved by the U.S. Army Aeromedical Activity, Fort Rucker, AL, before the Cadet may apply for aviation training.

*b. Submission of application.* Cadets who desire one of the aviation specialties must list AV as their first choice on the Accession Management Sheet in the Cadet Command Information Management Module. In addition, the following forms are necessary:

(1) DD Form 2807-1 (Report of Medical History). Original must indicate a Class 1A flight physical. The form must have the stamp of the U.S. Army Aeromedical Activity, Fort Rucker, AL.

(2) DD Form 2808 (Report of Medical Examination).

(3) Cadets and ECP officers who request RFD appointment and AV must also include a statement that indicates acceptance by an ARNG or USAR unit authorized aviators.

### 11-6. Military Intelligence

a. In addition to the basic eligibility requirements for commissioning, Cadets, and ECP lieutenants selected for appointment as active duty military intelligence (MI) officers must be eligible for a Top Secret personnel security clearance with access to sensitive compartmented information (SCI) as a result of a single scope background investigation. Programs will submit a request for a single scope background investigation to the Office of Personnel Management, U.S. Investigations by the suspense date established by HQ, USACC when the Cadet or officer has been branched to MI.

b. Appointment in MI may be made prior to a favorable determination of the Cadet's eligibility for access to SCI. However, if the Cadet does not receive favorable clearance for access to such information, a change of branch assignment will be made by the CG, HRC.

c. Office of Personnel Management, U.S. Investigators forward complete investigative files to the Department of Defense Consolidated Adjudications Facility (DoD CAF) for a determination of the individual's eligibility for assignment to MI branch and access to SCI. DoD CAF advises HRC, USACC Security Branch, and the current active duty unit, as appropriate, of the eligibility determination by updating the Joint Personnel Adjudication System.

d. If DoD CAF determines that a Cadet is ineligible for assignment to MI Branch, the HQ, USACC Accessions Division Chief will immediately notify the CG, HRC (AHRC-ORD-A) and request a new branch assignment.

e. If the investigative file contains serious derogatory information, DoD CAF may forward the file to USACC (G3 Division) for determination of whether the Cadet should be retained in the SROTC program and/or commissioned.

### 11-7. Requests for change of initial branch assignment

a. *Cadets and officers selected for active duty.* A change in branch assignment may only be approved by DCS, G-1 (DAPE-MPA). Requests must be submitted utilizing a DA Form 4187 and any supporting documentation through the Cadet's brigade to the G-1, USACC. Only those recommended for approval by the CG, USACC will be forwarded to the DCS, G-1 (DAPE-MPA) Director of Military Personnel Management. Complete justification is required.

b. *Cadets and officers selected for Reserve Forces Duty.*

(1) ARNG Cadets and ECP officers. The approval authority for branch changes is the State Adjutant General. Cadets and ECP lieutenants who are accepted for ARNG service will be assigned a branch by the State National Guard. Branch changes must be approved by the State Adjutant General.

(2) USAR Cadets and ECP officers. Branch assignments are made, to the maximum extent possible, based upon USAR unit requirements. Therefore, only those requests for a change of branch that are based upon an assignment to a specific unit vacancy will be considered. Requests will be submitted through the Cadet's current unit to HRC and include a by name request from the USAR troop program unit (TPU) commander.

### 11-8. Orders

a. Statutory authority. Officers commissioned from USACC selected for active duty service will be ordered to active duty for the following periods under the authority cited.

(1) The period necessary to complete the resident BOLC B, plus travel time.

(2) Four years (10 USC 2107(b)(6))—all scholarship Cadets who receive financial assistance.

(3) Three years (10 USC 672)—all USACC officers not listed in paragraphs 11-8a(1) and 11-8a(2).

b. Preparing and processing orders.

(1) Orders will be issued in the format shown in AR 600-8-105.

(2) The appropriate FY code will be cited in the order.

(3) Orders will be published in sufficient time to reach the individual at least 30 days before the reporting date when possible.

(4) The proper procurement program number will be determined as provided in AR 601-10 and will be included in the orders as part of the authority to order to active duty.

(5) The appropriate PCS and movement designator code will be determined and will be entered as a response to the movement designator code lead line in the order.

(6) The appropriate authority given in paragraph 11-8a will be cited in the order.

c. Special instructions for preparing active duty orders.

(1) Commander, USACC will issue orders for personnel selected for active duty, except those granted educational delay.

(2) Orders will direct PCS or temporary duty enroute to the respective branch service school.

(3) Initial assignment (if required) will be to the active duty accessions detachment of the command preparing the orders.

## Chapter 12

### Order of Merit List, Distinguished Military Students, Distinguished Military Graduates, and the Appointment and Commissioning of Senior Reserve Officers' Training Corps Graduates

#### Section I

#### Order of Merit List, Distinguished Military Students, Distinguished Military Graduates, and Appointment and Commissioning in the U.S. Army

##### 12-1. Order of Merit List

*a.* At the beginning of each academic year, the PMS will create an OML of all Cadets who satisfactorily completed CST the preceding summer. The OML will be used to identify those Cadets to be designated as distinguished military students (DMSs) and distinguished military graduates (DMGs).

*b.* At a minimum, the following factors will be considered in the preparation of an OML:

(1) Cadet's performance at CST (only Cadets who have successfully completed CST will be placed on the OML and considered for DMS designation).

(2) MSL III class standing.

(3) Cumulative college or university GPA.

(4) Demonstrated aptitude and potential for military service.

(5) Demonstrated leadership ability and high moral character.

(6) Participation in SROTC, campus, and civic activities. However, nonparticipation in such activities should not operate against a Cadet's interest if heavy course loads or gainful employment to finance the expenses of a college education or other significant responsibilities have denied him/her the opportunity to engage in extracurricular activities.

*c.* Cadets who after satisfactory completion of MSL IV or graduation (end of camp commissionee) will be integrated into the OML using guidance published by the USACC, DCS, G-1.

*d.* Requirements and procedures for designation as a DMS and/or DMG can be found in DA Pam 145-2.

##### 12-2. Eligibility

To be eligible for appointment, an SROTC Cadet must—

*a.* Be recommended for appointment by the PMS.

*b.* Be a citizen of the United States.

*c.* Meet the following age requirements:

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

(2) Non-scholarship Cadets may not be older than 30 at the time of commissioning; CG, USACC may approve waivers for applicants who are projected to be commissioned before their 39th birthday (see para 4-3).

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

*e.* Be physically qualified. Meet the waiver requirements of AR 40-501, as determined by the USACC Command Surgeon. Meet the height and weight or body fat percentage standards required by AR 600-9.

*f.* Pass the ACFT within 120 days of appointment.

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

*h.* Possess a secret personnel security clearance based on a national agency check, local agency check, and credit check.

*i.* Have successfully completed the course of military training as prescribed by law and SROTC regulations and the required advanced camp training.

*j.* Have achieved a cumulative GPA of 2.0 on a 4.0 scale or its equivalent in their academic curriculum and 2.0 on a 4.0 scale in MSL classes, and possess a baccalaureate degree conferred by an accredited 4-year degree granting institution. Degree requirements for MJC graduates and completion Cadets are discussed in chapter 13.

*k.* Have been scrolled for appointment and approved by the Secretary of Defense on behalf of the President of the United States.

### **12-3. Appointment authority and responsibility**

*a.* PMSs are authorized by the President, to tender appointments as commissioned officers in the U.S. Army, to SROTC graduates who complete all commissioning requirements and who are otherwise eligible for appointment. The PMS is responsible for ensuring that all processes are in place to assess, screen, contract, and appoint a Cadet in the ROTC program in accordance with all statutes, policy, and that they have adequate oversight and quality control. A Cadet who successfully completes advanced camp following MSL IV and/or graduation may be tendered an appointment by the commander charged with advanced camp responsibility.

*b.* Verification of Presidential direction is done through a nomination process. The President has delegated his authority to make original appointments in the RA in the grades of second lieutenant, first lieutenant, and captain to the Secretary of Defense. The President has delegated his authority to make original appointments in the Reserve of the Army in the grades of second lieutenant, first lieutenant, captain, major, and lieutenant colonel to the Secretary of Defense. USACC, G-1 will submit nominations to AHRC-ORD-A for appointment lists consolidation and submission to DCS, G-1 for Secretary of Defense signature. USACC, G-1 will not issue appointment orders until after the nomination has been approved by the proper authority. Once the nomination is approved, AHRC-ORD-A will notify USACC, G-1.

*c.* A Cadet who is determined to have a temporary medical or administrative disqualification, at the time all other commissioning requirements are met, may be tendered an appointment upon meeting the standards prescribed in AR 40-501, and all other commissioning requirements, as appropriate, within 12 months of the date the Cadet would normally have been commissioned.

*d.* A Cadet who is pregnant at the time of graduation may be tendered an appointment at the completion of the 6th month following the end of her pregnancy, by an appointment authority designated by CG, USACC, provided she otherwise meets the physical standards of AR 40-501.

*e.* The CG, USACC, is the approval authority for deferred commissioning when the Cadet is not qualified for commissioning at the time of graduation. CG, USACC may not defer commissioning for more than 12 months from the date of graduation.

### **12-4. Grade and date of rank**

*a.* All SROTC graduates commissioned under this chapter will be appointed in the grade of second lieutenant.

*b.* Officers assigned to any Corps of the AMEDD may be appointed in a higher grade consistent with constructive credit awarded according to AR 135-101. Appointments in a higher grade will not be made without prior approval of The Surgeon General and only after receipt of a verified copy of DA Form 5074-1-R (Record of Award of Entry Grade Credit (Health Services Officers)) from The Surgeon General.

*c.* The date of rank for SROTC Cadets commissioned in May or June will be the same as the graduation date of USMA in the same year. The date of rank for SROTC Cadets commissioned in any other month will be the date that the officer executes DA Form 71 (Oath of Office – Military Personnel).

*d.* RA officer's date of rank will be the date the second lieutenant physically reports to the active duty unit of the first authorized RA unit identification code of his/her orders. Early reporting is not authorized; officers will report on the weekday specified in the order.

### **12-5. Term of appointment**

Appointments made under chapter 12 are for an indefinite term.

### **12-6. Processing of U.S. Army Reserve and Army National Guard Simultaneous Membership Programs for commissioning**

*a.* The PMS is authorized to order discharge of enlisted members of the USAR assigned to USAR Control Group (ROTC) so that they may be commissioned.

*b.* The discharge authority for ARNG SMP Cadets is the appropriate State Adjutant General. The PMS must coordinate with proper authorities to ensure that ARNG SMP Cadets are discharged effective the day preceding their commissioning date (NGR 600-200).

*c.* The PMS will issue orders to discharge USAR SMP Cadets from Cadet status. A copy of the discharge order will be furnished to the losing USAR unit as expeditiously as possible so that the TPU can initiate a loss transaction to the Reserve Personnel database (see AR 135-178 and AR 601-210).

### **12-7. Commissioning of Senior Reserve Officers' Training Corps graduates**

*a.* An SROTC graduate who is tendered an appointment becomes a commissioned officer after taking the oath of office and executes DA Form 71. These actions constitute acceptance of the appointment (10 USC 12201 and 5 USC 3331).

*b.* The oath of office will be administered by a commissioned officer who may be currently serving on active duty, retired, or in a RC of the Armed Forces of the United States. The oath of office will be administered on the effective date of appointment. Failure to execute the oath of office will cause the tender of appointment to be withdrawn.

*c.* Cadets to be commissioned will complete the Cadet Application and Enrollment Record acknowledging the Army's policy concerning religious accommodation. The statement will become part of the officer's commissioning packet. Pre-accession requests for religious accommodation will follow the procedures of AR 600-20.

*d.* All SMP Cadets selected for RFD after commissioning, and who will remain at their assigned USAR TPU, must have their USAR appointed eligibility accessions packet submitted in accordance with paragraph 12-6 of this regulation.

### **12-8. Retraction of appointment application**

Final responsibility to commission Cadets rests with the CG, USACC or his/her designee. The CG, USACC, will retract the appointment packet if the facts and/or circumstances that existed when the Cadet was recommended for appointment change, and in the opinion of the CG, USACC or his/her designee, the Cadet is not ready to receive or be offered a commission because of the change.

### **12-9. Revocation authority**

The CG, USACC will revoke the appointment of officers who have not entered active duty and whose appointment was void because one or more appointment criteria were not met at the time of appointment. If the officer has entered active duty, the recommendation for revocation of appointment orders must be sent to CG, HRC for approval.

## **Section II**

### **Service Obligations**

#### **12-10. Statutory obligation**

A statutory MSO (10 USC 651) is incurred on initial entry into the Armed Forces whether by induction, enlistment, or appointment. Since 1 June 1984, all Soldiers have incurred an 8-year statutory MSO. Officers commissioned under the provisions of 10 USC 2106, 10 USC 2107, or 10 USC 2107a incur an 8-year obligation from the date of appointment. Any portion of the MSO that is not active duty or ADT will be performed in the RC.

#### **12-11. Contractual obligation**

A contractual obligation is acquired when an individual voluntarily enters into an agreement to serve in a military status for a specific period of time. A contractual obligation may run concurrently with the statutory obligation referenced in paragraph 12-10; extend past the length of the statutory obligation; or be added to the statutory obligation (see AR 135-91).

#### **12-12. Active duty service obligations**

Generally, officers who complete certain formal education or training programs incur an ADSO (see AR 350-100). An ADSO is a specific period of active duty in the RA that an officer must serve before becoming eligible for voluntary separation or retirement. Officers must fulfill ADSOs before they are eligible for voluntary separation.

*a.* SROTC scholarship graduates selected for active duty incur a 4-year pre-commission ADSO.

*b.* Non-scholarship SROTC graduates selected for active duty incur a 3-year pre-commission ADSO.

*c.* Officers who attend an aircraft qualification course following appointment incur a 10-year ADSO. The ADSO begins on the date an officer attains an aeronautical rating of Army Aviator or voluntarily terminates attendance, whichever is earlier.

## Section III

### Cadets Selected for Active Duty and Cadets Selected for Reserve Forces Duty

#### 12-13. Appointment in the Regular Army with active duty service

SROTC Cadets who are enrolled in the G2G active duty option program will be accessed on active duty the day of commissioning and will be appointed in the RA (see AR 601-100). DA Form 71 and DD Form 1 (Officer's Commission) will both reflect "RA." All other SROTC Cadets will be appointed in the Reserve of the Army; appointment documents will reflect "Reserve Commissioned Officer." The officer will execute a second oath of office when accessed onto active duty and will be appointed in the RA. DA Form 71 will reflect "RA." A second DD Form 1 will not be issued.

#### 12-14. Appointment in the Reserve Component of the Army with assignment to the Army Reserve

*a.* Cadets who desire appointment in the RC of the Army may request a waiver of the requirement to possess a baccalaureate degree under the following circumstances:

(1) The applicant has met all requirements, but the degree is being withheld for presentation at a regularly scheduled commencement exercise. The PMS must have a memorandum from the university registrar stating, "Student has met all requirements for graduation and will receive their diploma on exact date".

(2) The Cadet has been accepted for, or is enrolled in, an approved medical, osteopathic, dental, or veterinary school, provided he or she has completed 4 years of undergraduate college credit (CG, USACC is approval authority). The applicant must formally request delay from entry on active duty in accordance with AR 601-25.

(3) MJC graduates and completion Cadets to be commissioned under the ECP (see para 13-8).

(4) Cadets who are attending cross-town units that are in the process of being accredited (CG, USACC is approval authority).

*b.* Waivers.

(1) Baccalaureate degree requirements may not be waived for Cadets assigned to AMEDD branches. Any Cadet who is commissioned under the authority of this regulation and who is assigned to an AMEDD branch, and who is later determined not to meet the educational requirements for the particular branch to which he or she was assigned, will be reassigned to an appropriate branch for which he or she is qualified.

(2) Requests for a waiver will only be considered when unusual circumstances clearly warrant special review. Requests will be endorsed through the chain of command to CG, USACC, for approval. If a discrepancy between the branch to which an officer is assigned and the degree requirements necessary for appointment to that particular branch is not discovered after appointment, the request for waiver will be forwarded to CG, HRC (AHRC-ORD-A), for disposition.

## Section IV

### Delay in Reporting for Active Duty or Initial Active Duty for Training, and Advance or Excess Leave

#### 12-15. Responsibility for officers granted educational delay

HRC will administratively track and provide personnel accountability for SROTC graduates/commissioned officers who are granted graduate or professional program educational delays in accordance with AR 601-25. ECP lieutenants, who are granted an automatic delay to pursue their baccalaureate degrees, will be administratively managed, supervised, and mentored as outlined in paragraph 13-8.

#### 12-16. Dual baccalaureate programs and combined undergraduate/graduate degree programs

*a.* Cadets enrolled in a 5-year, dual baccalaureate degree program, or a 5- or 6-year college program of instruction who have completed all military leadership and advanced camp requirements but have not yet met graduation requirements will be administratively managed, supervised, and mentored as Completion Cadets, as outlined in paragraph 13-7.

*b.* Certain health care disciplines (for example, Doctorate in Pharmacy) require a 6-year course of study that provides no distinctive break between undergraduate and graduate education (that is, a baccalaureate degree is not conferred). Cadets enrolled in such programs will be appointed as second lieutenants, USAR, branch unassigned (00E, Student Officer) upon completion of the SROTC Advanced Course and all other commissioning requirements. Eligible individuals will complete an enrollment packet for the Health Professions Scholarship Program (see AR 601-141). Once commissioned and enrolled in the Health Professions Scholarship Program, the provisions of AR 601-141 apply.



## **12-17. Educational delay for graduate study**

a. Delay of entry on active duty as a Reserve officer to complete graduate study in a health profession program will be processed according to AR 601-25 and AR 601-141.

b. SROTC graduates are eligible to compete and receive national level scholarships, fellowships, or grants under the provisions of AR 621-7. RC officers also may be granted an educational delay to participate in the programs authorized by AR 621-7.

c. MSL IV Cadets in the last year of their baccalaureate program may also apply for graduate study programs at their own personal expense. Participation in a professional education program does not guarantee assignment to the specialty branch upon graduation. The Chaplain and Judge Advocate General's Corps selection processes are competitive and officers in an educational delay status must apply for accession thru either Office of the Chief of Chaplains or the Office of The Judge Advocate General in their final year of professional study.

(1) *Graduate programs in theology.* Individuals who attend a graduate theological school must meet the criteria of AR 135-100, to apply for appointment as a Chaplain.

(2) *Law school.* Any qualified Cadet may apply for an educational delay to enroll in a program of legal study in accordance with AR 601-25. Special eligibility requirements are listed in AR 135-100. The Judge Advocate General is the approval authority.

(3) *Other graduate study programs.* Cadets may apply for an educational delay under the provisions of AR 601-25 for up to 2 years of graduate study to obtain a master's degree. The Surgeon General is the approval authority for graduate level medical fields; CG, HRC is the approval authority for all other requests.

d. Generally, neither a pre-commissioning ADSO nor the obligation incurred through participation in a funded graduate study program will be served during the period of graduate study. The obligation incurred under a particular graduate study program (to include payback or an additional ADSO) will be determined by the policies that are in effect at the time of entry into the graduate program. These obligations may be in addition to the obligations incurred under the SROTC Scholarship program (for example, the additional ADSO may include the requirement that it be served consecutively rather than concurrently).

e. DCS, G-1 (DAPE-MPA) approval of an educational delay to earn a doctorate degree will be granted on a case-by-case basis. Requests must be in writing and will be forwarded through CG, USACC to DCS, G-1 (DAPE-MPA-AP). An endorsement from the president or vice-president of the accredited university or college granting admission into a doctoral program must be included with the request.

## **12-18. Pregnancy after appointment but before entry on active duty or initial active duty for training**

An officer who was commissioned through the SROTC program, and who becomes pregnant before entry on active duty or initial ADT, will follow the policy in AR 135-91.

## **12-19. Leave**

In the event an officer commissioned through the SROTC program is ordered to active duty within 30 days of graduation, the leave and pass provisions of AR 600-8-10 apply.

## **Section V**

### **Release of Army Senior Reserve Officers' Training Corps Graduates to Another Service for Appointment and Commissioning**

#### **12-20. General**

SROTC graduates will not normally be released from the terms of their Cadet contracts for appointment in another Service. The release, if granted, will be conditioned on acceptance by the requesting service. In any event, such release will not be effective before the Cadet completes the Army SROTC program. However, the release should occur before requirements for a baccalaureate degree are completed. Scholarship students will not ordinarily be released to other Services.

#### **12-21. Appointment in the U.S. Marine Corps**

a. An Army SROTC Cadet may apply for appointment as a second lieutenant in the USMC provided he or she meets the following requirements:

(1) Has been designated as a DMS and/or DMG. The Commandant of the USMC may waive this requirement in an exceptional case.

(2) Will have completed all academic and military training requirements for commissioning by the projected release date.

(3) Will have reached his or her 20th birthday, but not the 25th birthday on 1 July of the calendar year in which he or she is to be appointed.

(4) Meets the physical qualification requirements prescribed by the Manual of the Medical Department, United States Navy. These parallel the requirements of an Army medical examination for “physical profile 1.”

*b.* The Cadet must be selected by a board held at HQ, USMC.

*c.* RC status.

(1) The fact that a Cadet has applied for appointment in the USMC will not delay the processing of his or her application as an officer in the RC of the Army. SROTC Cadets who have a USMC application pending may accept appointment in the RC of the Army with assignment to the USAR, when offered.

(2) An ROTC graduate who has accepted an appointment and entered on active duty, and who desires to serve in the USMC, must apply for inter-Service transfer under the provisions of AR 614–120.

#### **12–22. Appointment in the U.S. Air Force**

Graduating Army SROTC Cadets may be released from the Army to accept appointment in a component of the U.S. Air Force if one of the following criteria is met:

*a.* The Cadet has served 12 months or more of active duty in the Service concerned.

*b.* One or both of the Cadet’s parents are currently on active duty or a retired member of that Service.

*c.* The Cadet’s spouse is a member of that Service.

#### **12–23. Appointment in the National Oceanic and Atmospheric Administration**

A request for release from the SROTC program and Army service commitment in order to apply for appointment in NOAA will be sent to the CG, HRC for disposition. This should be done after the requirements for appointment as a second lieutenant in the Reserve of the Army with assignment in the USAR have been completed. The request will be endorsed through the CG, USACC, and include a copy of the memorandum shown in figure 12–1.

#### **12–24. Appointment in the U.S. Coast Guard**

A request for release from the Army for appointment in the U.S. Coast Guard will be processed the same as a request for appointment in the NOAA.



DEPARTMENT OF THE ARMY  
ORGANIZATION  
STREET ADDRESS  
CITY STATE ZIP

OFFICE SYMBOL

[Date]

MEMORANDUM THRU HQ, USACC (ATCC-PA), Fort Knox, KY 40121-5123

FOR U.S. Army Human Resources Command (AHRC-ORD-A), 1600 Spearhead  
Division Ave, Fort Knox, KY 40121-5123

SUBJECT: Request an Agreement in Connection with Release for Appointment in the  
National Oceanic and Atmospheric Administration (NOAA).

1. I request release from the obligations of my Army Senior Reserve Officers' Training Corps (SROTC) Cadet Contract for the purpose of appointment in NOAA.
2. If my request for release from appointment in the U.S. Army is approved, I understand and agree that if I do not serve on active duty as a commissioned officer in NOAA for at least 8 years, I will, when separated, fulfill the obligation of my SROTC contract.
3. I understand my SROTC contract requires me to accept appointment as a commissioned officer in the Reserve of the Army with assignment to the U.S. Army Reserve when separated from the NOAA, if I am qualified, and a USAR appointment is tendered.
4. I also understand that if I am separated from NOAA before completing 3 years of active duty, I may be required to serve on active duty for an additional period of time with the U.S. Army which, when added to the period I served on active duty as a commissioned officer in NOAA, equals 3 years.
5. If this request is approved and I am appointed in NOAA I will remain a member of, and satisfactorily participate in, the Ready Reserve until the 8<sup>th</sup> anniversary of the date of my appointment in the NOAA.

[Cadet's Signature]

Figure 12–1. Sample agreement to request release from the Army for appointment in National Oceanic Atmospheric Administration

## Chapter 13 Special Programs

### Section I

#### Special Programs for Active Duty Enlisted Soldiers

##### 13–1. Green-to-Gold Programs

The G2G Program options listed in section I of this chapter apply only to current active duty RA enlisted Soldiers. G2G programs do not apply to enlisted Soldiers with a RC enlistment, in either USAR or ARNG in accordance with 10 USC 2106(c).

### **13–2. Green-to-Gold (2–Year) Non-Scholarship Program**

*a.* The G2GNSP is a 2–year non-scholarship program available to active duty RA enlisted Soldiers who have completed 2 years of college, and who can complete their degree requirements in 2 years of study. Soldiers accepted into the G2GNSP receive an early discharge, in accordance with provisions of AR 635–200, for the purpose of participating in a commissioning program. In addition to the monthly subsistence allowance (see para 7–2), and pay for attending advanced camp (see para 7–4), qualified students may also apply for Montgomery GI Bill (MGIB)/Army College Fund benefits. G2GNSP Cadets may also participate in the SMP (see para 13–5).

*b.* In addition to the general eligibility requirements of paragraph 4–12, and any additional requirements prescribed by the CG, USACC, G2GNSP applicants must—

- (1) Not be under a suspension of favorable personnel actions in accordance with AR 600–8–2;
- (2) Have completed at least 2 years of active duty in the RA, as well as 3 months of active duty for every 1 month of specialized training received (for example, military occupational specialty (MOS) or language training) as of the date of discharge (waivers may be granted).

*c.* Discharge is contingent upon enlistment in the USAR Control Group (ROTC), execution of an SROTC Cadet Contract, and enrollment in the SROTC program at the educational institution. Soldiers approved for early discharge may be separated up to 30 days prior to the start of school. Terminal leave is not authorized.

### **13–3. Green-to-Gold Active Duty Option Program**

*a.* The G2GADOP provides eligible, active duty RA enlisted Soldiers with an opportunity to complete an initial baccalaureate or graduate degree, and to be commissioned as Army officers upon receipt of their degree. Soldiers selected to participate in the G2GADOP will continue to receive their current pay and allowances while in the G2GADOP (up to 21 consecutive months) and receive normal PCS entitlements. Participants are responsible for their own educational expenses. Although tuition assistance is not authorized for use in this program, Soldiers may receive any MGIB/Army College Fund benefits for which they are eligible. Additional information, to include application materials, is available online at [www.armyrotc.com](http://www.armyrotc.com).

*b.* G2GADOP applicants must ensure they meet the general eligibility requirements of paragraph 4–12, and any additional requirements prescribed by the CG, USACC. Applicants must—

- (1) Not be under a suspension of favorable personnel actions in accordance with AR 600–8–2;
- (2) Have completed at least 2 years of active duty, as well as 3 months of active duty for every 1 month of specialized training received (for example, MOS or language training), but less than 8 years of active federal service as of the date of discharge (waivers may be granted), and have at least 48 months service remaining on the current enlistment contract at the projected start of enrollment.

*c.* Soldiers interested in the G2GADOP must be advised that current law (10 USC 2106(c)) does not allow any of his/her accrued time period as a Cadet participant in the SROTC towards RA 20–year retirement eligibility/benefits and/or RC retirement eligibility points. In addition, G2GADOP Soldiers must agree that as ROTC participants, they are not members of the Selected Reserve. Consequently, once a G2GADOP Soldier is commissioned, the time spent in the Advanced Course phase of SROTC (MSL III and MSL IV instruction) will not be included, for any purpose, in service computations made after the Soldier accepts an appointment (for example, it may not be used to compute either time in service for pay purposes, or in computing years of service for retirement).

*d.* Soldiers selected for the G2GADOP will be assigned to the USACC HQ and HQ Detachment, Fort Knox, KY, for administration and accountability, personnel and pay services, and the administration of the UCMJ.

*e.* Soldiers who successfully complete all requirements of the G2GADOP will be commissioned in the RA. RC duty and Educational Delay are not authorized.

*f.* Soldiers that fail to maintain eligibility requirements will be released from the program and immediately reassigned. The established Service Remaining Requirement will remain in effect and the Soldier will be reassigned based on the needs of the Army.

### **13–4. Green-to-Gold Scholarship Program**

*a.* The G2GSP is a 2–, 3–, or 4–year scholarship program available to active duty RA enlisted Soldiers. Soldiers accepted into the G2GSP receive an early discharge, in accordance with provisions of AR 635–200, for the purpose of participating in a commissioning program. In addition to the tuition and fees, certain monthly subsistence allowances, and pay for attending advanced camp (see para 7–4), qualified students may also apply for Montgomery GI Bill (MGIB)/Army College Fund benefits. G2GSP Cadets may not participate in the SMP.

*b.* In addition to the general eligibility requirements of paragraph 6–3 and any additional requirements prescribed by the CG, USACC, G2GSP applicants must—

- (1) Not be under a suspension of favorable personnel actions in accordance with AR 600–8–2;

(2) Have completed at least 2 years of active duty in the RA, as well as 3 months of active duty for every 1 month of specialized training received (for example, MOS or language training) as of the date of discharge (waivers may be granted).

c. Discharge is contingent upon enlistment in the USAR Control Group (ROTC), execution of an SROTC Cadet contract, and enrollment in the SROTC program at the educational institution identified. Soldiers approved for early discharge may be separated up to 30 days prior to the start of school. Terminal leave is not authorized.

## **Section II**

### **Other Special Programs**

#### **13–5. Simultaneous Membership Program**

a. The SMP is a voluntary officer training program designed to increase the number of officers interested in RFD. It is open to contracted, non-scholarship MSL II, MSL III, and MSL IV Cadets and specific Scholarship MSL I, MSL II, MSL III, and MSL IV Cadets. The Program allows simultaneous participation in both SROTC and RC, and exposes Cadets to increased leadership opportunities and RC unit experience. SMP participants will be assigned duties in positions of responsibility commensurate with the rank of second lieutenant, under the supervision of a commissioned officer.

b. All Cadets (MSL I, MSL II, MSL III, and MSL IV) who are recipients of a GRFD Scholarship are required to participate in the SMP. All other scholarship Cadets are not eligible to participate in the SMP.

c. Non-scholarship SMP Cadets may compete for scholarships. However, if an SMP Cadet is subsequently selected for a scholarship other than a GRFD, he or she will be released from the SMP Program and transferred to USAR Control Group (ROTC), in accordance with AR 601–210 or NGR 600–100. Discharge from the ARNG and transfer to USAR Control Group (ROTC) will be processed in accordance with NGR 600–100.

d. Cadets who volunteer to participate in the SMP and request assignment to a USAR unit must execute DA Form 4824 (Addendum to Certificate and Acknowledgement of Service Requirements (DA Form 3540) for All Personnel Applying for Participation in the Reserve Officers Training Corps (ROTC)/ Simultaneous Membership Program (SMP)), and it must be signed by the unit commander only in the box labeled “Recruiting Official.” Those requesting an ARNG assignment will execute NGB Form 594–1 (Annex to DD Form 4 ARNG Simultaneous Membership Program Agreement). Both the PMS and the RC unit commander must concur in the participation of an SMP candidate before an assignment will be made. Cadets approved for participation in the SMP will be processed and assigned in accordance with AR 601–210 and AR 135–91 or NGR 600–100.

e. An enlisted RC Soldier assigned to an ARNG or USAR TPU, who has volunteered and been selected to participate in the SMP, may contract in the SROTC program when he or she becomes fully qualified to enroll as a Cadet. His/her assignment as an SMP Cadet will be effective the date of contracting.

f. SROTC/SMP participants are assigned to RC units in a paid status, with the rank of “Cadet” (see AR 600–20). Participants will wear the insignia of an SROTC Cadet, as determined by the CG, USACC. Cadets will be addressed as “Mister, Ms., or Cadet” and afforded the same respect and courtesy (except salutes) normally reserved for commissioned officers of the U.S. Armed Forces; terms such as “sir” or “ma’am” will not be used to address Cadets.

g. SMP participants will be paid in the pay grade and years of service attained, but not less than pay grade E–5 (see AR 600–8–19 and AR 601–210).

h. SMP Cadets are subject to the same standards for satisfactory performance and participation as all contractually obligated officers and enlisted Soldiers assigned to the RC. Failure to satisfactorily participate in scheduled ARNG or USAR unit training may result in termination of the ROTC/SMP Agreement (DA Form 4824 or NGB Form 594–1) and involuntary reassignment to USAR Control Group (ROTC) or disenrollment from the SROTC program.

(1) Cadets are required to attend all unit training, however, when mandatory SROTC training conflicts with scheduled unit training, SROTC training has priority. It is the Cadet’s responsibility to coordinate the absence (in advance), and to reschedule any missed unit training, with his/her RC unit commander. The PMS will provide training schedules to all RC units with assigned SMP Cadets to minimize the likelihood of conflicts.

(2) SMP Cadets will not be assigned duties that require them to act directly “for the commander.” For example, an SMP should not be assigned as a duty officer, as a member of court-martial, as the officer in charge of a firing range, or in any capacity where he or she would be required to handle public monies, or records pertaining to public monies, or to any position that requires an officer’s certification.

(3) During inactive duty for training and annual training, SMP Cadets will not be charged for meals. Cadets will sign for meals on DA Form 3032 (Signature Headcount Sheet).

(4) During training periods that require overnight billeting, Cadets should be billeted with junior officers.

(5) SMP Cadets will normally attend AT with their RC units. Cadets will be excused from AT, upon their request, during the calendar year they are required to attend advanced camp. However, they are authorized to attend both advanced camp and AT, if they choose to do so (see AR 135–91).

(6) A Cadet who has completed initial ADT and been awarded an MOS is eligible to accompany a unit that participates in Overseas Deployment Training during AT. However, no individual MSL course, to include CPDT, basic camp, or advanced camp, nor any combination of MSL courses and/or basic camp/advanced camp will equate to initial ADT to satisfy the basic training requirement of 10 USC 671.

(7) A Cadet who participates in the SMP is not eligible to participate in CTLT.

i. Completion Cadets (see para 13–7) remain eligible to participate in the SMP, provided they participated in the Program while enrolled in the advanced course.

j. SMP Cadets are nondeployable and will not mobilize with their RC unit, regardless of whether or not the Cadet has completed initial ADT and is qualified in an enlisted MOS. SMP Cadets are considered nondeployable until such time as they receive an appointment and complete BOLC B, or are disenrolled from the SROTC program.

(1) Prohibitions against mobilization do not restrict an ARNG organization from activating an SMP Cadet for state support missions under the provisions of 32 USC.

(2) SMP Cadets who are activated in excess of 30 days in support of state missions shall be placed in a Leave of Absence-Pending Return status.

k. Cadets who complete the ROTC course of instruction and are members of the ARNG or USAR and who are later appointed as officers through the ROTC will not be—

(1) Credited with RC service when computing length of service for any purpose for the period while enrolled in the advanced ROTC course (10 USC 2106(c)).

(2) Credited with RC service in computing entitlements to basic pay for the period while enrolled in either the basic or advanced ROTC course (37 USC 205(d)).

l. An SMP Cadet may be voluntarily released or involuntarily removed from his or her RC unit of assignment and reassigned to USAR Control Group (ROTC) in accordance with AR 601–210 and NGR 600–100. SMP Cadets who withdraw or are disenrolled from the SROTC program will be restored to the pay grade held prior to enrollment in the SMP (see AR 600–8–19).

### **13–6. Guaranteed Reserve Forces Duty Program**

a. The GRFD Program is composed of both non-scholarship and scholarship (see para 6–14) options. The Program provides Cadets with an opportunity to indicate an early preference for RFD and is designed to attract Cadets who desire to obtain a commission with guaranteed service in either the ARNG or the USAR. Non-scholarship participants are required to execute GRFD Addendum to Army SROTC Non-Scholarship Cadet Contract. Non-scholarship GRFD Cadets must agree to serve at least 6 of their 8 years MSO in a selected reserve status. GRFD lieutenants (other than MJC lieutenants selected for service on active duty in lieu of Reserve Service) may not participate in the educational delay program.

b. A Cadet must be fully qualified to enroll and contract as an MSL II or MSL III student to be eligible to participate in the GRFD Program. Additionally, MSL I Cadets who are dedicated ARNG/USAR Scholarship recipients will contract and participate in the GRFD Program.

c. Participation in the SMP (see para 13–5) is mandatory for Cadets enrolled in the GRFD.

d. A Non-scholarship GRFD Cadet, who thereafter desires to compete for active duty, may request revocation of his or her GRFD addendum. CG, USACC is the approval authority. Prior to endorsing a revocation request, the PMS will ensure that the Cadet has been counseled regarding the possibility of recoupment of any educational benefits received from the MGIB-Selected Reserve, MGIB Kicker, Federal tuition assistance, or ARNG State tuition assistance programs. Approval of a revocation request is not guaranteed and is subject to the needs of the Army.

e. Scholarship Cadets may not request revocation of their GRFD contracts (except MJC scholarship Cadets). MJC scholarship Cadets must submit the request prior to graduating from the MJC. Approval authority is CG, USACC subject to delegation from SECARMY.

### **13–7. Completion Cadet Program**

a. As a general rule, Cadets will be academically and militarily aligned to the fullest extent possible to ensure the simultaneous granting of a baccalaureate degree and an appointment. However, Cadets who have completed all SROTC requirements, to include required professional military education courses, but who have not finished the academic requirements necessary to graduate are deemed “Completion Cadets.”

b. Completion Cadets are not eligible for subsistence allowance or scholarship benefits.

c. A Cadet who was participating in the SMP (see para 13–5) at the time that all other SROTC requirements were completed, may continue to do so as a Completion Cadet. However, continued participation in the SMP is limited to a period of not more than 24 months from the date that all other SROTC requirements were completed. Completion Cadets must continue to attend scheduled training and AT, and otherwise remain satisfactory participants in their RC unit.

d. The PMS retains administrative control of the Completion Cadet and will ensure that—

(1) The Cadet maintains monthly contact with the PMS, provides a current address, a telephone number, and informs the PMS of any change in his or her academic status, physical condition, and so forth.

(2) The Cadet participates in a regularly scheduled physical fitness training program with the SROTC program. The ACFT will be administered in conjunction with height and weight verification at least semiannually, in accordance with ATP 7–22.01 and AR 600–9, respectively. Cadets who fail to meet ACFT standards or fail to meet required height and weight standards will be given appropriate remedial training and placed in a weight control program.

(3) The Cadet adheres to an academic work plan developed by the PMS to ensure graduation with a baccalaureate degree in the earliest possible amount of time. Completion Cadets must graduate within 24 months of completing SROTC requirements for appointment. The CG, USACC may approve a waiver for 1 additional year but the Cadet must complete the degree within 36 months.

e. A Completion Cadet remains in that status until receipt of a degree and will be commissioned upon graduation.

f. A Completion Cadet who fails to comply with the specific requirements contained in this paragraph, or the obligations of his or her Cadet contract, will be subject to the disenrollment provisions of chapter 10.

## Section III

### Appointment and Post-Appointment Programs

#### 13–8. Early Commissioning Program

Cadets who graduate from MJC's will be commissioned under the provisions of the ECP. Acceptance of an early commission terminates Cadet status. Only officers participating in the EAP (see para 13–9), may receive additional educational assistance benefits.

a. *Duties.*

(1) CG, HRC will—

(a) Administratively track and provide personnel accountability for ECP lieutenants from appointment until they are accessed into either the RA or the RC.

(b) Schedule and resource IMT for all USAR officer active duty obligor ECP lieutenants. ECP lieutenants will not be scheduled for attendance at BOLC B until completion of all baccalaureate degree requirements.

(c) Provide advice, counsel, and mentoring to ECP lieutenants on academic progress, administrative requirements and individual military technical proficiency.

(d) Process recoupment actions when notified by the RC TPU that separation action has been initiated.

(2) CG, USACC will—

(a) Assist MJC graduates in locating officer vacancies in local RC TPUs.

(b) Provide academic counseling for ECP lieutenants who are students completing their baccalaureate degree requirements. The PMS review of the ECP lieutenant's degree plan must address the status of academic progress and review appropriate completion of course prerequisites.

(c) Provide SROTC training opportunities for ECP lieutenants, in addition to those provided by the RC TPU, upon coordination with the RC commander.

(d) Ensure that ECP officers who submit accession packets meet the screening weight or body fat percentage required by AR 600–9 and have successfully completed an ACFT within 6 months of the date of the DA Selection and Branching Board administered by the RC commander.

(3) RC commanders will—

(a) Provide accepted ECP candidates with a memorandum of acceptance and a completed DA Form 4651 (Request for Reserve Component Assignment or Attachment).

(b) Formally counsel ECP lieutenants on degree progress on a quarterly basis; inform the PMS if an officer is not making satisfactory progress.

(c) Initiate separation action and recoupment (former SROTC scholarship and/or EAP officers (see para 13–9)) if an officer fails to complete degree requirements within 36 months.

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

b. *Military Junior College eligibility for appointment.* MJC graduates will request appointment under the provisions of the ECP provided they—

- (1) Have satisfactorily completed all requirements of the SROTC program.
  - (2) Have received an associate's degree.
  - (3) Are able to complete all requirements for a baccalaureate degree within 36 months.
  - (4) Obtain an official letter of acceptance from a 4-year, baccalaureate degree granting institution that has an Army SROTC program (host, extension unit or cross-town).
  - (5) Agree to remain a full-time student at a 4-year, baccalaureate degree granting institution that has an Army SROTC program (host, extension unit or cross-town).
  - (6) Continue to meet ACFT standards and the screening weight or body fat percentage requirements of AR 600-9; agree to participate in a semi-annual ACFT with height and weight verification. The RC commander will verify these standards.
  - (7) Agree to meet with the PMS at the 4-year school not less than quarterly to provide an update academic progress and to provide such other administrative information as may be required by USACC.
  - (8) Agree to contact HRC, Lieutenant Management (USAR officers on a semi-annual basis, to provide a status report on academic progress) to update address and telephone numbers, and to complete administrative actions, as required.
- c. Exceptions.* In the event an ECP lieutenant must be reassigned from his/her USAR TPU (through no fault of his/her own), and there are no available officer unit vacancies within a reasonable commuting distance, the officer will be attached to the Army SROTC program for training until such time as a unit vacancy exists or the officer completes baccalaureate degree requirements.
- d. Applicability.* ECP policies and procedures applicable to the ARNG are contained in NGR 600-100.
- e. Non-deployable.* ECP lieutenants are non-deployable and will not be mobilized during a partial mobilization until he or she completes baccalaureate degree requirements and satisfactorily completes BOLC B.
- f. Requests for Army National Guard.* Requests for extension or exception to policy for ARNG ECPs will be forwarded through command channels to the State Adjutant General.
- g. Requests for U.S. Army Reserve.* Requests for extension or exception to policy for USAR ECPs will be forwarded from the USAR TPU commander, through the PMS and CG, USACC, to HRC.

### **13-9. Educational Assistance Program for early commissioning program lieutenants commissioned from military junior colleges**

- a.* Lieutenants who graduated from an MJC, and who were commissioned through the ECP, are eligible to apply for the EAP. The EAP provides tuition and fees, or room and board expenses (in accordance with the USACC scholarship benefits package) for up to 2 academic years (4 semesters or 6 quarters) at a baccalaureate degree granting institution with an Army SROTC program (host, extension unit, or cross-town institution). The additional service obligation incurred for participation in the EAP is 1 year for each year, or part of a year, that educational assistance is provided. Officers selected for the EAP must also agree to the following: to be assigned to an RC TPU during the period for which benefits are received; to complete such additional administrative requirements as may be prescribed by the CG, USACC; to execute DA Form 597-4 (Educational Assistance Program for Military Junior College (MJC) Commissioned Officers); and to complete their baccalaureate degree requirements within 3 academic years.
- b.* CG, USACC will establish eligibility requirements for this program.
- c.* EAP benefits may be terminated by the CG, USACC for any of the following reasons—
- (1) The officer voluntarily withdraws from the program or fails to continue in the program.
  - (2) The officer fails to successfully complete the requirements for a baccalaureate degree, in the academic major stated in his or her contract, within 3 academic years.
  - (3) For any of the reasons listed in paragraph 10-2.
- d.* Officers participating in the EAP continue to remain bound by the terms of their original SROTC Cadet contract (either DA Form 597 or DA Form 597-3).
- e.* Officers participating in the EAP may not be ordered to active duty, ordered to deploy, or ordered to attend BOLC B while enrolled in the EAP (10 USC 2107(c)(5)(F) and 10 USC 2107a(c)(4)(F)).
- f.* Upon successful completion of baccalaureate degree requirements, the officer's service obligation incurred under the EAP will be in addition to the initial commissioning obligation incurred under his or her SROTC Cadet contract. The additional service obligation will be served consecutively with any other remaining service obligations. If an officer voluntarily, or because of misconduct, fails to begin or fails to complete any period of active duty, or duty in a selected reserve status not on active duty that was incurred under the EAP or any prior SROTC contract, the officer will be required to reimburse the United States an amount of money, plus interest, that is equal to or bears the same ratio to the total cost of the financial assistance provided as the unserved portion of duty bears to the total period of such duty that the officer was obligated to serve (see AR 637-1).



### **13–10. Additional incentive programs: Branch for Service, Graduate School for Service, and Post of Choice for Service**

a. The Career Satisfaction Program Branch for Service, Graduate School for Service, and Post of Choice for Service are incentive programs that may be offered to Cadets who are selected for active duty. These incentive programs may be approved or suspended by HQDA, G–1 based on the needs of the Army and such programs will be incorporated into the assignment/branching process. Cadets who participate in any of the programs agree to incur an additional ADSO to be served consecutively to any other commissioning ADSOs in accordance with AR 350–100. Cadets can participate in up to two programs each, incurring an additional two ADSOs.

(1) *Branch for Service.* Cadets who volunteer and are selected to participate in this option agree to incur an additional ADSO of 3 years in order to obtain their branch of choice. Cadets branched ANC are not eligible to participate in this option.

(a) Cadets interested in applying for this program must execute the Branch for Service Program ADSO Addendum to Army Senior Reserve Officers' Training Corps (SROTC) Cadet Contract and submit it with their accession packet materials.

(b) Cadets who receive their branch of choice through the ordinary branching process will not have an additional ADSO and their contract addendum will be voided.

(c) Cadets who participate in this program will not be branch-detailed unless they volunteer to do so.

(d) Certain branches which require specific areas of concentration or skill identifier training may incur additional ADSOs. These ADSOs are served consecutively.

1. Aviation incurs a 10–year ADSO.

2. Cyber incurs an additional 1–year ADSO.

(2) *Graduate School for Service.* Cadets who volunteer and who are selected to participate in this option agree to extend their initial ADSO by 3 years in order to attend a fully-funded graduate program and earn a master's degree. Cadets branched ANC are not eligible to participate in this option.

(a) Cadets interested in applying for this program must execute the Graduate School for Service Program ADSO Addendum to Army SROTC Cadet Contract and submit it with their accession packet materials.

(b) Cadets selected to participate in this program have the option to obtain a master's degree in a discipline of their choice, from an approved list of disciplines for their Year Group, maintained by HRC. Program participants may be authorized to complete a master's degree in a program not on the HRC Year Group list, subject to needs of the Army. The CG, HRC is the approval authority.

(c) Officers will generally be scheduled for graduate school between their 6th and 10th year of commissioned service, depending upon the officer's preference and the needs of the Army.

(d) Officers who exercise their option to attend graduate school will incur an additional ADSO of 3 times the length of schooling in days to a maximum of 72 months. Thirty-six months of this graduate school ADSO will be served in a utilization tour upon completion of graduate school. A maximum of 36 months of the graduate school ADSO may be completed subsequent to the expiration of the officer's commissioning ADSO and prior to attendance at graduate school.

(e) Officers selected for this program are not required to attend graduate school and may remain on active duty if they elect not to exercise their option to attend school.

(3) *Post of Choice for Service.* Cadets who volunteer and who are selected to participate in this option agree to incur an additional ADSO of 3 years in order to obtain their post of choice for their initial post-commissioning assignment.

(a) Cadets interested in applying for this program must execute the Post of Choice for Service Program ADSO Addendum to Army SROTC Cadet Contract and submit it with their accession packet materials. Cadets branched aviation will not be considered for this program due to the inability to project requirements beyond flight school.

(b) Cadets who volunteer for this program and who do not receive their assignment, will not have an additional ADSO and their contract addendum will be voided.

b. Completion of the initial commissioning ADSO satisfies the terms of the SROTC Cadet contract. Accordingly, scholarship Cadets will not be subject to reimbursement for a pro-rata share of the cost of their SROTC education if they fail to serve the additional ADSO incurred pursuant to these incentive programs. The additional ADSOs, whether for branch, graduate school, or post, will be served consecutively with the commissioning ADSO and concurrently with any other non-statutory ADSOs, and will begin on the day after the officer's initial ADSO is completed. One exception to this is the ADSO for Branch for Service, Aviation which is served consecutively to their flight school ADSO.

c. Cadets who are not granted a branch or post ADSO will be notified and contracts will be destroyed in accordance with AR 25–400–2.

*d.* CG, USACC shall confirm with CG, HRC that the appropriate addenda to contracts be entered into each officer's Human Resource Record and that each record is updated to reflect participation in the Career Satisfaction Program. CG, USACC will additionally confirm that officers not selected for programs are notified of their status.

## **Appendix A**

### **References**

#### **Section I**

##### **Required Publications**

###### **AR 15–6**

Procedures for Administrative Investigations and Boards of Officers (Cited in para 10–2*d*.)

###### **AR 30–22**

Army Food Program (Cited in para 7–3*a*.)

###### **AR 40–400**

Patient Administration (Cited in para 7–7*b*.)

###### **AR 40–501**

Standards of Medical Fitness (Cited in para 4–8*d*(1).)

###### **AR 40–562**

Immunizations and Chemoprophylaxis for the Prevention of Infectious Diseases (Cited in para 4–8*f*.)

###### **AR 135–91**

Service Obligations, Methods of Fulfillment, Participation Requirements, and Enforcement Procedures (Cited in para 10–8*a*.)

###### **AR 135–100**

Appointment of Commissioned and Warrant Officers of the Army (Cited in para 10–9*a*(1).)

###### **AR 135–101**

Appointment of Reserve Commissioned Officers for Assignment to Army Medical Department Branches (Cited in para 9–3*b*(4).)

###### **AR 135–178**

Enlisted Administration Separations (Cited in para 5–3*c*.)

###### **AR 135–210**

Order to Active Duty as Individuals for Other than a Presidential Reserve Call-up, Partial or Full Mobilization (Cited in para 5–2*b*.)

###### **AR 140–10**

Assignments, Attachments, Details, and Transfers (Cited in para 10–8*c*.)

###### **AR 350–1**

Army Training and Leader Development (Cited in para 9–3*i*(1)(*a*).)

###### **AR 350–100**

Officer Active Duty Service Obligations (Cited in para 2–15*a*.)

###### **AR 380–67**

Personnel Security Program (Cited in para 3–6*d*(1).)

###### **AR 600–8–4**

Line of Duty Policy, Procedures, and Investigations (Cited in para 7–7*d*.)

###### **AR 600–8–10**

Leaves and Passes (Cited in para 12–19.)

###### **AR 600–8–19**

Enlisted Promotions and Reductions (Cited in para 13–5*g*.)

###### **AR 600–8–105**

Military Orders (Cited in para 7–5*d*.)

###### **AR 600–9**

The Army Body Composition Program (Cited in para 4–8*e*.)

**AR 600–20**

Army Command Policy (Cited in para 2–19*a*.)

**AR 600–43**

Conscientious Objection (Cited in para 4–13*b*(1).)

**AR 600–110**

Identification, Surveillance, and Administration of Personnel Infected with Human Immunodeficiency Virus (Cited in para 4–11.)

**AR 601–25**

Delay in Reporting for and Exemption from Active Duty, Initial Active Duty for Training, and Reserve Forces Duty (Cited in para 11–4.)

**AR 601–100**

Appointment of Commissioned and Warrant Officers in the Regular Army (Cited in para 12–13.)

**AR 601–210**

Regular Army and Reserve Components Enlistment Program (Cited in para 4–8*e*.)

**AR 611–110**

Selection of Army Aviation Officers and Warrant Officers (Cited in para 11–5*a*.)

**AR 614 –200**

Enlisted Assignments and Utilization Management (Cited in para 2–15*b*.)

**AR 623–3**

Evaluation Reporting System (Cited in para 2–19*a*(1).)

**AR 635–200**

Active Duty Enlisted Administrative Separations (Cited in para 4–12*b*(3).)

**AR 670–1**

Wear and Appearance of Army Uniforms and Insignia (Cited in para 4–19.)

**AR 700–84**

Issue and Sale of Personal Clothing (Cited in para 8–1*b*(1).)

**DA Pam 145–2**

Guide to Certificates and Awards (Cited in para 8–13.)

**DoD FMR**

DoD Financial Management Regulation (Cited in para 6–7*b*.) (Available at <https://comptroller.defense.gov/fmr/>.)

**DoDI 1215.08**

Senior Reserve Officers' Training Corps (ROTC) Programs (Cited on title page.) (Available at <https://www.esd.whs.mil/dd/>.)

**DoDI 1304.33**

Protecting Against Inappropriate Relations During Recruiting and Entry Level Training (Cited in para 1–11*h*(4).)

**DoDI 1315.18**

Procedures for Military Personnel Assignments (Cited in para 2–5*d*(13)(*b*).)

**DoDI 1340.27**

Military Foreign Language Skill Proficiency Bonuses (Cited in para 9–3*i*(1)(*b*).) (Available at <https://www.esd.whs.mil/dd/>.)

**DoDI 4515.13**

Air Transportation Eligibility (Cited in para 7–6*a*.) (Available at <https://www.esd.whs.mil/dd/>.)

**DoDI 5160.70**

Management of the Defense Language, Regional Expertise, and Culture (LREC) Program (Cited in para 9–3*h*.) (Available at <https://www.esd.whs.mil/dd/>.)

**NGR 600–100**

Commissioned Officers - Federal Recognition and Related Personnel Actions (Cited in para 13–5c.) (Available at <https://www.ngbpmc.ng.mil/>.)

**Section II****Related Publications**

A related publication is a source of additional information. The user does not have to read it to understand this regulation. United States Code publications are available at <https://uscode.house.gov/>.

**AR 11–2**

Managers' Internal Control Program

**AR 15–1**

Department of the Army Federal Advisory Committee Management Program

**AR 25–30**

Army Publishing Program

**AR 25–400–2**

Army Records Management Program

**AR 40–502**

Medical Readiness

**AR 135–200**

Active Duty for Missions, Projects, and Training for Reserve Component Soldiers

**AR 145–2**

Junior Reserve Officers' Training Corps Program: Organization, Administration, Operation, and Support

**AR 350–51**

United States Army Officer Candidate School

**AR 600–8–2**

Suspension of Favorable Personnel Actions (Flag)

**AR 600–8–101**

Personnel Readiness Processing

**AR 601–10**

Management and Recall to Active Duty of Retired Soldiers of the Army in Support of Mobilization and Peacetime Operations

**AR 601–141**

U.S. Army Health Professions Scholarship, Financial Assistance, and Active Duty Health Professions Loan Repayment Programs

**AR 601–208**

The Army Marketing Program

**AR 614–100**

Officer Assignment Policies, Details, and Transfers

**AR 614–120**

Inter-Service Transfer of Commissioned Officers

**AR 621–5**

Army Continuing Education System

**AR 621–7**

The Army Fellowship and Scholarship Program

**AR 635–5–1**

Separation Program Designator Codes

**AR 637–1**

Army Compensation and Entitlements Policy

**AR 638–2**

Army Mortuary Affairs Program

**AR 638–8**

Army Casualty Program

**ATP 7–22.01**

Holistic Health and Fitness Testing

**CTA 50–900**

Clothing and Individual Equipment

**DA Pam 25–40**

Army Publishing Program Procedures

**DA Pam 30–22**

Operating Procedures for the Army Food Program

**DA Pam 40–502**

Medical Readiness Procedures

**DA Pam 600–3**

Officer Talent Management

**DA Pam 600–8**

Military Human Resources Management Administrative Procedures

**DoD 5500.7–R**

Joint Ethics Regulation (JER) (Available at <https://www.esd.whs.mil/dd/>.)

**NGR 600–200**

Enlisted Personnel Management (Available at <https://www.ngbpmc.ng.mil/>.)

**5 USC 3331**

Oath of office

**5 USC 8140**

Members of the Reserve Officers' Training Corps

**8 USC 1101**

Definitions

**10 USC 532**

Qualifications for original appointment as a commissioned officer

**10 USC 651**

Members: required service

**10 USC 671**

Members not to be assigned outside United States before completing training

**10 USC 672**

Reference to chapter 1209

**10 USC 1475**

Death gratuity: death of members on active duty or inactive duty training and of certain other persons

**10 USC 2005**

Advanced education assistance: active duty agreement; reimbursement requirements

**10 USC 2102**

Establishment

**10 USC 2103**

Eligibility for membership

**10 USC 2103a**

Students not eligible for advanced training; commitment to military service

**10 USC 2104**

Advanced training; eligibility for

**10 USC 2105**

Advanced training; failure to complete or to accept commission

**10 USC 2106**

Advanced training; commission on completion

**10 USC 2107**

Financial assistance program for specially selected members

**10 USC 2107a**

Financial assistance program for specially selected members: Army Reserve and Army National Guard

**10 USC 2108**

Advanced standing; interruption of training; delay in starting obligated service; release from program

**10 USC 2109**

Practical military training

**10 USC 2110**

Logistical support

**10 USC 2111**

Personnel: administrators and instructors

**10 USC 2111a**

Support for senior military colleges

**10 USC 2111b**

Senior military colleges: Department of Defense international student program

**10 USC 7311**

Twenty years or more: regular or reserve commissioned officers

**10 USC 10147**

Ready Reserve: training requirements

**10 USC 12201**

Reserve officers: qualifications for appointment

**21 USC 812**

Schedules of controlled substances

**32 USC**

National Guard

**37 USC 205**

Computation: service creditable

**37 USC 209**

Members of precommissioning programs

**38 USC 101**

Definitions

**Section III****Prescribed Forms**

Unless otherwise indicated, DA forms are available on the Army Publishing Directorate website (<https://armypubs.army.mil>); DD forms are available on the Office of the Secretary of Defense website (<https://www.esd.whs.mil/directives/forms/>).

**DA Form 597**

Army Senior Reserve Officers' Training Corps (ROTC) Nonscholarship Cadet Contract (Prescribed in para 3–5.)

**DA Form 597–1**

Acknowledgement of Understanding – Nonscholarship Two Year Program (Prescribed in para 3–10.)

**DA Form 597–3**

Army Senior Reserve Officers' Training Corps (ROTC) Scholarship Cadet Contract (Prescribed in para 4–17*a*.)

**DA Form 597–4**

Educational Assistance Program for Military Junior College (MJC) Commissioned Officers (Prescribed in para 13–9*a*.) (Available at [https://www.cadetcommand.army.mil/forms\\_pubs.aspx](https://www.cadetcommand.army.mil/forms_pubs.aspx).)

**DA Form 918**

Application for Establishment of an Army Senior Reserve Officers' Training Corps Unit (Prescribed in para 2–6*a*(1).)

**DA Form 918A**

Agreement for Establishment and Maintenance of an Army Senior Reserve Officers' Training Corps Unit (Prescribed in para 2–6*a*(2).)

**DA Form 918B**

Amendment to Application and Agreement for Establishment of an Army Reserve Officers' Training Corps Unit (Prescribed in para 2–6*a*(3).)

**DA Form 2453**

Statement of Health and Medical Examination (Prescribed in para 4–8*d*(3).)

**DA Form 3425**

Medical Fitness Statement for Enrollment in Basic Course, Senior ROTC (Prescribed in para 4–8*b*.)

**DD Form 2609**

Reserve Officers Training Corps Resources Summary Report (Prescribed in para 1–11*f*(9).)

**DD Form 2611**

Reserve Officers Training Corps Enrollment Data (Prescribed in para 1–11*f*(9).)

**Section IV****Referenced Forms**

Unless otherwise indicated, DA forms are available on the Army Publishing Directorate website (<https://armypubs.army.mil>); DD forms are available on the Office of the Secretary of Defense website (<https://www.esd.whs.mil/directives/forms/>).

**CPB Form I–94**

Arrival/Departure Record (Available at <https://www.cbp.gov/travel/international-visitors/i-94>.)

**DA Form 11–2**

Internal Control Evaluation Certification

**DA Form 61**

Application for Appointment

**DA Form 71**

Oath of Office – Military Personnel

**DA Form 134**

Military Training Certificate - Reserve Officers' Training Corps

**DA Form 2028**

Recommended Changes to Publications and Blank Forms

**DA Form 2173**

Statement of Medical Examination and Duty Status

**DA Form 3032**

Signature Headcount Sheet



**DA Form 4187**

Personnel Action

**DA Form 4651**

Request for Reserve Component Assignment or Attachment

**DA Form 4824**

Addendum to Certificate and Acknowledgement of Service Requirements (DA Form 3540) for All Personnel Applying for Participation in the Reserve Officers Training Corps (ROTC)/ Simultaneous Membership Program (SMP)

**DA Form 5074-1-R**

Record of Award of Entry Grade Credit (Health Services Officers)

**DA Form 5248-R**

Report of Unfavorable Information for Security Determination

**DA Form 5305**

Family Care Plan

**DA Form 7349**

Initial Medical Review – Annual Medical Certificate

**DD Form 1**

Officer's Commission

**DD Form 4**

Enlistment/Reenlistment Document – Armed Forces of the United States

**DD Form 214**

Certificate of Uniformed Service

**DD Form 368**

Request for Conditional Release

**DD Form 785**

Record of Disenrollment from Officer Candidate - Type Training

**DD Form 1853**

Verification of Reserve Status for Travel Eligibility

**DD Form 2807-1**

Report of Medical History

**DD Form 2807-2**

Accessions Medical History Report

**DD Form 2808**

Report of Medical Examination

**DHS Form N-560**

Certificate of Citizenship (Available at <https://www.uscis.gov/sites/default/files/document/guides/n-560.pdf>.)

**DS Form 1350**

Certification of Report of Birth (Available at <https://travel.state.gov/content/travel/en/records-and-authentications/requesting-a-vital-record-as-a-u-s--citizen/replace-amend-crba.html>.)

**FS Form 240**

Consular Report of Birth Abroad of a Citizen of the United States of America (Available at <https://travel.state.gov/content/travel/en/records-and-authentications/requesting-a-vital-record-as-a-u-s--citizen/replace-amend-crba.html>.)

**FS Form 545**

Certification of Birth (Available at [https://fam.state.gov/fam/08fam/08fam030303.html#:~:text=\(1\)%20A%20Certification%20of%20Birth,as%20evidence%20of%20U.S.%20citizenship.](https://fam.state.gov/fam/08fam/08fam030303.html#:~:text=(1)%20A%20Certification%20of%20Birth,as%20evidence%20of%20U.S.%20citizenship.))

**NGB Form 594-1**

Annex to DD Form 4 ARNG Simultaneous Membership Program Agreement (Available at <https://www.ngbpmc.ng.mil/forms/ngb-forms/>.)

**OGE Form 450**

Confidential Financial Disclosure Report (Available at <https://www.oge.gov/web/oge.nsf/oge%20forms/>.)

**SF 86**

Questionnaire for National Security Positions (Available at <https://www.opm.gov/forms/standard-forms/>.)

**SF 88**

Medical Record – Report of Medical Examination (Available at <https://www.opm.gov/forms/standard-forms/>.)

**USCIS Form I-551**

Permanent Resident Card (Available at <https://www.uscis.gov/i-9-central/temporary-i-551-stamps-and-mrivs/>.)

**VA Form 21-526EZ**

Application for Compensation and Related Compensation Benefits (Available at <https://www.va.gov/find-forms/>.)

## **Appendix B**

### **Statement of Joint Policies, 21 June 1949**

#### **B-1. Trust**

To ensure harmonious relations and minimize requirements for institutional support of the ROTC, the DA, Navy, and Air Force agree that to the extent desired by the authorities of any institution agree to the following assets.

#### **B-2. Assets**

*a.* Facilities and services provided by the school will be shared and used in common by the local department of military science, naval science, and air science, insofar as compatible with efficiency, economy, and the essential requirements of each department; and insofar as such action does not abrogate existing agreements between the institution and any other departments.

*b.* United States property issued for use in connection with institutional ROTC programs will be stored, handled, and used in common to the extent permitted by law, regulations, and existing agreements with institutions, when such action will promote economy and efficiency and will lessen the burden on the institution.

*c.* Similar local administrative operations will be performed in common by and for the departments, to extent compatible with economy, efficiency, and the requirements peculiar to each department.

*d.* The officer in charge of an ROTC program at an institution will collaborate in all ROTC public information activities that originate locally, including those involved in the stimulation of ROTC enrollment, to the extent necessary to ensure full and effective presentation of the features and advantages of each service and its program, and to avoid undue emphasis on anyone service.

*e.* Use of instructors for cross-service instruction is, to the extent feasible, highly desirable.

*f.* To the full extent permitted by the ROTC curriculums prescribed by the DA, the Navy, and the Air Force, the training of members of the respective ROTC programs will be conducted in common when such action will promote economy or efficiency.

## Appendix C

### Internal Control Evaluation

#### C–1. Function

The function covered by this checklist is the ROTC Program (see AR 145–1) and the SROTC Program.

#### C–2. Purpose

The purpose of this checklist is to assist HQ, USACC, brigade HQ, and SROTC units in evaluating their key management controls. It is not intended to cover all controls.

#### C–3. Instructions

These key internal controls must be formally evaluated at least once every 5 years or whenever the internal control administrator changes. Certification that this evaluation has been conducted must be accomplished on DA Form 11–2 (Internal Control Evaluation Certification). Evaluation test questions are outlined in paragraph C–4 and are intended as a start point for each applicable level of internal control evaluation. Answers must be based on the actual testing of key internal controls (for example, document analysis, direct observation, sampling, simulation, or other). Answers that indicate deficiencies must be explained and corrective action indicated in supporting documentation.

#### C–4. Test Questions

- a.* Are procedures in place to ensure that the establishment and disestablishment of SROTC units are followed in accordance with AR 145–1 (HQ, USACC and Brigade HQ)?
- b.* Are newly assigned PMSs and ROTC instructors provided with an orientation that will provide policy guidance, benefits, and restrictions governing SROTC duty (HQ, USACC and Brigade HQ)?
- c.* Is the published criteria used to determine if a student/Cadet is eligible for enrollment and or continuation in the SROTC program (Brigade HQ, SROTC)?
- d.* Are the procedures of AR 145–1 followed in the administration of the SROTC scholarship program (HQ, USACC, Brigade HQ, SROTC)?
- e.* Are disenrollment procedures followed (Brigade HQ, SROTC)?
- f.* Are on-campus training and Cadet evaluation procedures monitored (HQ, USACC, Brigade, SROTC)?
- g.* Are summer training and Cadet evaluation procedures monitored (HQ, USACC, basic camp and advanced camp commandants)?
- h.* Are units accomplishing SROTC program objectives (HQ, USACC, Brigade HQ, SROTC)?
- i.* Are Cadets properly commissioned (HQ, USACC, Brigade HQ, SROTC)?
- j.* Are inspections conducted and procedures followed (HQ, USACC, Brigade HQ)?
- k.* Are procedures in place to ensure that Effective Management Program criteria and status, viability evaluations, and mission management are followed in accordance with AR 145–1 (HQ, USACC, Brigade HQ)?
- l.* Are personnel actions that affect entitlements or scholarship recoupments reported in a timely manner?

#### C–5. Supersession

The checklist in paragraph C–4 replaces the SROTC Program checklist previously published in AR 145–1, dated 22 July 1996.

#### C–6. Comments

Help make this a better tool for evaluating management controls. Submit comments through HQ, USACC (ATCC–RM) to Commander, U.S. Army Human Resources Command (AHRC–ORD–A), 1600 Spearhead Division Avenue, Fort Knox, KY 40122–5402.

## **Glossary**

### **Section I**

#### **Abbreviations**

**ACFT**

army combat fitness test

**ADSO**

active duty service obligation

**ADT**

active duty for training

**AEO**

alternate entry option

**AGR**

Active Guard Reserve

**AMEDD**

Army Medical Department

**ANC**

Army Nurse Corps

**APMS**

assistant professor of military science

**AR**

Army regulation

**ARIMS**

Army Records Information Management System

**ARNG**

Army National Guard

**ASA (M&RA)**

Assistant Secretary of the Army (Manpower and Reserve Affairs)

**ATP**

Army technical publication

**BOLC**

Basic Officer Leaders Course

**CG**

commanding general

**CPB**

Customs and Border Protection

**CPDT**

Cadet professional development training

**CPFT**

Cadet practical field training

**CST**

Cadet summer training

**CTA**

common table of allowances

**CTLT**

Cadet troop leader training

**DA**

Department of the Army

**DA Pam**

Department of the Army pamphlet

**DACORB**

Department of the Army Conscientious Objector Review Board

**DCLT**

Drill Cadet Leadership Training

**DCS**

Deputy Chief of Staff

**DD**

Department of Defense (forms)

**DHS**

Department of Homeland Security

**DMG**

distinguished military graduate

**DMS**

distinguished military student

**DoD CAF**

Department of Defense Consolidated Adjudications Facility

**DoDD**

Department of Defense Directive

**DoDI**

Department of Defense Instruction

**DoDMERB**

Department of Defense Medical Examination Review Board

**DOL**

Department of Labor

**EAP**

Educational Assistance Program

**ECLT**

English Comprehension Level Test

**ECP**

Early Commissioning Program

**FMR**

Financial Management Regulation

**FY**

fiscal year

**G2G**

Green-to-Gold

**G2GADOP**

Green-to-Gold Active Duty Option Program

**G2GNSP**

Green-to-Gold Non-Scholarship Program

**G2GSP**

Green-to-Gold Scholarship Program

**GPA**  
grade-point average

**GRFD**  
Guaranteed Reserve Forces Duty

**HIV**  
Human Immunodeficiency Virus

**HQ**  
Headquarters

**HQDA**  
Headquarters, Department of the Army

**HRC**  
Human Resources Command

**IMT**  
Initial Military Training

**IRR**  
Individual Ready Reserve

**JROTC**  
Junior Reserve Officers' Training Corps

**JTR**  
Joint Travel Regulations

**LOA**  
leave of absence

**MEDCOM**  
U.S. Army Medical Command

**MGIB**  
Montgomery GI Bill

**MI**  
Military Intelligence

**MJC**  
Military Junior College

**MLOA**  
medical leave of absence

**MOS**  
military occupational specialty

**MSL**  
Military Science and Leadership

**MSO**  
military service obligation

**NCLEX–RN**  
National Council Licensure Examination-Registered Nurses

**NGB**  
National Guard Bureau

**NGR**  
National Guard regulation

**NOAA**  
National Oceanic and Atmospheric Administration

**OCONUS**

outside the continental United States

**OCS**

Officer Candidate School

**OGE**

Office of Government Ethics

**OML**

Order of Merit List

**PCS**

permanent change of station

**PMS**

professor of military science

**RA**

Regular Army

**RC**

Reserve Component

**RFD**

Reserve Forces Duty

**ROTC**

Reserve Officers' Training Corps

**RRS**

Records Retention Schedule-Army

**SCI**

sensitive compartmented information

**SECARMY**

Secretary of the Army

**SF**

standard form

**SMP**

Simultaneous Membership Program

**SP**

Army Medical Specialist

**SROTC**

Senior Reserve Officers' Training Corps

**TPU**

troop program unit

**TRADOC**

U.S. Army Training and Doctrine Command

**UCMJ**

Uniform Code of Military Justice

**USACC**

U.S. Army Cadet Command

**USAR**

U.S. Army Reserve

**USC**

United States Code



**USCIS**

U.S. Citizenship and Immigration Services

**USD (P&R)**

Under Secretary of Defense for Personnel and Readiness

**USMA**

United States Military Academy

**USMC**

U.S. Marine Corps

**VA**

Department of Veterans Affairs

**Section II****Terms****Academic and military alignment**

Alignment of a Cadet's progression through the MSL curriculum with his or her academic program, so that graduation and commissioning occur simultaneously.

**Academic year**

The time period beginning the first day of the fall academic term and ending on the last day of the spring academic term (see DoDI 1215.08).

**Active duty for training**

A tour of active duty used for training RC Soldiers to provide trained units and qualified individuals to fill the needs of the Army in time of war or national emergency and such other times as national security requires.

**Advanced camp**

A mandatory 30 through 50-day period of field training during which Advanced Course Cadets receive additional training and evaluation. Advanced camp is conducted at Fort Knox, KY, and is usually attended between MSL III and MSL IV and includes enhanced leadership opportunities such as embedded leader and trainers at basic camp, CTLT, DCLT, and Cultural Understanding Program missions. Alternate entry Cadets attend advanced camp following completion of their MSL IV year.

**Advanced course**

The portion of the SROTC program that consists of the classes, training, and activities required of Cadets beyond their second year of study (see DoDI 1215.08). The last 2 years of the SROTC program (MSL III and MSL IV), including advanced camp. Cadets ordinarily enroll in the Advanced Course during the junior and senior years in college. MJC Cadets complete the Advanced Course during the freshman and sophomore years.

**Annual training**

The minimal period of training RC Soldiers must perform each year to satisfy the training requirements associated with their RC assignment (see 10 USC 10147 and AR 135–200).

**Auditing student**

One of two types of SROTC students. Auditing students attend an ROTC class, subject to the approval of the instructor, but do not receive a grade in the class, do not receive credit for taking the class, and are not formally enrolled in the SROTC program and pursuant to the participating institution's policy, may or may not be registered in the class (see DoDI 1215.08).

**Basic camp**

A 30-day SROTC training course conducted at Fort Knox, KY, normally attended before the applicant's sophomore academic year (progression Cadets) or junior academic year (lateral entry Cadets) and designed to impart basic military skills training.

**Basic course**

The portion of the SROTC program that consists of the classes, training, and activities required of Cadets and midshipmen in their first and second years of study (see DoDI 1215.08).

**Basic Officer Leader Course**

Pre-commissioning/pre-appointment training to qualify individuals to serve as officers (BOLC A) and officer initial entry and branch qualification training (BOLC B) (see AR 350–1).

**Cadet**

A participating student that has formally enrolled with a Military Service as a member of the SROTC program. There are three types of Cadets: contract, non-contract, and foreign student program (see DoDI 1215.08).

**Concurrent service obligation**

Two or more ADSOs served at the same time.

**Consecutive service obligation**

Two or more ADSOs served in succession.

**Consortium**

A consortium is an arrangement between multiple SROTC host units sharing resources to maximize efficiency. These resources can include, but are not limited to, facilities, staff, organizational structure, processes, and administrative material. A consortium consists of two or more host units with their affiliated extension units and cross-town institutions. The term consortium describes the arrangement between host units and does not describe the units themselves (see DoDI 1215.08).

**Contracted Cadet**

The military status of a Cadet as a member of the IRR or a member of the Selected Reserve in the SMP, unless activated for military training at which time a Cadet is placed on orders (see DoDI 1215.08).

**Cross-commissioning Cadets**

Cadets who have completed either the Aerospace or Naval SROTC programs, who have graduated, and who will accept U.S. Army commissions, under authority of the ASA (M&RA).

**Cross-town agreement**

The designation given an institution that has an agreement with both a host institution and with the SROTC HQ of a Military Department that would allow its students to enroll in the ROTC program of the host unit. Cadets at this institution attend SROTC classes and activities on the campus of the host unit. There is no SROTC staff assigned to this institution (see DoDI 1215.08).

**Department of Military Science**

The academic department of an educational institution that administers the Army SROTC activities at the institution.

**Designated applicant**

SROTC students and non-contract Cadets that have not received a scholarship or signed a contract, but are formally enrolled with a Military Service as members of the SROTC Program. Designated applicants are allowed to wear a Service uniform, attend physical training events, and participate in local exercises and other miscellaneous training events (see DoDI 1215.08).

**Distinguished military graduate**

An SROTC graduate (or one who will graduate at the next regular commencement) who maintained his or her status as a DMS throughout the MSL IV year, successfully completed basic camp and advanced camp, and placed in the top 10 percent of the National OML.

**Distinguished military student**

An MSL IV Cadet who has successfully completed basic camp and advanced camp, who has attained a standing in the upper half of his or her academic class, and whose MSL standing is in the upper third of his or her SROTC class and is ranked as such in the OML established by the PMS.

**Effective date of contracting**

The date the PMS or APMS signs Part V of either DA Form 597 or DA Form 597–3. It will ordinarily be the same date as that used in Part IV; the date the Cadet is determined to be “fully qualified” and accepted for enrollment.

**Enrolled in Senior Reserve Officers’ Training Corps**

a. A student who has been determined eligible for enrollment (or one who is pending waiver of a temporarily disqualifying condition) in the SROTC program; who has completed and signed administrative enrollment documents (other than a Cadet contract) prescribed by the CG, USACC; and who has either registered and is attending a MSL Class for academic or SROTC credit, or is attending basic camp.

b. This includes foreign students enrolled in the Basic Course pursuant to 10 USC 2103(b).

#### **Extension unit**

An SROTC unit located at an institution that has an agreement with both a host SROTC unit and with the SROTC HQ of a Military Department to maintain on its campus an ROTC presence extended from the host unit. Cadets at this institution attend SROTC classes and activities on their own campus. An extension unit is manned either full-or part-time with staff assigned from the host unit (see DoDI 1215.08).

#### **Foreign student**

Members of the ROTC program enrolled pursuant to 10 USC 2103 and 2111 and DoDI 1215.08. These students are allowed to wear a Service uniform, attend physical training events, participate in local exercises and other miscellaneous training events, attend basic program summer training, and attend advanced training. They do not sign a contract with a Military Service, do not incur an ADSO, and cannot be commissioned as an officer in any of the Military Services unless they meet the specific criteria listed in DoDI 1215.08.

#### **Full-time student**

A student who is enrolled in sufficient academic courses to attain sophomore, junior, and senior academic status at the end of each appropriate one academic year increment. This includes any SROTC class that may be part of, or in addition to, those courses required for a baccalaureate degree.

#### **Green-to-Gold Program**

a. *Green-to-Gold Scholarship option.* Provides selected active duty enlisted Soldiers an opportunity to complete their baccalaureate degree requirements and to obtain a commission through participation in the SROTC scholarship program.

b. *Green-to-Gold Non-Scholarship option.* Provides eligible, active duty, enlisted Soldiers an opportunity to obtain an early release from their active duty commitment for enrollment in the SROTC program. Upon completion of a baccalaureate degree, these Soldiers are commissioned as Army officers.

c. *Active duty option.* Provides eligible, active duty, enlisted Soldiers an opportunity to complete a first baccalaureate or graduate degree and to be commissioned as an Army officer.

#### **Host unit**

A SROTC unit located at an institution that has an agreement with the SECARMY to maintain an SROTC unit on its campus. Cadets at this institution attend SROTC classes and activities on their own campus. A host unit is manned full-time with staff assigned to that institution (see DoDI 1215.08).

#### **Leave of absence**

Temporarily discontinues a Cadet's participation in SROTC. Cadets on LOA do not participate in any SROTC training, nor are they required to attend formations, battle assemblies, ACFTs, weigh-ins, or other SROTC activities. Neither subsistence nor scholarship benefits are payable during the period of an LOA.

#### **Medical leave of absence**

The involuntary suspension of the scholarship and subsistence benefits paid to a Cadet due to a health-related incapacity or condition that presents clear evidence that he or she, following medical treatment, will be unable to meet the physical standards for appointment or otherwise complete the requirements for commissioning within a reasonable period of time (see DoDI 1215.08).

#### **Military junior college**

A 2-year institution that has contracted with the SECARMY to provide MSL instruction. These schools provide college-level instruction and confer associate's degrees upon graduates.

#### **Military Science and Leadership I/II/III/IV/V/VI**

Designations for the different levels of the MSL curriculum. For example, MSL I is the 1st year of the SROTC program, while MSL IV is the 4th year. The Basic Course comprises of the MSL I and MSL II curricula and the Advanced Course comprises of the MSL III and MSL IV curricula. An MSL V (scholarship or non-scholarship) Cadet is one who receives extended benefits for an additional year; but does not include completion Cadets. MSL VI includes Cadets who have completed basic camp and advanced camp but have not yet completed all professional military education requirements necessary for commissioning.

#### **Military service obligation**

The total required service that each person who becomes a servicemember will serve, unless sooner discharged (see DoDI 1215.08).

**Mobilization**

- a. The process of assembling and organizing national resources to support national objectives in time of war or other emergencies.
- b. The process by which the Armed Forces of the United States, or part of them, are brought to a state of readiness for war or other national emergency (see the DoD Dictionary).

**Montgomery GI Bill (chapter 1605)**

Eligible members of the Selected Reserve may participate in this program and receive up to 36 months of education benefits.

**Montgomery GI Bill (chapter 30)**

A Federally funded, voluntary, program administered by the VA. Active duty Soldiers who participate contribute \$100 per month for 12 months. Upon meeting eligibility requirements, they may receive up to \$1,075 a month in education support for 36 months.

**Order of merit list**

A listing that rank orders Cadets; two separate OMLs are used in conjunction with the DMS/DMG and accession processes. Each PMS prepares an OML of Cadets who have successfully completed advanced camp, and uses it as one of the selection tools in determining those Cadets who will be designated as DMS. The National OML is a single OML, developed as part of the FY SROTC accessions process, and rank orders all Cadets to be commissioned between 1 October–30 September.

**Practical military training**

Authorized under 10 USC 2109, such training includes supervised and USACC-approved training ordinarily conducted outside the traditional classroom environment. Such training may be conducted on-campus, off-campus, on military installations, or at Army training centers. Examples include, but are not limited to, advanced camp, CPFT, CTLT, Cadet-organized physical fitness programs, ACFT, orientation visits and flights, Ranger Challenge training, field training exercises, road marches, marksmanship ranges, orienteering, Leadership Reaction Courses, and so forth.

**Rank**

The order of precedence among members of the Armed Forces. Military rank among officers of the same grade or of equivalent grade is determined by comparing dates of rank. An officer whose date of rank is earlier than the date of rank of another officer of the same or equivalent grade is senior to that officer.

**Reserve Component**

Consists of the Army National Guard of the United States, the Army Reserve, the Navy Reserve, the Marine Corps Reserve, the Air National Guard of the United States, the Air Force Reserve, and the Coast Guard Reserve (see the DoD Dictionary).

**Scholarship Cadet**

A student enrolled in SROTC who has been awarded a scholarship under the Army SROTC financial assistance program (see 10 USC 2107 or 10 USC 2107a).

**Selected Reserve**

Those units and individuals within the Ready Reserve designated by their respective Services and approved by the Joint Chiefs of Staff as so essential to initial wartime missions that they have priority over all other reserves (see the DoD Dictionary).

**Senior Reserve Officers' Training Corps**

An organization of programs established by the Department of Defense, pursuant to 10 USC 2102, at civilian educational institutions authorized to grant baccalaureate degrees and at MJCs that confer an associate's degree, to conduct a program of military instruction to commission student Cadets as officers in the Armed Forces.

**Subsistence allowance**

Money paid by the Army, pursuant to 37 USC 209, in lieu of rations for Cadets contracted in the SROTC program.

**2-Year Senior Reserve Officers' Training Corp Program**

A lateral entry option to the SROTC program. Students attend the 30-day basic camp, followed by the on-campus Advanced Course and advanced camp.

**4-year Senior Reserve Officers' Training Corps Program**

Ordinarily consists of the on-campus Basic Course, MSL I and MSL II (or authorized placement credit for the basic course) and the Advanced Course, MSL III, advanced camp, and MSL IV.

### **Section III**

#### **Special Abbreviations and Terms**

This section contains no entries.

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