

**Army Regulation 145-1**

**Reserve Officers' Training Corps**

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

**Rapid Action Revision (RAR) Issue Date: 6 September 2011**

**Headquarters  
Department of the Army  
Washington, DC  
22 July 1996**

**UNCLASSIFIED**

# ***SUMMARY of CHANGE***

AR 145-1

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

This rapid action revision, dated 6 September 2011--

- o Implements the Don't Ask, Don't Tell Repeal Act of 2010 by deleting all references to barring entry or continued enrollment in the Senior Reserve Officers' Training Corps Program for homosexual conduct and glossary entries concerning homosexual acts (deleted para 3-3b(2), rescinded paras 3-3f and 3-43a(17)).
- o Makes administrative changes (app A: corrected publications and forms titles; obsolete publications and forms marked; added Web site addresses; glossary: deleted unused acronyms and corrected titles/abbreviations as prescribed by Army Records Management and Declassification Agency).

Effective 22 August 1996

Reserve Officers' Training Corps

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

By Order of the Secretary of the Army:

RAYMOND T. ODIERNO  
General, United States Army  
Chief of Staff

Official:

  
JOYCE E. MORROW  
Administrative Assistant to the  
Secretary of the Army

**History.** This publication is a rapid action revision (RAR). This RAR is effective 20 September 2011. The portions affected by this RAR are listed in the summary of change.

**Summary.** This change implements policy to provide four methods for Reserve Officers' Training Corps disestablishment (voluntary, contract, Effective Management Program, and Program Efficiency Closures).

**Applicability.** This regulation applies to the active Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve, unless

otherwise stated. It also 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 the ROTCCC, field commanders, and cadets, but not upon HQDA.

**Proponent and exception authority.** The proponent of this regulation is Deputy Chief of Staff for Personnel. 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 its 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 management control process.** This regulation contains internal controls provisions in accordance with AR 11-2, but it does not identify key management controls that must be evaluated.

**Supplementation.** Supplementation of this regulation and establishment of command and local forms are prohibited without prior approval from HQDA (DAPE-MPO), WASH 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 HQDA (TAPC-OPD-C), Alexandria, VA 22332-0413.

**Distribution.** This regulation is available in electronic media only and is intended for command levels B, C, D, and E for the active 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, 21 January 1987. This edition publishes a rapid action revision of AR 145-1.

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# Chapter 1 Introduction

## Section I General

### 1-1. Purpose

This regulation prescribes policies and general procedures for administering the Army's Senior Reserve Officers' Training Corps (SROTC) Program. Except as an implementation of statute or otherwise prohibited, waivers and exceptions to the provisions of this regulation will be forwarded through command channels to Headquarters, Department of the Army (HQDA) proponent, HQDA (DAPE-MPO). The Commanding General, U.S. Army Reserve Officers' Training Corps Cadet Command (CG, ROTCCC) will provide detailed procedures for the day-to-day operation of the Reserve Officers' Training Corps (ROTC) Program.

### 1-2. References

Required and related publications and prescribed and referenced forms are listed in appendix A.

### 1-3. Explanation of abbreviations and terms

Abbreviations and special terms used in this regulation are explained in the glossary.

### 1-4. Responsibilities

Overall responsibilities are listed below. Specific responsibilities are given in the chapters.

- a. The Chief of Staff, U.S. Army will supervise and control the Army ROTC Program.
- b. The Deputy Chief of Staff for Personnel (DCSPER) has HQDA responsibility for the plans, policies, and programs of the SROTC Program, and to process waivers and exceptions that are not specifically prohibited by statute or this regulation.
- c. The Deputy Chief of Staff for Operations and Plans (DCSOPS) has HQDA responsibilities for training (plans, policies, and programs) associated with the SROTC Program.
- d. HQDA, U.S. Total Army Personnel Command (PERSCOM), will provide administrative guidance and assistance to the ROTC community.
- e. The Commanding General, U.S. Army Training and Doctrine Command (CG, TRADOC) has managerial and operational responsibilities except as retained by HQDA, for the ROTC Program and will supervise the publication of textbooks for use in ROTC instruction. The CG, TRADOC, will program and budget for Installation and Mission Support to CG, ROTCCC to include summer camp at Fort Knox, KY. The Commanding General, U.S. Army Forces Command (CG, FORSCOM), Commanding General, U.S. Army Pacific Command (CG, USAPACOM) and Commanding General, U.S. Army Information Systems Command (CG, ISC) will program and budget for summer encampments.
- f. The CG, ROTCCC, will command, manage, and operate the ROTC Program within provisions of this regulation and local directives. In addition, the CG, ROTCCC, will provide the necessary input to the DCSPER and PERSCOM in managing the ROTC Program.
- g. The ROTC region commanders will ensure that sufficient numbers of qualified cadets are recruited, selected, motivated, trained, retained, evaluated, accessioned and commissioned to meet objectives of the U.S. Army in the disciplines provided by DCSPER. They will also negotiate ROTC issues with academic institutions consistent with the policies established by higher headquarters. Regional jurisdictions will be established by CG, ROTCCC, to facilitate mission accomplishment, span of control, and prudent management of resources. The ROTC regions are—
  - (1) U.S. Army First ROTC Region, Fort Bragg, NC 28307-5000 (UIC: W3W4AA).
  - (2) U.S. Army Second ROTC Region, Fort Knox, KY 40121-5610 (UIC: W3W5AA).
  - (3) U.S. Army Third ROTC Region, Fort Riley, KS 66442-6700 (UIC: W3W6AA).
  - (4) U.S. Army Fourth ROTC Region, Fort Lewis, WA 98433-7100 (UIC: W3W7AA).
- h. The region commanders can delegate the authority for the following action to the brigade commanders. The brigade commanders will—
  - (1) Command the military personnel assigned to ROTC battalions in their brigade area. (Brigade areas are established by the region commanders).
  - (2) Conduct inspections and provide program quality control for the battalions under their control.
  - (3) Act as the region commander's representative in negotiation of ROTC issues with academic institutions.
  - (4) Implement the region commander's policy and guidance to recruit, select, motivate, train, retain, evaluate, access and commission a sufficient number of qualified cadets to meet region missions.
- i. Professors of Military Science (PMS) are the key to the success of the ROTC Program. They will—

(1) Structure and manage the Military Science (MS) Program to blend the philosophies of the host academic institution with the needs of the Army.

(2) Command the military personnel assigned to the Department of Military Science (ROTC detachment). All personnel assigned to ROTC at the host institution and any extension center will be assigned to this department. They will be directly under the control of the PMS in all matters related to their military status and assigned duties.

(3) Ensure that the ROTC Program is properly administered as prescribed by applicable statutes, DOD Directives, Army regulations, programs, objectives, and policies.

#### **1-5. Mission**

*a.* The overall mission of the Army ROTC Program is to produce commissioned officers in the quality, quantity, and academic disciplines necessary to meet active Army and reserve component requirements. The DCSPER will furnish the CG, ROTCCC an annual production mission. The mission will cover 5 fiscal years.

*b.* Army branch proponents will review academic discipline requirements as needed. These requirements will be the basis for the ROTC academic discipline mission and branch process. The objective is to produce officers in academic disciplines that correlate with the specialty needs of the Army.

#### **1-6. Objectives**

*a.* The objectives of the ROTC Program are to—

(1) Attract, motivate, and prepare selected students to serve as commissioned officers in the regular Army (RA), Army National Guard (ARNG), and the U.S. Army Reserve (USAR).

(2) Provide ROTC cadets with the basic concepts and principles of military art and science.

(3) Develop the following attributes in the cadets—

*(a)* Leadership.

*(b)* A strong sense of personal integrity, honor, and responsibility.

*(c)* An appreciation for national security.

*b.* Attainment of the ROTC objectives establishes a sound basis for future professional development and effective performance as commissioned officers in the U.S. Army.

#### **1-7. Textbooks**

Reserve Officers' Training Corps manuals and other publications authorized by the Department of the Army (DA) are the only official publications prescribed for use in ROTC training. The CG, TRADOC, is authorized to make available unofficial publications to supplement ROTC instruction and will prescribe procedures and funding limits to purchase commercial textbooks when appropriate.

#### **1-8. Pilot programs**

The CG, TRADOC, may authorize test cases or pilot programs in the SROTC. In so doing, the CG, TRADOC, may grant exceptions to any provision of this regulation not required by statute or DODD.

### **Section II**

#### **Recruiting**

#### **1-9. Recruiting responsibilities**

*a.* The DCSPER will—

(1) Determine the qualitative and quantitative requirements for officers to be commissioned through the ROTC Program.

(2) Establish the annual production mission using the program budget end strength.

*b.* The CG, ROTCCC will—

(1) Conduct market analysis and devise programs to penetrate the market.

(2) Establish specific qualitative and quantitative production missions for each region.

(3) Assign, monitor, and adjust production missions among ROTC regions.

(4) Develop, budget, and serve as contract representative for all national publicity and advertising.

(5) Administer national programs to support and assist enrollment efforts.

(6) Program and manage appropriated funds allocated in support of the SROTC Program.

#### **1-10. Publicity and recruiting**

*a.* Funds appropriated for national ROTC publicity will be managed by the CG, ROTCCC. These funds will be used to provide information and recruiting messages over mass media and to produce materials to enhance the PMS recruiting effort.

b. The CG, ROTCCC will develop recruiting programs and incentives which permit ROTCCC to attract and enroll the numbers of quality cadets required to meet the officer production mission assigned by ODCSPER.

### **1-11. Orientation and observation visits**

a. Visits by ROTC applicants and cadets at military installations for observation and orientation as prescribed by the CG, ROTCCC, are encouraged to promote interest and to gain favorable public relations benefits.

b. Cadets and designated applicants for membership in the SROTC program may be furnished transportation-in-kind or transportation request, subsistence-in-kind, and quarters-in-kind at the military installation, if available. Necessary medical care, including hospitalization, may also be given while attending or traveling to or from the installation.

## **Section III Mobilization**

### **1-12. Reserve Officers' Training Corps detachments during mobilization**

Under full or total mobilization, the Secretary of the Army (SA) may withdraw the ROTC detachments without giving prior notice to the academic institution. The establishment of new SROTC detachments will not be authorized after full mobilization has been declared.

### **1-13. Reserve Officers' Training Corps programs during mobilization**

Under a partial mobilization, ROTC commissioning policies remain the same as in peacetime. During a full or total mobilization the following policies will be implemented at the direction of DCSPER:

a. *Military colleges and institutions.* ROTC programs will continue at an accelerated rate as directed.

b. *Military junior colleges.* ROTC training at the 2-year military schools will remain the same.

c. *Nonmilitary colleges and institutions.* ROTC programs will be suspended on full mobilization.

### **1-14. Cadre during mobilization**

The active component cadre will be available for reassignment within TRADOC. Personnel excess to TRADOC requirements will be reported to PERSCOM for reassignment. active Guard-Reserve Cadre will be mobilized in accordance with policies established by DOD and HQDA.

### **1-15. Senior Reserve Officers' Training Corps cadets during mobilization**

a. *Military colleges and institutions.* All military science (MS IV) cadets who have successfully completed advanced camp will be commissioned and directed to attend the proper officers basic course (OBC). The CG, ROTCCC, will determine the OBC scheduling and the branch and specialty designation of cadets. Bulk allocations by specialty will be furnished by the CG, PERSCOM, per ODCSPER guidance.

b. *Military junior colleges.* Only commissioned graduates are subject to immediate call to active duty without completing a baccalaureate degree.

c. *Nonmilitary colleges and institutions.* On full mobilization, ROTC programs will be suspended. The cadre will be available for reassignment within TRADOC. Personnel excess to TRADOC requirements will be reported to PERSCOM for reassignment.

(1) If M-Day occurs during the summer, ROTC cadets who have completed the ROTC advanced camp will be recalled to their school by the PMS and commissioned immediately after receiving instructions from HQDA. If M-Day occurs during the school year, cadets who have completed ROTC advanced camp will be commissioned as soon as possible.

(2) Reserve Officers' Training Corps cadets under contract (any cadet who has signed an ROTC contract) who have not completed the advanced camp will, immediately after receiving instructions from HQDA, be called to the Officer Candidate School (OCS). Mobilization policies and procedures for the OCS are contained in AR 351-5. Those contract students who have completed basic camp or MS II training will enter directly into the OCS with appropriate follow-on OBC. All other contract students will be called to active duty immediately as enlisted reservists to attend training. If they complete basic training and demonstrate officer potential, they may be offered the OCS option.

### **1-16. Special Reserve Officers' Training Corps programs**

a. Simultaneous Membership Program (SMP) participants are cadets who are assigned to the ARNG and USAR units according to NGR 600-100, AR 600-200, AR 135-91 or AR 601-210. They do not mobilize with their units under full or partial mobilization. The SMP participants will be mobilized with the ROTC Program as outlined in paragraph 1-15, above.

b. Officers already commissioned under the Early Commissioning Program (ECP), who have completed OBC and are assigned to troop units, will be mobilized with their units. The ECP officers who have not joined a unit, will be called to active duty and programmed for OBC by the CG, U.S. Army Reserve Personnel Center (ARPERCEN) in coordination with the CG, PERSCOM and CG, ROTCCC.

c. Those officers who are in an educational delay (ED) program may be called to active duty during full or partial mobilization and programmed for OBC by ARPERCEN in coordination with TRADOC. Those officers in the delay program who are pursuing an advanced professional degree that is required for assignment to a special branch, will continue in the delay program until completion of their training or until participation in the program is terminated earlier by the SA or the individual. Provisions for the administration of these programs during mobilization are addressed in AR 601-25.

## **Section IV**

### **Army Advisory Panel on Reserve Officers' Training Corps Affairs**

#### **1-17. Purpose of the panel**

The advisory appointment panel (AAP) on ROTC Affairs provide for a continuous exchange of views between ROTCCC, HQDA, and the academic community.

#### **1-18. Renewal and recharter of the panel**

The AAP must be renewed and rechartered every 2 years. The CG, ROTCCC, will submit a request with the supporting documentation required under AR 15-1, paragraph 3-2a(2) to continue the AAP through HQDA (DAPE-MPO), WASH DC 20310-0300, to HQDA (SAAA-PP), WASH DC 20310-0105, at least 90 days before the current charter expires. The request will include a copy of the update charter.

#### **1-19. Membership**

a. All 18 members of the AAP will be civilians who are not Federal Government employees. Selection will be made by the SA. Each year during the summer meeting, the members will select a new chairperson.

b. Membership will be drawn from the following sources:

(1) One each from the national educational associations as shown below:

(a) American Council on Education.

(b) Association of American Colleges.

(c) National Association of State Universities and Land Grant Colleges.

(d) Association of American Universities.

(e) Association of Military Colleges and Schools of the United States.

(f) American Association of State Colleges and Universities.

(2) One each from the four ROTC regions. Representatives will be a qualified faculty member or administrator from an ROTC host institution in the region. ROTCCC will solicit nominations from the ROTC regions for these positions.

(3) Five nationally prominent members-at-large. ROTCCC will solicit nominations from DA and ROTC regions for these positions.

(4) Three members drawn from the faculty-at-large. ROTCCC will solicit nominations from ROTC regions for these positions.

c. All members of the AAP will be appointed as consultants serving without compensation. Initial appointment is valid for 1 year. AAP members selected for retention on the panel may be appointed for an additional 2 year term but will be validated by HQDA annually. AAP membership is limited to a 2 year term with a maximum of 6 years from the date of original appointment.

d. The CG, ROTCCC, will make the actual appointment after AAP nominees have been approved by HQDA (SAAA-PP). If the members are not full time officers or employees of the Federal Government, TRADOC CPO will appoint the advisory committee as consultants.

e. All civilian personnel office actions, except actual appointment, will be completed prior to submission through HQDA (DAPE-MPO), WASH DC 20310-0300, to HQDA (SAAA-PP), WASH DC 20310-0105.

f. The following information packet will be sent through HQDA (DAPE-MPO) to HQDA (SAAA-PP):

(1) SF 171 (Application for Federal Employment).

(2) Request for appointment of consultant or expert and renewal of appointment of consultant or expert using format shown for SD Form 108, found in AR 15-1, appendix E.

(3) Waiver of compensation statement that the appointee is aware of and agrees to serve as a member without pay.

(4) DD Form 1555 (Confidential Statement of Affiliations and Financial Interest).

(5) SF 85 (Questionnaire for Nonsensitive Positions).

(6) Letter of recommendation from the national educational association for members nominated to fill one of the six positions in b(1) above.

g. The annual reappointment of AAP members as consultants will require ROTCCC to submit a renewal of appointment of consultant or expert using the format for SD Form 108-1, found in AR 15-1, appendix E, SF 173 (Job Qualification Statement) (when accompanied by a comprehensive resume), and waiver of compensation statement.

h. The term of appointment for an AAP member is specified in the memorandum granting formal appointment approval.

i. USAROTCC will inform HQDA DAPE-MPO of all pending vacancies on the AAP 90 calendar days before the date of the expected vacancy. ODCSPER will forward information to SAAA-PP.

## **1-20. Meeting procedures**

a. *Calling of meetings.* The AAP will meet as required, but not less than once each year. The CG, ROTCCC, in consultation with ODCSPER, DAPE-MPO and Office of the Assistant Secretary of the Army (Manpower and Reserve Affairs) (OASA (M&RA)), will plan schedules and agendas for meetings. The agenda will list the issues to be considered at each meeting. Copies of the agenda and the report of the previous meeting will be distributed to the committee members before the meeting date. An information copy of correspondence forwarded directly to AAP members will be given to the appropriate ROTC region commander.

b. *Notice of meetings.* Notice of each AAP meeting will be published in the Federal Register at least 15 days before the date of the meeting. Request for publication of notice in the Federal Register will be typed double spaced, in original and three copies. The CG, ROTCCC, will sign all copies of the request. Requests will be sent directly to HQDA (DAIM-AP), ALEX, VA 22332-0302, to arrive no later than 25 calendar days before the meeting date. An information copy will be sent to HQDA, (DAPE-MPO), WASH DC 20310-0300. Each notice will be accompanied by a letter of transmittal containing the following statement: "In order to comply with public law and General Services Administration regulations, this notice must be published in the Federal Register not later than (enter a date that is at least 15 days before the meeting date, excluding both the date of announcement and meeting date)."

c. *Public participation.* Under the Federal Advisory Committee Act, all AAP meetings will be open to the public since the panel does not deal with matters that are specifically exempt from public disclosure per AR 15-1, appendix H. Any meeting that is open to the public will be held and conducted as follows:

- (1) Meetings will be held at times and places that are reasonably accessible to the public.
- (2) The size of the meeting room will be governed by the size of the AAP, other participants, the number of members of the public who might reasonably be expected to attend, and available resources and facilities.
- (3) Members of the public will be permitted to file a written statement with the committee before or after meetings.
- (4) Interested persons will be permitted to present oral statements at meetings. The AAP may also establish procedures requiring such persons to obtain advanced approval for participation and the extent to which members of the public may actively participate in AAP meetings.

d. *Report of Appointment Advisory Panel meetings.* The CG, ROTCCC, will ensure that a report is kept for each AAP meeting. The report will include the following information:

- (1) The time and place of the meeting.
- (2) A list of AAP members and other official participants at the meeting.
- (3) A complete and accurate description of issues discussed and conclusions reached.
- (4) Copies of all reports received, issued, or approved by the AAP.
- (5) The extent to which the meeting was open to the public.
- (6) The extent of public participation, including a list of persons presenting oral or written statements, and a synopsis of the statements.
- (7) An estimate of the number of public representatives who attended the meeting.
- (8) Certification by the chairperson of the AAP as to the accuracy of the report.

e. *Control of Appointment Advisory Panel meetings.* Panel members will attend all AAP meetings. Any member may adjourn any AAP meeting when he or she determines adjournment to be in the public interest. The USAROTCC will provide an officer to work with the AAP as necessary to conduct committee business.

f. *Access to documents.* AAP records, reports, transcripts, minutes, appendixes, work papers, drafts, studies, agenda or other documents will be available through ROTCCC for public inspection and copying. The ROTCCC will make copies of transcripts of AAP meetings available to any person, at actual cost of duplication.

## **1-21. Administrative support for the Appointment Advisory Panel**

a. *Support services.* The ROTCCC will provide all administrative, logistical, and other support necessary for the AAP to perform its functions.

b. *Appointment Advisory Panel records.* The ROTCCC will keep records that show AAP expenses for members in the categories below. These records will be open to audit and examination.

- (1) Travel and per diem cost.
- (2) Meals and associated costs (AAP hosted activities, not individual meals paid through per diem).
- (3) Facility rental or leasing costs.

## 1-22. Reports

*a. Management reports provided by the Commanding General, U.S. Army Reserve Officers' Training Corps Cadet Command .*

(1) *Comprehensive review.* HQDA (SAAA-PP) will issue annual instructions for this review. The purpose of the comprehensive review is to determine if the AAP is carrying out its purpose, if its responsibilities should be revised, or if it should be abolished. The results of the review are included in the annual report required by the Federal Advisory Committee Act.

(2) *Annual report.* ROTCCC will prepare an annual report on the AAP as of 31 December each year. This report is included in the annual SAAA-PP report submitted to Congress. Separate instructions will be issued each year for this report.

(3) *Other reports.* Other management reports may be required to support requests from Congress, the Office of Management and Budget, or the Office of the Secretary of Defense.

*b. Appointment Advisory Panel reports provided by the U.S. Army Reserve Officers' Training Corps Cadet Command.* The ROTCCC will compile and formalize the report of each AAP meeting. This report, after review by HQDA and certification by the AAP chairperson, will be provided to individual AAP members, HQDA, ROTC regions, individual PMS, and the Library of Congress.

(1) The Federal Advisory Committee Act requires that subject to the Freedom of Information Act, at least eight copies of the report of the AAP meeting plus any other studies or reports produced must be provided to the Library of Congress.

(2) Ten copies of all such minutes and reports will be submitted to SAAA-PP through HQDA channels after they have been prepared as a final AAP document.

## 1-23. Antitrust and conflict of interest statutes

The activities of the AAP and its membership are subject to antitrust laws. The standards of conduct, stated in AR 600-50, apply to AAP members even though these members are not paid for their service. Each AAP member will be thoroughly briefed on these standards by an officer of the Judge Advocate General's Corps or other competent individual designated by CG, ROTCCC.

## 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.* These are schools that grant baccalaureate or graduate degrees and are not operated on a military basis.

*b. Military colleges.* These are institutions that meet the following criteria:

(1) Grant baccalaureate degrees.  
(2) Require a course in military training during the undergraduate course for all undergraduate students who are physically fit, except those listed below.

- (a) Foreign nationals.
  - (b) Students who are not liable for induction because they have completed active training and service honorably.
  - (c) Students who are excused by the proper institutional authority and approved by PMS.
  - (d) Females who elect not to participate in ROTC.
- (3) Organize cadets into a corps of cadets under military discipline.  
(4) Require all members of the corps (including members enrolled in the ROTC) to be in uniform when on campus.  
(5) Have as objectives the development of the student's character through military training and the regulation of conduct according to principles of military discipline.

(6) Meet military standards similar to those maintained at the service academies.

*c. Military junior colleges.* These are military schools that provide high school and junior college education. These schools do not grant baccalaureate degrees but meet all other requirements of military colleges. They administer both the Junior (per AR 145-2) and SROTC programs.

*d. There are three types of Reserve Officers' Training Corps programs.*

(1) A host battalion will have a formal agreement between the SA and the academic institution. Host battalions are assigned a PMS, staffed to instruct and recruit cadets; and provide for their own administrative and logistical support.

(2) An Extension Center will have a formal agreement between the CG, ROTCCC, and the university or college. Extension centers are assigned an assistant PMS or officer in charge and are staffed to instruct and recruit cadets. These centers receive their administrative and logistical support from their host ROTC battalion. Extension centers to include any cross-enrolled schools are mission separately from hosts battalion.

(3) A cross-enrolled school have an agreement (formal or informal) with a host or extension center that allows for the transfer of academic credit. Cadre will not be assigned to cross-enrolled schools. The enrollment and production of cross-enrolled schools will be included with their host or extension center.

## **2-2. Department of Military Science**

*a.* All ROTC activities and functions at an institution are grouped under and organized into the Department of Military Science. In institutional matters, the designated 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 Department of Naval Science, if present, into a single large academic division. The division will be headed by a person designated by the head of the school as stated in the Joint ROTC policies. (See app B.)

*b.* At any institution where military training is required under institutional regulations or statutory provisions, the following matters are regarded as being within jurisdiction of the school and/or State authorities:

(1) The exemption of individual students from enrollment in ROTC or required military training courses because the students have received or are undergoing equivalent military training.

(2) The determination of what constitutes equivalent military training as a basis for excusing students from the required course of military training and from enrollment in the ROTC. The limits established in chapter 5 for placing students with prior ROTC or active duty in the armed services in military science class may be used as a guide in making this determination.

## **Section II**

### **Establishing Units**

#### **2-3. Army relationship with host institutions**

*a.* The Army SROTC program is a cooperative effort, contractually agreed to between the Army and host institution, to provide junior officer leadership training in the interest of national security. The Army cooperates with host schools to produce well-educated young men and women with leadership potential for civilian enterprise and national defense.

*b.* The Army is willing to receive valid criticism, regardless of source, to maintain a working program. The right of orderly campus dissent is recognized. However, anti-ROTC activities that degrade and distort the Army image will not be ignored. When a host institution does not support the ROTC Program, consideration will be given to disestablishment.

#### **2-4. Requirements for establishing units**

*a.* To be eligible for a SROTC unit the school must—

(1) Be a military junior college or 4-year degree granting college or university.

(2) Be fully accredited by the appropriate regional or nationally recognized professional accrediting association.

(3) Have an enrollment large enough to ensure that officer production requirements can be met.

(4) Agree to—

*(a)* Establish a Department of Military Science as an academic and administrative department and designate the senior Army cadre member as PMS.

*(b)* Adopt, as part of the school's curriculum, the program of instruction for the SROTC Program.

*(c)* Require each cadet enrolled in any ROTC course to devote the number of hours to military instruction that is prescribed by the program of instruction.

*(d)* Provide adequate facilities for conducting a SROTC program. Facilities should be equal to the facilities provided to other departments or other elements of the school.

*(e)* Provide secretarial support, janitorial and grounds upkeep, printing and publication support, communication services, and other required support in the same manner that is provided to other departments.

*(f)* Grant academic credit for successful completion of courses offered by the Department of Military Science.

*(g)* Schedule military classes so that they will be as convenient for the students to attend as other classes at the same educational level.

*(h)* Include a representative of the Department of Military Science, designated by the PMS, on all faculty committees that directly affect the Department of Military Science.

*(i)* Provide adequate storage and issue facilities, at no cost to the Army, for all Government property provided for the ROTC program. Adequate facilities will consist of safe, well-lighted, dry, heated, ventilated areas. The facilities will have: office space, shelving, bins, clothing racks, and cabinets; suitable storage space for arms and ammunition, if required by contract. Arms and ammunition storage should be more secure than property storage; (for additional

information, see AR 190–11), bars or heavy metal mesh screen on all windows; reinforced doors fitted with cylinder locks; physical separation from facilities occupied by any other department of the school or other Government agency.

(5) Comply with the following requirements:

(a) There will be no discrimination in admissions based on race, sex (unless the school is a single sex school in its overall admissions policy), color, national origin, or religion.

(b) The senior commissioned officer of the ROTC unit at the school will be given the academic rank of professor and chairperson of the Department of Military Science.

b. Not used.

## **2–5. Application procedures**

If an institution agrees to the provisions in paragraph 2–4, the school authorities may apply for an ROTC unit by submitting DA Form 918 (Application for Establishment of an Army Senior Reserve Officers’ Training Corps Unit) and DA Form 918A (Agreement for Establishment and Maintenance of an Army Senior Reserve Officers’ Training Corps Unit) to the appropriate region commander. After actions on the application have been completed, the school will be notified. When an application is approved, the agreement will be countersigned by the Secretary of the Army or his or her representative. The original of the DA Form 918A will be retained on file by PERSCOM. Signed copies will be sent to the CG, ROTCCC for distribution to the appropriate region commander, the head of the school, and the PMS. Requests for DA Form 918 and DA Form 918B should be sent to HQDA (TAPC–OPP–P), Alexandria, VA 22332–0418.

## **2–6. Responsibility and accountability for Government property**

a. Host institution authorities may request the Army to assume responsibility and accountability for Government property issued for the ROTC Program. Request will be made by submitting five copies of DA Form 918A to the region commander. The region commander will send the forms to the CG, ROTCCC, who will send the completed forms through HQDA (DAPE–MPO) to CG, PERSCOM, ATTN: TAPC–OPP–P, 200 Stovall Street, Alexandria, VA 22332–0418.

b. School authorities may, subject to approval of HQDA, elect to maintain accountability and responsibility for Government property issued for the ROTC program by complying with the following requirements:

(1) Appoint a representative from the school as the military property custodian. The representative will requisition, receive, stock, and account for Government property issued to the school. The property custodian will also transact property matters on behalf of the school.

(2) Conform to the Army regulations related to issue, care, use, safekeeping, turn-in and accounting for Government property that is issued to the school.

(3) Comply with the provisions of law and Army regulations pertaining to furnishing a bond to cover the value of Government property issued to the school except uniforms, expendable articles, and supplies expended in operation, maintenance, and instruction.

## **2–7. Amendment of DA Form 918**

a. Minor changes in DA Form 918 and 918A may be requested by the school by submitting five copies of DA Form 918B (Amendment to Application and Agreement for Establishment of Army Reserve Officers’ Training Corps Unit) to the region commander. The forms will be sent through ROTCCC, ATTN: ATCC–RR, Ft Monroe, VA 23651–5000 to HQDA (DAPE–MPO), WASH DC 20310–0300 to PERSCOM (TAPC–OPP–P), 200 Stovall Street, Alexandria, VA 22332–0418.

b. When completing an amendment on DA Form 918B, the proposed new paragraphs or subprograms, as changed or added, will be typed in their entirety.

c. On approval, and once countersigned by the SA or his or her representative, distribution of the signed copies will be made as for original submission.

## **Section III**

### **Unit Disestablishment**

## **2–8. Disestablishment Categories**

Reserve Officers’ Training Corps units (hosts and extension centers) are disestablished through one of the following four procedures:

a. Voluntary closure.

b. Contract closure.

c. Program Efficiency closure.

d. Effective Management Program closure.

## **2-9. Voluntary closure**

Institution authorities who desire to close the ROTC unit will notify the region commander in writing through the PMS. The request will be sent through CG, USACC, to HQDA (DAPE-MPO). One academic year's notice to the region commander is required prior to final closure. This time requirement can be waived by the region commander if contracted cadets can be cross enrolled with a nearby ROTC unit in order to complete commissioning requirements.

## **2-10. Contract closure**

*a.* Host units may be closed for a violation of contract provisions established by DA Form 918 (Application for Establishment of an Army Senior Reserve Officers' Training Corps Unit) and DA Form 918A (Agreement for Establishment and Maintenance of an Army Senior Reserve Officers' Training Corps Unit). Extension centers may be closed for violation of requirements provided by the extension center agreement DA Form 918A. One academic year's notice to the university president is required prior to final closure. This time requirement can be waived if the academic institution and the Army both agree and if contracted cadets can be cross-enrolled with a nearby ROTC unit in order to complete commissioning requirements.

*b.* Approval authority for host unit closure or downgrade is the Secretary of the Army or his designee. Approval authority for extension center closure is the Commanding General, USACC, with the concurrence of the Assistant Secretary of the Army (Manpower & Reserve Affairs).

## **2-11. Program efficiency closure**

*a.* Host units may be closed or downgraded or extension centers may be closed when the Army's need for officer accessions is decreased or the Army's resources are insufficient to support the number of ROTC units in existence.

*b.* The CG, USACC, will establish and publish specific procedures for determining closures in a separate memorandum. Approval authority for host closure or downgrade is the Secretary of the Army or his designee. Approval authority for extension center closure or downgrade is the CG, USACC, with the concurrence of the Assistant Secretary of the Army (Manpower & Reserve Affairs). One academic year's notice to the university president is required prior to final closure.

## **2-12. Effective Management Program closure**

*a.* The purpose of the Effective Management Program is to provide assistance to marginal units. Officer production from each ROTC unit shall be adequate to justify the investment of resources. The Effective Management Program implements DODD 1215.8.

*b.* ROTC units that do not meet the requirements below may be placed into the Effective Management Program and are subject to closure. Each school must:

(1) Maintain sufficient enrollment in Military Science classes to meet or exceed officer production requirements (normally 15 officers for a host program and 10 officers for an extension center).

(2) Maintain the criteria for establishment outlined in Section II.

(3) Support the program to the degree that the unit will merit a rating of satisfactory on the formal inspection.

(4) Be cost-effective in operating the program.

*c.* The PMS will give the school president a copy of the verified enrollment report as soon as possible after the publication of the College ROTC Enrollment Report. The school president will be advised of the implications of the enrollment and officer production trends as they relate to unit establishment and closure standards. Enrollment and officer production estimates are calculated as follows:

(1) An ROTC unit's officer production is computed on a fiscal year basis (1 October through 30 September) and published in the opening SROTC Enrollment Report (RSC MILPC-22).

(2) Future officer production estimates for an ROTC unit are based on estimated unit enrollment adjusted for the unit's historical retention percentage.

*d.* Viability is the measure of the value a unit provides to the army. Viability includes:

(1) Quality of the officers produced, including academic degrees, specialties, and grade point averages.

(2) The cost of maintaining the unit.

(3) The kinds (hard to recruit categories) of officers produced, including minority graduates to meet Army commissioning requirements.

(4) The number of officers produced by the unit.

(5) The number and location of units in the metropolitan area or State concerned.

*e.* When a unit falls below the established standards, the unit will be placed on the EMP.

(1) The CG, USACC, will send a letter to institution officials advising them that the ROTC unit will be placed on the Effective Management Program effective the beginning of the next school year.

(2) The Under Secretary of Defense for Personnel and Readiness (USD(P&R)) and the Assistant Secretary of the Army (Manpower and Reserve Affairs) (ASA(M&RA)) will be advised when an ROTC unit is placed on the EMP.

(3) An ROTC unit will remain on the EMP for a minimum of two years. While under this program, Cadet Command will take positive steps to assist the unit to increase viability.

(4) If improvement in enrollment, retention, and quality has not been made during the EMP period, the CG, USACC, may take the following actions:

(a) Request HQDA close or downgrade a host unit.

(b) With the concurrence of the ASA(M&RA), an extension center will be notified in writing that the ROTC unit will close.

f. Closure or downgrade of host units will be accomplished as prescribed below:

(1) The CG, USACC, will provide the rationale for host unit closure or downgrade through the DCSPER to the SA for approval.

(2) The host unit may be closed fully or downgraded to extension center status, as appropriate based on production potential and viability.

(3) Upon approval, the institution will be informed that its ROTC unit will be closed or downgraded to extension center status at the end of the next academic year. The letter notifying the school of the action will be signed by the ASA(M&RA). The ASA(M&RA) will notify the USD(P&R), and the Chief Legislative Liaison will notify appropriate members of Congress of the decision. Public Affairs offices will prepare appropriate press releases.

(4) Cadet Command will develop a transition plan that includes the following:

(a) Program change milestone.

(b) Disposition of students participating in ROTC. As a minimum, contracted students will be given the opportunity to complete commissioning requirements.

(c) Reassignment of remaining cadre.

(d) Disposition of Government property.

(e) Settlement of any financial obligations.

(5) The CG, USACC, will provide HQDA (DAPE-MPO) a copy of the transition plan and a final disposition report.

g. Closure of extension centers will follow the procedures below:

(1) The CG, USACC, will provide the rationale for unit extension center closure through the DCSPER to the ASA(M&RA) for concurrence.

(2) Upon approval, the institution will be informed that its ROTC unit will be closed at the end of the next academic year. The letter notifying the school of the approved change will be signed by the CG, USACC.

## **Section IV**

### **Military Personnel on Reserve Officers' Training Corps Duty**

#### **2-13. Assignment to Senior Reserve Officers' Training Corps duty**

a. The CG, PERSCOM, will nominate commissioned officers for assignment to SROTC. The ROTCCC, in conjunction with PERSCOM will periodically convene a board to select officers for assignment as PMS.

b. The selection criteria for assigning noncommissioned officers to ROTC duty is contained in AR 614-200, chapter 8.

c. Officers will not be assigned to a school without prior approval from the authorities of that school.

d. DA Pam 600-8, paragraph 3-37, contains detailed guidance for processing applications for assignment of enlisted personnel to ROTC duty.

#### **2-14. Orientation of professor of military science and instructors**

It is essential that the PMS and ROTC instructor personnel be briefed as soon as practical after reporting for duty. An orientation program for newly assigned ROTC personnel will be conducted according to directives issued by the CG, ROTCCC.

#### **2-15. Conduct of other-than-prescribed instruction and off-duty employment**

Personnel assigned to ROTC duty may be authorized to conduct academic courses or perform other services, with or without compensation, at the school with the permission of the region commander when specifically requested by the school. Such instruction or service constitutes off-duty employment and must not interfere with the full and effective performance of military duties. Duty hours may not be adjusted for the sole purpose of permitting off-duty employment, including the conduct of non-ROTC instruction, per AR 600-50. All personnel assigned to ROTC duty must have the prior written consent of the ROTC region commander to engage in off-duty employment.

#### **2-16. Enrollment in academic courses**

Officer and enlisted personnel of ROTC instructor groups may enroll in courses offered by the institution when the courses will not interfere with the performance of their military duties. They should be encouraged to enroll in one of

the disciplines listed as shortage discipline by HQDA. Before personnel enroll in courses, they must obtain permission from the PMS. For tuition assistance information, see AR 621-5.

## **2-17. Relief from Reserve Officers' Training Corps duty**

*a.* Except as otherwise provided by law or regulation, an individual assigned to ROTC duty at a school may be removed from those duties based on: relief for cause, reassignment at the request of the school authorities, or as otherwise provided by law or Army regulation.

(1) Relief for cause results when the region commander determines that the member's actions, or failure to act, discredits the ROTC Program. An Officer Evaluation Report or Noncommissioned Officers Evaluation Report based on relief for cause will be issued according to AR 623-105, paragraph 5-18 or AR 623-205, chapter 2. Any Soldier so relieved will not be reassigned to ROTC duties elsewhere.

(2) Reassignment at the request of school authorities may result from a written request by governing authorities of the school when the region commander determines that relief for cause is not justified. The individual will not be permitted to remain at the school following such a request. A permanent change of station (PCS) Officer Evaluation Report or Noncommissioned Officers Evaluation Report will be prepared rather than one based on relief for cause. Normally, the individual will not be considered for reassignment to ROTC duties at another school. When a reservist in a stabilized tour (for example, active Guard Reserve (AGR) is being considered for reassignment under this provision, prior coordination with the Office of the Chief of Army Reserve (OCAR) or National Guard Bureau (NGB), as appropriate, is required.

*b.* A Soldier may be voluntarily released from ROTC duty by sending a fully documented request for reassignment with accompanying endorsement by the proper ROTC region commander as follows:

(1) For active duty personnel, a request for reassignment as an exception to stabilization will be sent to the appropriate career management division at PERSCOM. Information copies will be sent to the Commander, U.S. Army ROTC Cadet Command, ATTN: ATCC-PM, Ft Monroe, VA 23651-5000.

(2) For Army National Guard of the United States AGR personnel, the request will be sent through the Commander, U.S. Army ROTC Cadet Command, ATTN: CC-ZR-ARNG, Ft Monroe, VA 23651-5000 to the Commander, GUARDPERCEN, ATTN: NGB-ARP-P, WASH DC 22180-2500.

(3) For USAR AGR personnel, the request will be sent through Commander, U.S. Army ROTC Cadet Command, ATTN: ATCC-ZR-USAR, Ft Monroe, VA 23651-5000 to the Commander, Full Time Support Management Center, ATTN: DARP-ARO, 9700 Page Blvd, St. Louis, MO 63132-5200.

## **2-18. Use of active duty/full-time National Guard duty personnel on campus**

Region commanders will notify the PMS when possible of Army personnel on active duty, active duty for training, or full time National Guard duty who are on campus to engage in academic study or other duty. The PMS is authorized to request limited assistance from those personnel on a mutually agreeable basis on behalf of the ROTC Program for making informal student contacts or for other activities for which the officer may be particularly suited. The PMS will respect the Soldier's student or other duty status. The Soldiers are encouraged to volunteer their services to the extent such involvement will not interfere with their primary mission.

## **2-19. Acceptance by Reserve Officers' Training Corps staff members of payment or other benefits offered by schools**

*a.* Reserve Officers' Training Corps staff members may accept only the following payments or other benefits from a school:

(1) Reasonable compensation or other benefits from services to the school by military staff members of the ROTC unit during their nonduty hours (such as coach for an athletic team, parking lot attendant, assistant military custodian, commandant of cadets, and assistant commandant of cadets), provided they have region commander's approval and the services are not part of the member's regularly assigned military duties, and do not interfere with the customary or regular employment of local civilians in their art, trade or profession. Duty hours for ROTC staff members of an ROTC unit may not vary from the duty hours of the unit simply to permit members to qualify for compensation for services rendered to a school during the duty hours of the ROTC unit. The provisions of paragraph 2-18 apply.

(2) Housing, if reasonable rental is paid. If housing is accepted by a member from a school at other than a reasonable rental (for example, without charge) the housing shall be considered furnished on behalf of the U.S. and the member will not be entitled to basic allowance for quarters.

(3) Reimbursement by the school for expenses incurred for services that the member performed at the school's request. Although these services are clearly beyond the scope of the member's regularly assigned military duties, he or she might have been expected to perform these services because of the member's position, such as hosting a social function for visiting dignitaries or conducting off campus workshops for faculty or students. Itemized bills for these expenses shall be presented to the school. When practical, arrangements will be made for the school to be billed for these expenses so they may be paid directly by the school. Under no circumstances may a commuted or fixed allowance be accepted from the school to meet these expenses.

(4) The following, is offered on the same basis to civilian members of the institution staff or faculty:

- (a) Enrollment in courses by the member or any member of his or her immediate family.
- (b) Tickets to 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.

b. Region commanders will require annual fiscal-year reports from detachments on persons receiving stipends, fees, or benefits, together with specific descriptions of compensations or other benefits and justification for their receipt. Reports of noncompliance with this regulation and the corrective action taken will be submitted individually through command channels to HQDA, (DAPE-MPO).

## **Chapter 3**

### **Student Administration**

#### **Section I**

#### **Enrollment**

##### **3-1. Enrollment obligation**

a. Enrollment in ROTC is voluntary for students attending civilian colleges and universities. The school may require qualified students to complete a portion or all of the basic course.

b. Students attending military colleges or military junior colleges, except as cited in paragraph 2-1b(2)(a) through (d), are required to enroll in the ROTC Program in addition to their academic program.

##### **3-2. Responsibilities**

a. The CG, ROTCCC will establish enrollment objectives and quotas for planning purposes based on production mission set by HQDA.

b. The PMS will verify each applicant's eligibility for the SROTC Program before enrolling the applicant using the criteria stated in this chapter and current directives.

##### **3-3. Ineligibles**

a. All categories of ineligibles who meet the requirements set by the school authorities may take Army ROTC classes for all 4 years for academic credit only. Participation in other ROTC programs is further limited by their status as auditing students as specified in paragraph 3-27. Specific grades and grade point averages (GPA) awarded to these students are according to the policies set by the school authorities.

b. The following students are ineligible for enrollment in the basic or advanced course:

(1) Conscientious objectors, as defined in AR 600-43. Cadets who formalize their conviction in such beliefs after enrollment in the advanced course or the ROTC Scholarship Program will apply for disenrollment from ROTC and will be considered for discharge from USAR under AR 600-43. The CG, TRADOC, is the approving authority 1-A-O and 1-O status for ROTC cadets applying objector status. Those applications not considered appropriate for approval will be forwarded to the Department of the Army Conscientious Objector Review Board for a final determination. A copy of all approved cases will be forwarded to Department of the Army Conscientious Objector Review Board as well for centralized filing of all cases, approved or disapproved. Scholarship students may be required to repay all or part of their scholarship financial assistance. 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. Students who have previously been conscientious objectors must, before enrollment, furnish a letter stating that they no longer have convictions that preclude them from bearing arms and participating in full military service with the U.S. Army.

(2) *Deleted.*

(3) A student who has a pre-trial diversion for a felony, any civil conviction, an adverse adjudication, or any type of court-martial conviction even though the record may have been sealed or expunged, unless a waiver is granted. These students excluding scholarship students) may be permitted to participate in the basic course without a waiver, but must have obtained a waiver prior to attending basic camp or enrolling in the advanced course. No waiver will be required for minor traffic offenses resulting in a fine of \$250 or less, except when the applicant has accumulated six or more such offenses during any 12 month period. Waivers are not required for disciplinary actions in connection with the provisions of the Uniform Code of Military Justice (UCMJ), Article 15. Such disciplinary actions will be considered when evaluating the applicant's character. In requesting a waiver, the student must list all the above proceedings, whether by military or civilian courts.

(4) A student who has been discharged from any branch of the armed forces with a waivable or nonwaivable disqualifying reenlistment code or with one of the following types of discharge:

(a) Dishonorable.

(b) Bad conduct.

(c) Undesirable.

(d) Under other than honorable conditions.

(e) General or honorable if the reason and authority for separation preclude reentry into military service under AR 601–210 without a waiver.

(5) A student who is a commissioned officer, a former officer or who has a certificate of eligibility for appointment as a commissioned officer.

(6) A student who will have 10 years or more of active Federal service at the time of commissioning.

(7) A student who does not meet the enrollment requirements as defined in paragraphs 3–5 through 3–11.

(8) A student who has demonstrated a pattern of misconduct consisting of discreditable involvement with civil or military authorities or who has committed a serious military or civilian offense, whether it resulted in trial or conviction or not if a punitive discharge would be authorized for the same or a closely related offense under the Manual for Courts Martial (1984). Waivers may be granted by CG, ROTCCC.

(9) Any applicant for entrance into the SROTC Program (to include former cadets, prior servicemembers, and current servicemembers) who has previously tested positive for tetrahydrocannabinol or cocaine use by a DOD certified drug testing laboratory using procedures established by the Assistant Secretary of Defense for Health Affairs, is permanently ineligible for the SROTC commissioning program. Those who have tested positive for alcohol under DOD criteria to include prior service and current servicemembers who have undergone or undergoing rehabilitation are also permanently ineligible for the SROTC commissioning program.

c. The region commanders may approve waivers of applicants previously separated for hardship or compassionate reasons when the hardship, for which the discharge or release from active duty as granted, no longer exists provided the student does not have a nonwaivable disqualifying reenlistment code. All other applications for waiver of a disqualifying reenlistment code will be submitted through channels to the CG, PERSCOM (TAPC–OPP–P), for determination.

d. Except as provided in e and f, below.

(1) Applicant's record does not indicate the offense has recurred or is likely to recur.

(2) Applicant has good potential as an officer.

(3) Current personal conduct and character of the applicant are above reproach moreover. Since the offense, the applicant must have shown that he or she can meet the requirements of good citizenship.

e. Request for waiver of a conviction for offenses listed below, that are supported by intermediate commanders, will be sent through channels to CG, ROTCCC, for determination. Waiver approval authority will not be delegated; however, disapproval authority may be exercised at each command level. A waiver request disapproved by any intermediate commander need not be sent to higher authority. The supporting recommendations at each command level and appropriate comments as shown below will be included.

(1) 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 possession, manufacture, use, sale, distribution, or the intent to sell or distribute and controlled substance as listed or defined in 21 USC 812 are treated as felonies, regardless of the classification by local authorities.

(2) 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.

(3) A conviction involving bigamy, contributing to the delinquency of a minor or moral turpitude (which includes any sexually related offense or dishonesty, such as larceny or perjury).

f. *Rescinded.*

### **3–4. Enrollment requirements**

To qualify for enrollment in the SROTC Program, applicants must meet the requirements in paragraphs 3–5 through 3–11.

### **3–5. Academic status**

a. Students must be enrolled in and attending full time at a regular course of instruction at a school participating in the SROTC Program. At military colleges and civilian schools, the course of instruction must lead to a baccalaureate or advanced degree in a recognized field that is compatible with the student's participation in the ROTC Program.

Nursing and other medical specialty students must be enrolled in a program accredited by an agency recognized by the U.S. Secretary of Education. There are no restrictions on the student's major (except for scholarship cadets).

b. Request for exceptions to the 'enrolled in and attending full-time' requirements may be submitted by graduate students only. Requests will be sent to the CG, ROTCCC, for determination on a case-by-case basis. Recommendations at each command level and proper comments regarding justification for exception will be included.

### **3-6. Age**

Requirements for scholarship applicants are contained in paragraph 3-34. Requirements for nonscholarship applicants are listed below.

a. *Minimum.* Applicants must be at least 17 years old to enroll in the advanced course. Applicants under 18 years old and those who are minors for the purpose of executing contracts under the laws of the State which has jurisdiction where the school is located (even if older than 18) require parental consent for enrolling in the advanced course.

b. *Maximum.* Applicants must be young enough that they will not be 30 years old or older at the projected time of commissioning.

c. *Waiver.* CG, ROTCCC, is the waiver authority for age at the projected time of commissioning. Applicants must have demonstrated exceptional ability and be recommended by the region commander. Region commanders are authorized to approve waivers for applicants who will be between 30 and 32 years old at the projected time of commissioning. Applicants who are to be appointed after their 33rd birthday, should be advised that they may not be able to qualify for retirement pay under 10 USC 1331 although they may be able to qualify for retired pay under 10 USC 3911 if they have served on active duty for 20 years at least 10 years of which has been served as a commissioned officer.

### **3-7. Character**

Applicants must be of good moral character, as normally substantiated by no record of disciplinary problems or civil convictions. Applicants who have been convicted of an offense that would normally evidence lack of good moral character when the conviction has not been waived under paragraph 3-3b(3) are not eligible for enrollment under the provisions of this paragraph.

### **3-8. Citizenship**

Students must be citizens of the United States (except as provided in para 3-29). Students born in the United States must submit to the PMS a valid birth certificate for citizenship verification. Students born outside the United States must submit a statement notarized by any commissioned officer qualified under Article 136, UCMJ to act as a notary or a Notary Public verifying citizenship as indicated below.

a. *Citizenship by naturalization.* The following statement will be submitted: "I have this date seen the original certificate of naturalization or certified copy of court order establishing citizenship, stating that (name of applicant) was admitted to the United States by the court of. "

b. *Citizen through naturalization of parents.* The following statement will be submitted: "I have this date seen the original certificate of citizenship, issued to (name) by the Immigration and Naturalization Service, Department of Justice, stating that (name of applicant) acquired citizenship on."

c. *Citizenship through birth abroad of parents who are citizens of the United States.* The following statement will be submitted: "I have this date seen the original or certified copy of (one of the items shown in (1) through (5) below."

(1) INS Form N-560 (Department of Justice Immigration and Naturalization Service).

(2) Department of State Form 1350 (Certificate of Birth Abroad of a Citizen of the United States of America).

(3) FS Form 240 (Report of Birth, Child Born Abroad of American Parent or Parents).

(4) FS Form 545 (Certification of Birth Abroad of a Citizen of the United States of America).

(5) Unexpired fully valid U.S. Passport, issued in the name of the applicant.

### **3-9. Dependents**

a. *Criteria for determining eligibility.*

(1) The applicant must have no more than three dependents. Region commander may grant waiver for a married applicant requesting a waiver.

(2) An unmarried applicant who has one or more dependents under 18 years old is disqualified, except as provided in (3), below. No waiver is authorized.

(3) A divorced or sole parent applicant may be processed for enrollment without waiver when the child or children of such applicant have been placed in the custody of the other parent, or adult relative or legal guardian by court order, if the applicant is not required to provide child support. If the applicant is required to provide child support, a dependency waiver is required. The region commander has the authority to grant the waiver. In both cases, the applicant must sign a statement of understanding that he or she will be disenrolled if custody of the child or children is regained while the applicant is enrolled in ROTC. DA Form 3286-69 (Statement for Enlistment-Parts I thru IV) will be

used as a guide. An exception to the disenrollment may be granted only in extraordinary circumstances such as the death of the legal guardian, or adult having custody of the child or children.

(4) An applicant with a spouse in a military component of any armed service (excluding members of the Individual Ready Reserve (IRR)) who has one or more dependents under 18 years old is disqualified. No waiver is authorized.

(5) Husband and wife teams who have one or more dependents under 18 years old are disqualified from enrollment in ROTC as a team. No waiver is authorized. Either the husband or wife may enroll without a waiver subject to other provisions of this paragraph.

*b. Change in status.* Once an applicant has enrolled in the ROTC Program, a change in the status or number of his or her dependents does not constitute cause for disenrollment, and does not require a waiver. However, if the number, status, or circumstances of a cadet's dependents adversely affects the cadet's performance of duty to the extent that the cadet fails to fulfill the terms of the ROTC contract he or she may be processed for disenrollment under paragraph 3-43a(7) or (16).

*c. Pregnant students.* Cadets who become pregnant during the course will not involuntarily be disenrolled solely because of pregnancy.

### **3-10. Medical qualifications**

Section II of this chapter outlines medical qualifications for entering the SROTC Program.

### **3-11. English language aptitude**

All applicants must be proficient in the English language. Cadets whose primary language is not English will be given the English Comprehension Level Test (ECLT) before enrolling in MS III. (See para 6-8e.)

### **3-12. Requirements for the advanced course and the basic camp**

In addition to the general requirements for enrollment, a student enrolled in the advanced course or for the basic camp must meet the following requirements:

*a. Academic and Reserve Officers' Training Corps status (10 USC 2104).* The student must meet the following requirements:

(1) Have an established cumulative GPA of 2.0 or better on a 4.0 system. Exception: Entering freshman at an Military Junior College (MJC) and prior service enlistees who were participants in the Army College Fund Veteran's Educational Assistance Program (VEAP) and are entering freshman as follows:

(a) MJC freshman—2.0 cumulative high school GPA and a scholastic aptitude test score of 850 or an American college test score of 17.

(b) Prior service—score of 110 or higher on the general technical aptitude area of the Army Classification Battery.

(2) Be enrolled in and attending as a full-time student (according to the school's criteria) a recognized course of instruction producing a baccalaureate degree, advanced degree, or an advanced education program at a fully accredited 4-year degree granting institution or at a fully accredited associate degree granting institution that has been recognized as having established formal linkage with a fully accredited 4-year degree granting institution.

(3) Have satisfactorily completed the ROTC basic course, or received credit on the basis of other previous military training or service (see chap 5), or satisfactorily completed basic camp.

*b. Scholastic aptitude.* Academic potential.

*c. Officer potential.* The student must possess qualifications for becoming an effective Army officer. Leadership potential will be emphasized as an important factor in selection for the advanced course. Applicants must possess officer-like qualifications as evidenced by their appearance, record, personality, scholarship, extracurricular activities, and aptitude for military training.

### **3-13. Cross-enrollment**

*a.* Students at institutions where Army ROTC is not available will be encouraged to enroll as ROTC cadets at host institutions or extension centers.

*b.* A student may be enrolled from an institution that does not have an Army ROTC program provided—

(1) The student meets all the eligibility requirements.

(2) Officials of both institutions concur in the student's enrollment.

(3) The institution where the Army ROTC is not available is a fully accredited school that has an approved formal or informal cross-enrollment agreement.

### **3-14. Eligibility of members of the U.S. Armed Forces**

*a.* The following personnel are not eligible for enrollment in the SROTC Program (basic and advanced courses):

(1) Members of the active components of the U.S. Armed Forces.

(2) Former commissioned officers of any component of the U.S. Armed Forces.

(3) Officers of the Public Health Service or National Oceanic and Atmospheric Administration.

- b.* The following personnel are not eligible for enrollment or conditional enrollment in the advanced course:
- (1) Warrant officers of the reserve components of the U.S. Armed Forces.
  - (2) Enlisted members of the reserve components of the U.S. Armed Forces except those fully qualified to participate in the SMP or those who have enlisted in USAR Control Group (ROTC).
- c.* The following personnel are eligible for enrollment in the basic course:
- (1) Warrant officers of the reserve component of the U.S. Armed Forces not on active duty (nonscholarship only).
  - (2) Enlisted members of the reserve component of the U.S. Armed Forces not on active duty. Provisions of paragraph 3-17*d* below apply.
- d.* The following personnel are eligible for enrollment in the advanced course:
- (1) Former warrant officers of the active or reserve components of the U.S. Armed Forces.
  - (2) Enlisted members of the ARNG or USAR not on active duty if enrolled under paragraph 3-17.
  - (3) Former active duty Soldiers who have completed basic training or equivalent.

### **3-15. Enlistment in the United States Military Academy**

*a.* Except as provided in paragraph 3-17, enlistment in the USAR with assignment to USAR Control Group (ROTC) is a requirement for enrollment in the advanced course or in the scholarship program. Such enlistment will be made in the grade of cadet. Cadets will retain this grade as an enlisted grade in the USAR (separate from any grade held in the corps of cadets at the school) regardless of any prior military service performed or grade advancement policies applicable to enlisted status. This assignment is for control purposes only and entitlements for reserve forces do not apply. Upon transfer to other than USAR Control Group (ROTC), applicable grade determination policies govern. When ordering a cadet to active duty, AR 135-210, chapter 1, will apply.

*b.* Enlistment of cadets under 17 years old is not authorized. Cadets under 18 years old require parental consent (10 USC 2104).

### **3-16. Reenrollment**

*a.* A cadet disenrolled from either the basic course or the advanced course may be reenrolled in the ROTC Program as provided below. Since disenrollment terminates a scholarship, reenrollment under this paragraph does not reinstate a scholarship that existed before disenrollment. Former cadets are ineligible for reenrollment if—

- (1) They have satisfactorily completed all portions of the program. Such applicants should be advised that they may apply for a direct commission under AR 135-100.
- (2) They were disenrolled for any of the reasons given in paragraphs 3-43*a*(8) through (16).
- (3) The time between disenrollment and reenrollment is more than 3 years. Waiver may be granted for those disenrolled cadets who subsequently served on active duty and whose service is sufficiently meritorious to warrant an honorable discharge. For these, the 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 period of active duty may be waived. In addition, all other enrollment eligibility requirements of this chapter must be met. Approval authority is the Commander, ROTCCC.

*b.* Basic course graduates who are not ineligible under *a* above may be reenrolled in the program without restrictions, provided they meet the requirements for initial enrollment at the time of reenrollment.

*c.* Advanced course cadets, previously disenrolled from the program, who are not ineligible under paragraph *a* above may be reenrolled in the advanced program provided they meet the following requirements:

- (1) They meet the commissioning requirements and all the requirements for the original enrollment in the advanced course.
- (2) In cases involving prior disenrollment for medical condition, financial, personal hardship or academic deficiency, documentary evidence will be furnished by the applicant specifying that the disenrollment cause has been corrected.
- (3) The applicant has some portion of the advanced course remaining. If any of the incomplete portion is within the advanced camp, the applicant must take the entire advanced camp. If any of the incomplete portion is MS III or MS IV material, the applicant must fulfill all military science requirements and cannot take less than one full quarter or semester of subject matter to complete the course.
- (4) The student must not have less than one semester or quarter and not more than 2 years of academic requirements remaining. Those who are pursuing a 5-year degree may not have more than 3 years of academics remaining.
- (5) The applicant's cumulative academic grade point average is not less than 2.0 on a 4.0 grade point system or its equivalent at the time of reenrollment.
- (6) When directed by the region commander on the recommendation of the PMS, the applicant agrees to retake specified parts of the completed advanced course in addition to the incomplete part.

### **3-17. Army Reserve Officers' Training Corps/Selected Reserve Simultaneous Membership Program**

*a.* The SMP policies and procedures applicable to the USAR are contained in AR 601-210. The SMP policies and procedures applicable to the ARNG are contained in NGR 600-100, chapter 13 and NGR 600-200, table 2-1.1.

Release from Reserve Components Troop Program Unit for unsatisfactory performance or participation may be cause for disenrollment from the commissioning program.

*b.* Enlisted members of the ARNG or the USAR who are assigned to troop program units and have been selected to participate in the SMP may enroll in the advanced course provided they are at least academic sophomores and are otherwise qualified. Enlisted members of the ARNG or the USAR are not eligible to participate in the advanced course of the SROTC program except as a fully qualified SMP participants. The SMP participants must be U.S. citizens. Conditional enrollment is not authorized.

*c.* Cadets in the advanced course who have been selected to participate in the SMP will be assigned to troop units of the ARNG or USAR.

*d.* 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 reserve component 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 reserve component service in computing entitlements to basic pay for the period while enrolled in either the basic or advanced ROTC course (37 USC 205(d)).

*e.* All ROTC advanced course (MS III and IV) cadets (except regular 2-year, 3-year, and 4-year scholarship cadets) may request participation in the SMP. Allocations will be established by HQDA and managed by Continental United States Army Commanders/The Adjutant General's. Both the PMS and the unit commander must concur in the placement of the SMP candidate. The SMP is mandatory for those scholarship cadets awarded a Guaranteed Reserve Forces Duty or Reserve Forces Duty scholarship. Cadets at MJC have an option to become or not become an SMP troop program unit member. All other USAR scholarship recipients must be transferred to USAR Control Group (ROTC) according to AR 601–210 or NGR 600–100, chapter 13. Paragraph *d* above also applies to scholarship cadets in the SMP.

## **Section II**

### **Medical Examinations**

#### **3–18. Responsibilities for medical examinations**

*a.* The Department of Defense Medical Examination Review Board (DODMERB) schedules and reviews examinations for the initial enrollment into the 4-year ROTC Scholarship Program. In addition, DODMERB is the authority for final review and determination of medical fitness for 2-year and 3-year scholarship applicants.

*b.* The Commanding General, U.S. Army Health Services Command (CG, HSC) will conduct and review medical examinations for all other ROTC cadets and applicants.

*c.* Major overseas Army commanders will assume the same responsibilities as CG, HSC, for all applicants and cadets within their jurisdiction.

*d.* The CG, ROTCCC will—

(1) Ensure that only those applicants who are medically qualified are enrolled in the ROTC Program.

(2) Review, process, and approve or disapprove medical waivers, as appropriate.

#### **3–19. Timeframe for examinations**

*a.* Medical examinations for applicants will be completed as stated below:

(2) Basic course applicants (MS I and MS II) for scholarship must be examined within 1 year before enrollment.

(2) Advanced course applicants (MS III and MS IV) must be examined 1 year before enrollment (for applicants eligible to enroll without attendance at basic camp). The 3-year and 4-year scholarship recipients will not be required to take another medical examination before enrolling in the advanced course. The same medical examination that qualified a candidate for the scholarship program and basic camp will remain valid for entry into the advanced course if it is not more than 5 years old. The applicant must attest annually to the fact that there has been no change in his or her physical condition since the last physical.

(3) Advanced camp attendees will be examined—

(a) Immediately upon arrival.

(b) Before the camp terminates for any cadet who suffered injury or illness while at camp and as a result was denied the opportunity to complete camp.

*b.* Medical examinations for commissionees will be completed as stated below.

(1) The advanced camp medical examination will qualify a cadet for commissioning except for those cadets who do not complete commissioning requirements within 24 months examination date. These cadets must take another examination before commissioning.

(2) Cadets, who become pregnant or are determined to be pregnant after this examination must have another medical examination for commissioning 6 weeks after the pregnancy is over, unless precluded by medical conditions.

### **3-20. Medical fitness standards**

*a.* Medical fitness standards for ROTC cadets and applicants are contained in table 3-1. The following special provisions apply:

(1) Examinations for initial enrollment in the 4-year scholarship program will be according to AR 40-29. Standards discussed in AR 40-501, chapter 2 as applicable to scholarship applicants will be used to determine a cadet's medical fitness for an ROTC scholarship. All cadets must meet the advanced course medical fitness standards for appointment.

(2) Waivers for enrollment or camp attendance will continue to be valid at the time of appointment in the USAR, providing the waiver was not for a temporary disqualifying condition (see para 3-25.)

(3) Regardless of the branch in which the ROTC training was administered, cadets must meet the requirements of AR 40-501, paragraphs 5-17 and 5-18 for branching any combat arms branch.

(4) Prior service personnel must meet the weight standards of AR 600-9 at time of entry into the ROTC advanced course and continuously thereafter, through commissioning.

(5) Cadets will be tested for Human Immunodeficiency Virus (HIV) during the precommissioning process (normally advanced camp) or as otherwise directed. Cadets found to be positive for HIV will be disenrolled at the end of the current academic term and discharged from the USAR Control Group (ROTC). Scholarship cadets will be considered in breach of contract, however, they will not be required to repay scholarship benefits received prior to the medical disqualification.

(6) All cadets will be administered precommissioning drug and alcohol screening test at advanced camp. Those cadets with positive results will be disenrolled. Scholarship cadets with positive results will be considered in breach of contract. Cadets will be discharged from the USAR Control Group (USAR) either or serve on active duty.

*b.* The decision on medical waivers for retention and a ppointment as a commissioned officer will be made by the CG, ROTCCC, after recommendation by the command surgeon.

### **3-21. Examiners**

*a.* Applicants for enrollment in the basic course as a nonscholarship participant may be examined by any qualified physician.

*b.* For all other required medical examinations the CG, HSC, and major overseas commanders will designate examiners according to the order of priority listed below, using the most economical to the Government. Regardless of the examiner or facility designated, each applicant, other than nonscholarship basic course applicants, will be tested according to AR 40-501, at a facility designated by the CG, ROTCCC, prior to enrollment. (See AR 40-29 for initial enrollment in the 4-year ROTC Scholarship Program.)

(1) Physicians of Army medical treatment facilities.

(2) Physicians of medical treatment facilities of other Armed Forces and Military Entrance Processing Stations when staffing and facilities permit.

(3) Medical officers of reserve components of the Army not on active duty.

(4) Medical officers of reserve component of other armed Forces, not on active duty, when available. These officers may serve as members of mobile medical teams.

(5) Physicians at medical treatment facilities of other Government agencies on a reimbursable basis according to AR 40-3.

(6) Civilian physicians of existing facilities at the school when arrangements can be made with the institutional authorities. When required, fees will be paid under schedules prescribed in AR 40-330.

(7) Other civilian physicians when Government facilities are not available. Fees will be paid according to schedules in AR 40-330.

### **3-22. Reports**

Forms (reports) and the number of copies required for the various medical examinations are listed in table 3-1. Disposition and preparation will be as prescribed by the CG, ROTCCC.

### **3-23. Review of medical examinations**

*a.* The U.S. Army Medical Center (MEDCEN) or the Medical Department Activity (MEDDAC) commander in the geographic area responsible to support the ROTC activity is the reviewing authority for all ROTC medical examinations except as indicated in (1) through (3) below. Provisions of AR 40-501 apply. SF 88 (Report of Medical Examination) and SF 93 (Report of Medical History) will be reviewed and returned to the PMS within 10 days after receipt. For those cadets found disqualified, the reviewing authority will make a recommendation, that may or may not be sustained by the waiver approval authority.

(1) The Director, DODMERB is the reviewing authority and will determine medical fitness for entry into the 2-, 3- and 4-year ROTC Scholarship Program. The CG, ROTCCC is the medical waiver authority. (For exception, see subpara (3) below.)

(2) MEDCEN or MEDDAC commanders reviewing questionable or controversial cases will send those cases to the

Commander, U.S. Health Services Command, ATTN: HSCL-C, Ft Sam Houston, TX 78234-6200, for recommendation. In addition to the most recent medical examination, copies of all medical examinations will be sent to the CG, HSC.

(3) The Commander, U.S. Army Aeromedical Center, Ft Rucker, AL 36362-5333, will determine if the cadet is medically qualified to enter the flight training program. All flight physicals given to ROTC cadets will be sent to this activity.

*b.* Reports of medical examinations involving cadets in the categories listed in (1) and (2) below who are applying for enrollment or continuation in the advanced course will be sent by the region commander to the CG, ROTCCC following review by the proper MEDCEN or MEDDAC.

(1) Applicants who are drawing disability compensation from the Veterans' Administration or any other Federal, State, or local agency. The report of medical examination will be submitted even if the applicant waives the compensation.

(2) Applicants who were previously discharged from any of the armed forces, including a reserve component, because of medical disability or medical disqualification, even though they currently meet prescribed standards.

### **3-24. Medical waivers**

*a.* Medical fitness standards prescribed in AR 40-501, chapter 2, 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, chapter 1, and this paragraph. Disqualification's under AR 40-501, paragraph 2-30*m* will not be waived. Medical conditions that are disqualifying for flight instruction under AR 40-501, chapter 4, will not be waived.

*b.* The CG, ROTCCC may grant (authority may not be delegated) waivers only 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.

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

*d.* If no waiver is granted, a cadet enrolled in the SROTC Program who is found medically disqualified (except as specified in para 3-25) will be disenrolled.

*e.* When a waiver is granted, the appropriate medical condition or physical defect, date of waiver, and identification of approving headquarters will be recorded on SF 88 and DA Form 61 (Application for Appointment).

*f.* The request for waiver of medical fitness to participate in the ROTC Scholarship Program or to be appointed a scholarship cadet will be sent to the CG, ROTCCC, after review by appropriate MEDCEN or MEDDAC.

### **3-25. Temporary medical disqualification (less pregnancy)**

*a.* A temporary or remedial disqualifying medical condition will not prevent the enrollment of a cadet in the advanced course or cause disenrollment of a cadet already enrolled. The cadet will be expected to meet the medical fitness standards prescribed in AR 40-501, chapter 2, within 6 months after the date of examination. A cadet may participate in camp training if approved by the appropriate authority. For changes in medical status occurring after enrollment in a 6-month recovery period may be authorized for cadets with temporary disqualification.

*b.* While at advanced camp, a cadet with a temporary medical disqualification may request permission that the camp commander permit him or her to remain at camp, provided a determination is made by the ROTCCC Medical Waiver Review (MWRB) that the cadet does not possess one or more medical condition(s) that might endanger others or compromise his or her own well-being.

*c.* A cadet who does not meet prescribed medical standards, when no waiver is granted, will be returned home from advanced camp, as soon as possible.

*d.* Under no conditions will individual referred to in *a* or *b* above be disenrolled in the ROTC program until final decision is received from the ROTCCC MWRB or as approved by the CG, ROTCCC.

## **Section III**

### **Reserve Officers' Training Corps Participating Students**

#### **3-26. General**

*a.* Reserve Officers' Training Corps participating students are students who participate in military science courses but are not fully enrolled in ROTC. They are divided into three categories: auditing students, conditional students, and alien students. Students who are ineligible or become ineligible for enrollment as an ROTC cadet may, if desired by school authorities and approved by the PMS, participate in the ROTC program in one of the above categories provided—

(1) They are not authorized access to classified instructional material.

- (2) They are in good standing and attending school full time.
- (3) There is no loss in effectiveness of military instruction.
- (4) Such participation is not otherwise prohibited by law, DODD or AR.
- b.* ROTC participating students are ineligible for—
  - (1) Subsistence allowance. (See para 3–30*b*.)
  - (2) Participation in the ROTC Scholarship Program.
  - (3) Commissioning credit, except immigrant alien students. Conditional students will be given credit for that part of the course successfully completed upon change to enrolled status. (See para 3–30*a*.)
- c.* ROTC students completing the course of instruction in a nonenrolled status are ineligible for appointment as commissioned officers. Although immigrant aliens may be authorized to participate in the SROTC Program, if properly qualified, they must be advised that—
  - (1) Current DOD Policy requires U.S. citizenship to be eligible for a security clearance.
  - (2) Effective 1 January 1988, HQDA policy requires the possession of a SECRET security clearance, based on a National Agency Check (NAC) to be eligible for appointment.
  - (3) These two requirements must be met by graduation date.
  - (4) Participants who do not meet these requirements by graduation will not be retained as a participating member of the ROTC program. (No waiver of these requirements will be granted.) Immigrant alien graduates who have otherwise fulfilled commissioning requirements may apply for direct commissioning once DOD requirements are met. Only conditional students and participating immigrant alien students may be presented a DA Form 134 (Military Training Certificate Reserve Officers' Training Corps) after successfully completing all or part of the SROTC Program. When the student is issued the certificate it will be annotated to reflect that the certificate does not entitle the student to a commission.
- d.* No student, except those in the alien student category, will be authorized to wear the ROTC uniform if denied enrollment into the ROTC because of failure to sign the loyalty oath.
- e.* Applicability of academic credit and other school policies concerning participation in the ROTC program for these categories will be determined by school authorities.
- f.* An immigrant alien who is also a member of the reserve components is not eligible to enroll in the advanced course or to participate in the program in such a status.

### **3–27. Auditing students**

- a.* Any student may audit courses in the ROTC program if approved by the PMS and school authorities. This authority is granted to permit the PMS to cooperate with the school in accommodating a student's request for limited participation in the program.
- b.* In addition to other restrictions in this section, auditing students will not—
  - (1) Participate in drill, marching, leadership laboratories, field training exercises, voluntary programs, or attend basic or advanced camp.
  - (2) Be issued or wear the uniform.
  - (3) Receive credit toward commissioning or enlisted grade status through audit of ROTC courses, or issued a DA Form 134 for having audited the course.

### **3–28. Conditional students**

- a.* Conditional students are those who complete part I of DA Form 597 (Army Senior Reserve Officers' Training Corps (ROTC) Nonscholarship Cadet Contract) but do not complete the DD Form 4 series (Enlistment/Reenlistment Document-Armed Forces of the United States). Conditional students in this paragraph refers only to those described in (1) and (2) below. It does not include alien students, or students trying to decide whether they desire to join ROTC and later strive for a commission. Credit toward commissioning cannot be awarded to students who are not officially enrolled as cadets. The category of conditional students include—
  - (1) Applicants for enrollment in the ROTC Program whose eligibility based on medical, academic, or other criteria has not been finally determined or for whom a waiver request is pending. Students enrolled before being placed in this category will not be disenrolled solely on the basis of a pending request for waiver.
  - (2) Students who are ineligible or become ineligible for enrollment but whose participation in all aspects of the year of instruction involved has been approved by the PMS or higher authority.
- b.* Conditional status must be resolved within a 12-month period from its inception.
- c.* The school will not receive commutation in lieu of uniform for conditional students (see AR 700–84, chap 10), nor will they be furnished Government-issued uniforms. Uniforms for conditional students may be purchased by the school or the student. Conditional students may wear the Army green or utility uniform while pursuing a course for which regular enrolled cadets are permitted to wear the uniform.
- d.* Conditional students are not authorized to attend the basic camp or advanced camp until their conditional status is

resolved. If directed by ROTCCC, an individual may attend advanced camp for further evaluation of an unresolved medical condition by camp MWRB.

### **3-29. Alien students**

*a. Eligibility.* An alien student may voluntarily enroll in the basic course or attend basic camp and may participate in the advanced course. active recruitment of nonimmigrant aliens will be avoided. Each alien applicant must meet the following requirements:

(1) Possess proper papers establishing his or her status as an immigrant, refugee, or nonimmigrant alien. (See *b* , below.)

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

(3) Be recommended by the proper school authority.

(4) Be recommended by the PMS.

(5) Meet the medical fitness requirements in Section II. Expenses incurred by an applicant because of these requirements are not reimbursable by the Government.

(6) Complete the basic course or basic camp satisfactorily before he or she may be considered for participation in the advanced course.

*b. Additional criteria.* The following additional requirements apply to specific categories:

(1) Immigrants, regardless of their country of origin, who have been lawfully admitted for permanent residence in the United States must have in their possession JUST Form I-151 (Alien Registration Receipt Card) and be approved for enrollment/participation by the region commander.

(2) Refugees will be treated as immigrants for the purpose of this regulation. Refugees still in parole conditional entry or voluntary departure status, regardless of their country of origin, must—

(a) Be approved for enrollment/participation.

(b) Have in their possession JUST Form I-94 (Arrival-Departure Record) bearing an immigration and Naturalization Service Stamp reading: 'Refugee Conditional Entry', or be Cuban nationals who have in their possession JUST Form I-94.

(c) Have confirmation in writing from the Immigration and Naturalization Service that they are refugees and meet the requirements of either *c* or *d* , below.

(3) Nonimmigrant aliens must be approved for enrollment or participation by cadet command. Nonimmigrant aliens must—

(a) Have in their possession JUST Form I-94.

(b) Provide certification that their government has no objection to their receiving SROTC instruction or have their JUST Form I-94 stamped "paroled indefinitely" or "indefinite voluntary departure".

*c. Citizenship.* The immigrant alien student will be informed that participation in the advanced course will not result in appointment as an officer. Should the student attain citizenship before graduating and be qualified in all other areas, he or she must elect to enroll in the advanced course or be released from the program.

*d. Status termination.* Alien students may be disenrolled from the basic course or dismissed from participation in the advanced course for any reason listed in section VI, if deemed appropriate.

### **3-30. Enrollment of Reserve Officers' Training Corps alien and conditional students**

*a.* The ROTC students who overcome the obstacles or difficulties that prevented their enrollment or caused their disenrollment and who are otherwise qualified may enroll in the appropriate course. See paragraph 3-16 concerning reenrollment. Once enrolled, the cadet will be given credit for the portions of the course(s) that were successfully completed.

*b.* Conditional students are eligible to receive subsistence allowance when their conditional status is changed to enrolled status. Retroactive pay is authorized from the date the cadet actually began advanced training. Students who began the advanced course as immigrant alien students, are not authorized to receive retroactive subsistence allowance. Date of enlistment, for the purpose of this paragraph, is the date on which all criteria for enrollment are met, including selection and completion of Part II, DA Form 597 and DD Form 4-series.

## **Section IV**

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

#### **3-31. Introduction**

The Army ROTC Scholarship Program provides financial assistance to those students who have demonstrated academic excellence and leadership potential. The U.S. Army Scholarship Program's purpose is to provide 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. The number of cadets in the scholarship program at any one time is limited by law (10 USC 2107).

### **3-32. Responsibilities for the scholarship program**

- a.* The DCSPER will—
- (1) Develop scholarship policies.
  - (2) Approve selection criteria and academic discipline targeting.
  - (3) Approve scholarship allocations by type (2-year, 3-year, and 4-year).
- b.* The CG, ROTCCC will—
- (1) Administer the ROTC Scholarship Program in accordance with approved HQDA policies.
  - (2) Recommend scholarship allocations.
  - (3) Annually review and analyze the ROTC Scholarship Program to assure scholarships are allocated in the most effective manner. The CG, ROTCCC may extend scholarship benefits for up to an additional year for students enrolled in an academic program, which requires more than 4 academic years for completion of the baccalaureate degree requirement, including elective requirements of the SROTC.
  - (4) Prepare and disseminate the administrative instructions, information and application packets.
  - (5) Determine scholarship allocation by type (2-year, 3-year, and 4-year).
  - (6) Supervise the selection cycles, to include processing and selecting all ROTC scholarship recipients.
  - (7) Provide national publicity.
  - (8) Maintain liaison with OCONUS major commanders as required to provide assistance in administering the scholarship program to prospective applicants living overseas.
- c.* A student eligibility for extended financial assistance and subsistence allowance payments. Extension of financial assistance and subsistence allowance payments may be approved for students enrolled in baccalaureate degree programs that require a 5th academic year and summer sessions.
- (1) The Secretary of the Army (or its designee) shall determine which baccalaureate degree programs will be approved extended entitlements. The policy will include, but not limited to, the following conditions:
    - (a)* The average length of enrollment required by all students to complete a specified program at a specified institution.
    - (b)* The amount of effective credit granted ROTC courses towards degree requirements in a specified program at a specified institution.
    - (c)* Validated personnel requirements for accessing graduates with specified degrees.
  - (2) Extended entitlements may be approved—
    - (a)* For courses required for completion of the baccalaureate degree for approved programs, including elective requirements of the ROTC Program.
    - (b)* On a case-by-case basis for nonscholarship students admitted to the advanced program and for students with 4-year scholarships in progress.
  - (3) Extended entitlements may not be approved for—
    - (a)* Any courses other than those required for completion of the baccalaureate degree for approved programs and elective requirements of the ROTC course.
    - (b)* The purpose of requiring extra courses for particular warfare skills or military career specialities.
    - (c)* Students who require extra course work because of academic deficiency or failure.
    - (d)* 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 subparagraph *c*(1) above.
- (4) The Secretary of the Army (or its designee) shall 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.

### **3-33. Publicity for the scholarship program**

National and local publicity campaigns will be held to create and maintain interest by qualified high school students, on campus and Green to Gold Soldiers for the ROTC Scholarship Program. Information will be provided on application deadlines, and how to apply for a scholarship.

### **3-34. Eligibility for scholarships**

- a.* To be eligible to receive or retain an Army ROTC scholarship, the student must meet the following requirements (10 USC 2107):
- (1) Be a citizen of the United States.
  - (2) Enlist in the ARNG or USAR for a period of 8 years.
  - (3) Be at least 17 years old by 1 October of the year of enrollment as a scholarship cadet if enrolled in the fall. Other than fall enrollees must be at least 17 years old by the time of enrollment as a scholarship cadet. No waivers are authorized.
  - (4) Be under 25 years old by 30 June of the calendar year in which eligible for appointment. An extension of up to 4 years may be granted to prior service applicants if the applicant will be under 29 years old by 30 June of the calendar

year that he or she is eligible for appointment. The length of extension may not exceed the actual period of active duty service.

- (5) Be of good moral character as evidenced by home, community, and school activities.
- (6) Exhibit a strong desire to obtain a commission and pursue a military career in the Army.
- (7) 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—
  - (a) Appearance.
  - (b) Personality.
  - (c) Academic excellence.
  - (d) Extracurricular activities.
  - (e) Physical fitness.
- (8) Be medically qualified, under the standards of AR 40–501.
- (9) Be selected for award according to procedures prescribed by CG, ROTCCC.
- (10) Sign an agreement meeting the requirements of 10 USC 2107 and 10 USC 2005.
- (11) Not be ineligible for enrollment under paragraph 3–3.
- (12) Execute the loyalty oath.

b. The PMS will immediately initiate a request for a NAC 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 Entrance National Agency Check (ENTNAC) or NAC 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 NAC 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 region commander. Extensions in excess of 90 days must be approved by the CG, ROTCCC. 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 according to paragraph 3–39 and disenrollment under paragraph 3–43a(16).

### **3–35. Scholarship certificates**

An Army ROTC scholarship certificate will be presented to each fully qualified scholarship recipient. The CG, ROTCCC will prepare and distribute certificates to the PMS for presentation.

### **3–36. Financial assistance authorization**

a. Region commanders 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 subparagraph 37.73. Financial assistance determined and the provisions to be used for payment will be provided by the CG, ROTCCC.

b. All ROTC scholarship cadets are authorized subsistence allowance at the rate stated in the Department of Defense Military Pay and Allowances Entitlements Manual (DODPM) 80401. 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 in any academic school year. A subsistence allowance will not be paid for more than 20 months in the basic course and 20 months in the advanced course. An additional 10 months of subsistence pay may be authorized to scholarship cadets who have an approved extension of scholarship benefits.

### **3–37. Mandatory requirements**

a. Scholarship cadets will receive ROTC training on the same basis as nonscholarship cadets. However, 3-year or 4-year scholarship cadets are not required to take another medical examination or complete additional contracts for enrollment in the advanced course. They will be administered achievement or qualification tests required of other cadets enrolling in the advanced course.

b. The 3-year scholarship recipients who, upon contracting of the scholarship, are not enrolled in SROTC and have not completed MS I or received ROTC placement credit, must compress MS I and MS II during the first year that the scholarship is in effect.

c. All scholarship cadets are required to successfully complete one semester or quarter of college instruction in a major Indo-European or Asian language, other than the language which they normally speak.

### **3–38. Leave of absence for scholarship cadets**

a. A cadet who requests a leave of absence 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 of time equal to the period of the extended enrollment or leave of absence (LOA). The PMS will ensure that the cadet still meets enrollment criteria and

eligibility requirements specified in Section I of this chapter. An LOA from ROTC training for a semester or more, may be granted to a scholarship cadet by the CG, ROTCCC, unless subordinate level approval is authorized for one or more of the reasons below.

(1) The region commander may approve an LOA, not to exceed 1 year continuous absence when—

(a) The cadet needs more than the normally required time to devote to studies to complete degree requirements.

(b) The normal period for completion of degree requirements is extended because of minor academic deficiencies, addition of another course, or for similar reasons.

(2) The PMS may authorize an LOA when—

(a) The cadet enrolls in an academic curriculum requiring 5 years for completion, not to exceed 1 year continuous study.

(b) The cadet has a medical condition (illness, pregnancy, injury, or convalescence). This authorization will be for one semester or quarter only. An LOA request that requires more than one academic term will be sent through command channels to the CG, ROTCCC, for determination. The request will include all medical examinations the cadet has received as a scholarship applicant or cadet including the ROTC entrance examination and any other medical documents.

(c) A scholarship cadet indicates an insincere commitment to military science. The LOA will be for two semesters or quarters as an interim measure to allow the PMS to request a final determination from the CG, ROTCCC. The final determination may result in termination of scholarship or a requirement for a board action per AR 15-6.

(d) A cadet is pending administrative action (such as termination requests or disenrollment boards). This will be for one semester only. Cadets will not be allowed to continue in military science or receive credit for commissioning during this period. A letter to this effect will be given to the cadet and a copy placed in his or her file.

(e) Cadets who attend basic camp after their freshman year and are awarded a 2-year scholarship. This will be for 1 year to ensure academic alignment with MS III. A copy of the approved LOA will be sent to CG, ROTCCC, ATTN: ATCC-PS (Basic Camp), Ft Monroe, VA 23651-5000 for inclusion in the cadet's file.

(f) Special reasons exist that are not covered above, not to exceed one semester or quarter. If additional time is needed, the request will be forwarded to the region commander for evaluation.

b. Any request for LOA or other delay in commissioning will require a review of the cadet's continued eligibility for appointment.

c. No compensation or allowance will be paid to the cadet while in an LOA status. An LOA will not affect the period of an Army ROTC scholarship or benefits authorized.

d. An LOA should not be granted to any MS III cadet that interferes with normal attendance at advanced camp, except for cases of individual hardship or medical preclusion from completion of advanced camp.

### **3-39. Termination of scholarship and disenrollment**

a. The CG, ROTCCC, is the approving authority for termination of scholarship and/or disenrollment. See paragraph 3-39c for the exception pertaining to 4-year scholarship winners discharged early from active duty. A scholarship will be terminated and the cadet disenrolled for any of the reasons listed in paragraph 3-43. The 4-year scholarship students can be disenrolled at their own request during MS I only.

b. When a 2-year, 3-year or 4 year active duty scholarship is terminated for personal hardship, the cadet will be considered for return to active duty in his or her enlisted status if requested by the cadet. The CG, ROTCCC, and the CG, PERSCOM will assist these cadets in returning to active duty in the grade and military occupational specialty (MOS) they held at the time of separation, if at least 1 year remained on the original active duty enlistment contract and the cadet is otherwise eligible for active duty. A copy of the prior active duty contract, DD Form 4-series and the DD Form 214 (Certificate of Release or Discharge from active Duty) will be required to substantiate the request.

c. AR 635-200, chapter 16, provides for early discharge of enlisted Soldiers from the active Army for the purpose of entering an Army Senior ROTC scholarship or nonscholarship program to pursue a baccalaureate degree. Those personnel discharged early to enter the ROTC program, who subsequently fail to fulfill the program commitment will be processed as follows:

(1) MS I cadets scholarship recipients. A board will be appointed to determine if the individual's discharge from the Regular Army should be revoked and the individual ordered to active duty to complete the remaining active duty obligation for failure to fulfill the condition for which the early discharge was granted. Excepted are individuals who, because of hardship reasons that develop during their MS I year may request (in writing) to return to active duty. This will be forwarded to the Commander, ROTCCC ATTN: ATCC-PC citing the circumstances. In such cases, an informal investigating officer's report is sufficient. If appropriate, cadet command will coordinate with the appropriate career branch at PERSCOM to confirm the individual's return to active duty and determine specific duty assignment.

(2) ROTC obligated cadets will be administered in accordance with paragraph 3-43, below.

## **Section V**

### **Contract and Agreement**

#### **3–40. Nonscholarship cadet**

*a.* DA Form 597 will be completed by nonscholarship students enrolling in the ROTC advanced course (MS III). Completion by the student and the PMS or assistant professor of military science (together with the completion of DD Form 4-series) and execution of the loyalty oath (except students enrolled under para 3–29) enrolls the student in the advanced course. If the student is a minor, parental consent is required for completion of DA Form 597. Additionally, students who are less than age 18 years cannot enlist without parental consent.

*b.* Former scholarship cadets who desire reenrollment must repay all financial assistance expended on their behalf prior to reenrollment in addition to meeting all the above stated reenrollment criteria. The PMS will not conditionally contract any former scholarship cadets until they ensure that repayment has been made and that all other reenrollment criteria are met.

#### **3–41. Scholarship cadet**

DA Form 597–3 (Army Senior Reserve Officers' Training Corps Scholarship Cadet Contract) must be completed by the ROTC scholarship recipient in the same manner as the DA Form 597 is completed by the nonscholarship advanced course cadet. Preparation and disposition of the form will be the same. Scholarship students must, without exception, execute the loyalty oath.

#### **3–42. DD Form 4-series**

*a.* Except for cadets who are enrolled in the advanced course under paragraph 3–17, DD Form 4-series will be completed by the student and the PMS. This is a prerequisite to enrollment in the advanced course (MS III) or scholarship program. Those cadets who are conditionally enrolled (para 3–28) need not complete the DD Form 4-series. The forms will be completed on the same date that the enrollment is confirmed (part IV of DA Form 597 or DA Form 597–3).

*b.* If the student meets one of the following criteria, they must also complete DD Forms 1966/1 through 1966/8 (Record of Military Processing Armed Forces of the United States), DA Form 4824–R (Addendum to Certificate and Acknowledgment of Service Requirements), DA Form 3540 for all personnel applying for participation in the Reserve Officer Training Program (ROTC)/Simultaneous Membership Program (SMP), DD Form 3540/1 or NGB Form 594–1 as applicable.

(1) The student has enlisted in an Army Troop Program Unit (TPU) of the USAR under Enlistment Option 9–55 for the Army ROTC/Selected Reserve SMP.

(2) The student is a member of USAR Control Group (ROTC) who subsequently transferred to a TPU.

(3) The student is a member of USAR or TPU ARNG and is selected to participate in ROTC/SMP.

## **Section VI**

### **Disenrollment, Discharge, Separation, Transfer, and Leave of Absence**

#### **3–43. Disenrollment**

*a.* A nonscholarship cadet may be disenrolled by the PMS. A scholarship cadet may be disenrolled only by the CG, ROTCCC. (For exception, see (3) below.) Disenrollment authority does not include the discharge authority for SMP participants. Nonscholarship and scholarship cadets will be disenrolled for the following reasons:

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

(2) To receive training under Army Medical Department programs such as Health Professional Scholarship Programs and United States Uniform Health Services.

(3) At their own request, if they are nonscholarship basic course cadets. The 4-year scholarship cadets may be disenrolled at their own request during the MS I only. (See para 3–39.)

(4) Because of withdrawal or dismissal from the academic institution. A former cadet may be reenrolled if he or she enters a school that offers ROTC, provided that he or she meets the reenrollment criteria in paragraph 3–16.

(5) Medical disqualification (to include pregnancy if complications exist) when determined and approved by HQ, ROTCCC, or higher authority. A medical condition that precludes appointment will be cause for disenrollment.

(6) Failure to maintain a minimum semester or quarter cumulative academic GPA of 2.0 on a 4.0 scale or higher if required by the school and at least a 3.0 on a 4.0 scale or equivalent semester or quarter and cumulative average in all ROTC courses.

(7) Personal hardship as specified in AR 635–200, chapter 6.

(8) Failure to meet the same requirements of the Army Weight Control Program and the Army Physical Fitness test as required of active duty Soldiers prior to the end of the last school term of the MS III year.

(9) For being an approved conscientious objector.

(10) For being dismissed from advanced camp, receiving a recommendation not to receive credit for advanced camp or withdrawal from advanced camp for reasons other than breach of contract. If breach of contract is involved, (see (16) below).

(11) It is discovered that a fact or condition exists that will bar a cadet for appointment as a commissioned officer, to include a positive urinalysis for drug and alcohol abuse. When a cadet is under charges, in confinement or under investigation, HQDA (TAPC-OPP-P) will be notified immediately if the cadet is an MS IV and a accession file was evaluated by HQDA ROTC Selection Board.

(12) Misconduct, demonstrated by disorderly or disrespectful conduct in the ROTC classroom or during training, or other misconduct that substantially interferes with the ROTC mission, including participation in unlawful demonstrations against the ROTC, illegal interference with rights of other ROTC students, or similar acts.

(13) Inaptitude for military service as demonstrated by lack of general adaptability, skill, hardiness, ability to learn, or leadership abilities.

(14) Undesirable character demonstrated by cheating on examinations, stealing, unlawful possession, use, distribution, manufacture, sale (including attempts) of any controlled substances, as listed or defined in 21 USC 812, discreditable incidents with civil or university authorities, falsifying academic records or any forms of academic dishonesty, failure to pay just debts, or similar acts. Such acts may also be characterized as misconduct.

(15) Indifferent attitude or lack of interest in military training as evidenced by frequent absences from military science classes or drill, an established pattern of shirking, failure to successfully complete an established weight control program, or similar acts.

(16) Breach of contract (including formerly used term willful evasion). (*Note:* Breach is defined as 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).

(17) *Rescinded.*

*b.* A board of officers will be appointed by the PMS, the brigade commander, or the region commander according to the formal procedures outlined in AR 15-6, as modified by this regulation (see AR 15-6, para 1-1) and guidance from the CG, ROTCCC, to consider the case of each cadet considered for disenrollment under subparagraph *a*(13) through (16) above, or when deemed necessary. Additionally, in cases where a board of officers is not appointed, the PMS will appoint an investigating officer to inquire into the case of any scholarship or advanced course cadet being considered for disenrollment, to include voluntary disenrollment or disenrollment to join another officer procurement program. Disenrollment for medical reasons will be referred to CG, ROTCCC for review and approval. The appointing authority will determine whether the formal or informal procedures of AR 15-6 will be used. However, in every case, the student concerned has the right to appear personally before the board or officer conducting the investigation. The cadet is entitled to be assisted in the preparation of the hearing by any reasonable available military officer (who need not be an attorney) or may hire civilian counsel at his or her own expense. However, the counsel may not represent the cadet at the hearing, although counsel may be available to give advice. At least one school official will be permitted to observe any hearings that may arise from the appointment of such board or investigation. Notwithstanding any provision of AR 15-6, cadets who are the subject of disenrollment are not entitled to counsel at Government expense. The requirement for appointment of a board of officers or investigating officers is waived if the student subject to disenrollment action voluntarily waives in writing) his or her right to such board review within 10 days of notification of pending disenrollment.

*c.* Cadets undergoing board or investigative action will be placed on LOA when the cadet is notified of the board of investigative hearing which will suspend tuition and subsistence payments pending outcome of the board or investigation. The ROTC contract will be annotated to show the date and reason for disenrollment or discharge.

*d.* A cadet disenrolled under *b* above will not be authorized to participate in ROTC training as a conditional student or permitted to audit the course, unless school policy authorizes such participation.

*e.* A cadet who is involuntarily ordered to active duty for breach of his or her contract will be so ordered within 60 days after they would normally complete baccalaureate degree requirements, provided the cadet continues to pursue a baccalaureate degree at the school where they are enrolled in the ROTC or the school where the cadet has agreed to pursue such degree, if the school where he or she is enrolled does not offer that degree. If not academically enrolled, the cadet will be ordered to active duty 60 days from date of notification of active duty. Graduate students may not be ordered to active duty until they complete the academic year in which they are enrolled, or disenroll from the school, whichever occurs first.

### **3-44. Discharge and separation from the United States Army Reserve**

*a.* The CG, ROTCCC, is the only authority for discharge of scholarship cadets. The PMS, brigade commander or the region commander is the authority for discharging nonscholarship cadets (for exceptions see para 3-43.) ROTC cadets normally will be honorably discharged on the date of disenrollment from the ROTC program, except those ordered to active duty under the terms of their ROTC contract. Procedures governing disenrolled SMP participants are outlined in

AR 601–210 and NGR 600–200. The authority to issue an other than honorable discharge will not be delegated below region headquarters.

*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 enroll in the advanced course. Students who enlist in the USAR under this section, but are unable to obtain parental consent to their ROTC contract or service obligation, if required, may be separated and discharged upon their request. (See AR 135–178.)

(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. The 4-year scholarship cadets whose status is terminated during the first year may be discharged without disenrollment from the ROTC. (Membership in the USAR is not a requirement for enrollment in the basic course as a nonscholarship cadet.)

*c.* Upon disenrollment from the ROTC, a cadet assigned to Control Group (ROTC), who is not ordered to active duty or pending such an order and has previously completed a basic training course conducted by a U.S. Armed Force, will be transferred to the IRR if the military service obligation has not been met. A cadet assigned to Control Group (ROTC) 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 the ROTC.

*d.* Except for SMP participants, cadets who are members of the ARNG or USAR at the time of enrollment in the advanced course or scholarship program, will be discharged and will then enlist in the USAR in the grade of cadet. The PMS will provide the appropriate State adjutant general or USAR commander with a copy of the agreement as soon as possible after the enrollment. Upon receipt of the copy of the ROTC enlistment agreement, the authorities cited in AR 135–178, chapter 1 will issue the discharge.

*e.* Cadets called to active duty for breach of the terms of their ROTC contract will serve periods of active duty as specified in their contract. (See AR 135–210, chap 1, sec III). Members of the SMP who were in the ROTC control group prior to joining a troop program unit may be returned to the ROTC control group for the purpose of call to active duty if found to be in breach of their contract.

*f.* A cadet who requests disenrollment from the ROTC and discharge from the USAR by reason of being a conscientious objector will submit an application for discharge on DA Form 4187 (Personnel Action) to the CG, ROTCCC, for approval. The cadet will not be discharged or disenrolled until receipt of final determination. If the application for discharge is disapproved, the PMS will continue the cadet in the program, advising him or her that to receive an appointment as a commissioned officer they must furnish an affidavit withdrawing conscientious objection. If the cadet refuses to furnish the affidavit or to accept appointment when tendered, they may be deemed to have breached the terms of their contract and may be ordered to active duty in his or her reserve enlisted status according to paragraph 3–43*e*.

### **3–45. Processing Army National Guard and United States Army Reserve Simultaneous Membership Program participants for discharge to accept a commission**

Although the PMS is authorized to order discharge of enlisted members of the USAR assigned to USAR Control Group (ROTC) for them to accept a commission, the PMS does not have that authority for SMP participants assigned to USAR or ARNG units. The discharge authority for ARNG Soldiers is the proper State adjutant general and for USAR Soldiers is the CG, ARPERCEN. The PMS must coordinate with the appropriate authorities to ensure the Soldiers are discharged effective the day preceding their commissioning. (See AR 135–178, para 3–4*b* and NGR 600–200).

### **3–46. Transfer to another school**

*a.* Under the terms of the contract (DA Form 597 or DA Form 597–3), 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, ROTCCC.

*b.* If, after compliance with *a* above, the cadet transfers to a school that does not have an ROTC unit, cross-enrollment cannot be accomplished, and there is no voluntary breach of contracts the cadet will be disenrolled. A cadet assigned to the USAR Control Group (ROTC) will be—

(1) Honorably discharged if the cadet has not completed a basic training course conducted by U.S. Armed Forces.

(2) Transferred to the IRR if the cadet completed a basic training course during previous military service.

*c.* A cadet transferring to a school that does not have an ROTC unit without complying with the procedures in paragraph *a* above, 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.

### **3-47. Interservice transfers**

Cadets disenrolled for purpose of this paragraph will be subject to the investigation provisions of paragraph 3-43b. These options do not apply to ROTC/SMP participants or scholarship cadets.

#### *a. Army/Air Force.*

(1) Interservice transfer of ROTC students will be limited to justifiable cases. The request for transfer to an Air Force unit must include an endorsement from the Professor of Aerospace Studies of the unit to which transfer is requested, which contains a statement that tentative approval of the transfer depends on the approval of Army authorities. Scholarship students may not transfer after entering the sophomore year.

(2) In case of a request for transfer to an Army ROTC unit, the PMS will consider the effect the transfer will have on enrollment objectives and existing Army-Air Force relations. Credit may be granted for Air Force ROTC courses completed, except that the cadet must attend the Army ROTC advanced camp. The CG, ROTCCC, may grant a waiver for attending the Army ROTC advanced camp. However, if the student has terminated affiliation with the Air Force, ROTC placement credit may be given for the period of Air Force training only as provided in table 5-1.

*b. Army/Navy.* Transfers between Army and Navy ROTC units are not authorized. If the student has terminated his or her affiliation with the Navy, ROTC credits may be given for periods of Naval training only as provided in table 5-1.

*c. Enlistment in the U.S. Marine Corps Reserve.* The PMS may disenroll an ROTC basic course cadet (MS I only if scholarship) for enlistment in the USMCR for the Platoon Leadership Course program. The PMS may approve request for disenrollment from nonscholarship advanced course cadets for this purpose. Request from scholarship cadets (MS II and the advanced course) will be sent through channels to CG, ROTCCC, for final action.

### **3-48. Leave of absence for nonscholarship cadets**

*a.* The region commander is the approving authority for leave of absence. Approval authority may be delegated as necessary. Any request for LOA or other delay in commissioning will require a review of the cadet's continued eligibility for appointment.

*b.* A cadet who requests an 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.

*c.* No compensation or allowance will be paid to the cadet while in a LOA status. An LOA will not affect the period of benefits authorized.

*d.* Cadets who attend basic camp after their freshman year and are awarded a 2-year scholarship will be placed on an LOA for a year to ensure academic alignment with MS III.

*e.* Upon notification of disenrollment action cadet may be placed in LOA status pending board decision.

## **Section VII**

### **Insurance, Medical, and Related Benefits**

#### **3-49. General**

*a.* Army medical treatment facilities (subject to the availability of space, facilities and capabilities of the professional staff) are authorized to provide in-patient care to ROTC cadets and students who are injured or become ill while participating in Army sponsored sports, recreational, or training activities. Hospitalization will be provided only on a temporary basis until other arrangements can be made. Care will be provided without charge. Cadets may also be given medical examinations and immunizations when considered necessary by the medical facility commander concerned. See AR 40-3, paragraph 4-51.

*b.* Applicant for membership is a student enrolled (but not contracted) during a semester or other enrollment term, in a course that is a part of SROTC instruction at an educational institution. An applicant for membership in or a member of the SROTC Program who suffers an injury, disease, illness, disability or death incurred in the line of duty, while engaged in any authorized ROTC training or performing authorized travel to or from the training site, may be eligible to receive medical care coverage and compensation benefits from either (or both) of the Department of Labor or the Veteran's Administration (VA). This includes ROTC training on campus, off campus and at ROTC camps. The training must be distinguished as training and not active duty for training. Claims must be processed through these agencies to document that the injury, illness, disability, or death was incurred in the line of duty. In general, claims for temporary injuries, disease, or illness should be submitted to the Department of Labor and claims for permanent disability or death should be submitted to the VA for consideration.

*c.* An ROTC cadet or applicant who suffers disease or injury under conditions described in *b* above will receive necessary medical and hospital care promptly. The U.S. medical officers and hospitals will be used if services are available and their use is practical. When such officers or hospitals are not available or their use is impractical, private physicians and hospitals may be used.

*d.* Expenses incurred by a military department in providing hospitalization, medical and surgical care, or in connection with a funeral and burial of an eligible person, may, under certain circumstances, be reimbursed by the Secretary of Labor out of the Employees' Compensation Fund. However, reimbursement will not be made for any

hospitalization, medical or surgical care provided to a student by a military department in a facility of a military department.

### **3–50. Sources of medical care**

Injured students who are 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.

## **Section VIII Entitlements**

### **3–51. Subsistence allowance**

All cadets enrolled in the advanced course are entitled to the subsistence allowance authorized by law. The allowance will start on the day the cadet starts the advanced course, which is the same as the effective date of the advanced course contract. The subsistence allowance will continue until the cadet has met all requirements for commissioning or has been disenrolled, except as provided below or by other law, regulation or directive. In no event, will any cadet receive subsistence allowance for more than 10 months of any academic year or the actual duration of the academic year, whichever is shorter.

*a.* A conditional cadet who participates in the advanced course pending decision by the proper authorities will not be paid subsistence allowance until found qualified for enrollment and actually enrolled. Cadets are entitled to subsistence allowance only upon application, selection and enrollment in the advanced course. No cadet will be paid subsistence allowance for any period that the cadet was not participating in the advanced course.

*b.* Cadets attending schools that operate a normal (non accelerated) academic calendar will not be paid subsistence for summer camp training, regardless of when they attend camp. However, if the cadet's academic class is continued past the opening date of the camp, he or she will continue to receive subsistence allowance for that period.

*c.* Schools that operate an accelerated program, cadets who participate in ROTC training during the normal vacation period, may be paid except as in paragraph *a* above. However, payment of subsistence allowance for that authorized portion of training conducted during the normal summer vacation period will not be made until the cadet has resumed ROTC training the following academic school year.

*d.* Advanced course ROTC cadets and basic course scholarship cadets who are enrolled in 'cooperative courses' may receive credit and subsistence allowance for ROTC training during that part of their academic course while away from school, provided they continue to perform the minimum required training through correspondence courses, or other means satisfactory to the PMS. Cadets enrolled in programs sponsored by the school, which include study at foreign education institutions or study on an overseas campus of the ROTC institution, may perform ROTC training and receive subsistence allowance under the same basis. Since cooperative programs generally involve more than 4 years of study, a LOA from the ROTC may be granted to the cadet while away from the school. No compensation is approved or allowance are accrued while the cadet is in an LOA status.

*e.* The cost of Government meals furnished without charge during field training exercises will be deducted according to DODPM paragraph 80401.

### **3–52. Pay at camp**

Pay for attendance at ROTC Advanced Camp, Nurse Summer Training Program, Cadet Troop Leadership Training or Basic Camp will be made at the rate prescribed by law for cadets at the U.S. Military Academy (DODPM part 8, chap 4).

### **3–53. Travel entitlements**

*a.* Travel under orders as a cadet and travel to home or abode upon discharge from a camp for cadets or commissionees not ordered to immediate active duty is authorized as follows:

(1) Transportation and subsistence-in-kind, or mileage allowance according to the Joint Federal Travel Regulation (JFTR), paragraph U7150–F.

(2) Official travel outside Continental United States.

*(a)* Official travel requiring transportation outside the continental limits of the United States will be by Government transportation when possible. Arrangements will be made by contacting the commanding officer, port of embarkation from which water or air transportation would be furnished; transportation officer of the nearest military post, camp, or station; the U.S. Military Attache of the country in which residing.

*(b)* If Government transportation is not available from an overseas location, a statement to this effect must be secured from the transportation officer where the request was made, supporting the claim. Receipts for commercial cost of travel performed will be obtained to submit for reimbursement. Travel pay for necessary land travel performed at personal expense outside the United States will be computed according to the JFTR.

b. In addition to subparagraph *a* above, 4-year scholarship recipients, 2- and 3-year active duty scholarship recipients and MJC scholarship recipients (attending the MJC for the first time as college freshman) are authorized one time travel entitlements from their home of record to the school for the purpose of enlisting in the USAR Control Group (ROTC) and to obtain the academic degree shown in the contract. (See JFTR, para U7150-F3). All scholarship cadets are entitled to return travel to their home of record on discharge from USAR Control Group (ROTC) if they are not ordered to immediate active duty, except those cadets who remain at the school after such discharge to continue their education (JFTR, U7150-F3).

**Section IX**  
**Air Transportation**

**3-54. Authorization**

a. Authorities to approve and disapprove extended flights for ROTC cadets, and local and extended flights for civilian dignitaries directly concerned with ROTC activities is the CG, ROTCCC, and appropriate overseas commanders. The PMS or camp commander may approve local flights when at field training, or ROTC summer training programs on approval of the Field Training Commander; or during a school year provided—

- (1) Aircraft is on an extended flight and the travel has received prior approval by the appropriate military designee.
- (2) Students are undergoing formal ROTC and academic training during a school term, and the flight is in connection with this training (except ROTC teams for competition).
- (3) Students are uniform.

b. Civilian dignitaries directly concerned with ROTC activities are authorized military air transportation when, in the judgment of the commander, such flights are in the interest of the ROTC and related activities and prior approval has been given.

c. Approved requests requiring aviation resource not available to the commander, will be sent with full justification as to the need and purpose. Requests will be submitted through channels to the Service Transportation Chief concerned.

**3-55. Space available travel**

a. Space available travel on nonmilitary air command Airlift Service Industrial Fund aircraft for advanced course cadets and scholarship cadets (both basic and advanced) is authorized for travel within CONUS for periods when school is not in session or for other purposes when cadets are on official absence from school upon presenting a document bearing the signature of the PMS in charge of the ROTC Program at the civilian educational institution. The document will identify the individual by name as being in one of the above criteria.

b. Cadets will be offered space available travel, but will not compete for available space with other eligible travelers such as active duty and retired members. They should, therefore, be encouraged to travel via commercial modes of transportation.

**3-56. Release from claim for injury or death**

Civilian dignitaries are not required to sign a release from claim for injury or death before flying in a military aircraft.

**Table 3-1**  
**Medical Requirements for Reserve Officers' Training Corps**

Enrollment in basic course										
Administrative requirements	ROTC cadets	ROTC scholarship cadets	For attendance at basic camp	For enrollment in advanced course <sup>1</sup>	Cadets between MS-III and MS-IV	ROTC scholarship cadets	Enrolled in 5-year academic course	Eligible for appointment upon completion of camp	General	For assignment to "Combat Arms"
Medical fitness standards: <sup>2</sup>	Student medically fit to participate in ROTC program. <sup>3</sup>	AR 40-501, chapter 5. <sup>4</sup>	AR 40-501, chapter 2.	AR 40-501, chapter 2.	AR 40-501, chapter 2.	AR 40-501, chapter 2.	AR 40-501, chapter 2.	AR 40-501, chapter 2.	Standards applicable at time of enrollment in advanced course will apply, including waivers granted.	AR 40-501, chapter 2 to include paragraphs 5-17 and 5-19.

**Table 3-1  
Medical Requirements for Reserve Officers' Training Corps—Continued**

Enrollment in basic course										
Administrative requirements	ROTC cadets	ROTC scholarship cadets	For attendance at basic camp	For enrollment in advanced course <sup>1</sup>	Cadets between MS-III and MS-IV	ROTC scholarship cadets	Enrolled in 5-year academic course	Eligible for appointment upon completion of camp	General	For assignment to "Combat Arms"
Scope of Examination:	Extensive enough to insure compliance with above standard.	Type B, AR 40-501.	Type A, AR 40-501.	Type A, AR 40-501.	Type A, AR 40-501.	Type B, AR 40-501.	Type A, AR 40-501. <sup>8</sup>	Type A, AR 40-501. <sup>8</sup>	Type A, AR 40-501.	Type A, AR 40-501 and paragraphs 5-17 and 5-19.
When required:	Within 1 year prior to enrollment.	As scheduled.	Within 1 year prior to reporting for camp. Screening exam upon arrival.	Within 1 year prior to enrollment.	Immediately upon arrival at camp.	As scheduled.	Immediately upon arrival at camp.	By 1 Feb prior to opening of camp.	Examinations taken at advanced camp valid for 18 months.	
Responsibility:	Expenses borne by applicant.	DOD-MERB for qualification.	Region commanders.	Region commanders.	Region commanders.	Region commanders.	Region commanders.	Region commanders.	Region commanders.	Region commanders.
Reports and forms required.	Statement from physician DA Form 3425-R. <sup>6</sup>	1 Cy SF 88. 1 Cy SF 93.	1 Cy SF 88. 1 Cy SF 93.	1 Cy SF 88. 1 Cy SF 93.	1 Cy SF 88. 1 Cy SF 93 & DA Form 2453-R. <sup>7</sup>	1 Cy SF 88. 1 Cy SF 93.	1 Cy SF 88. 1 Cy SF 93 & DA Form 2453-R. <sup>7</sup>	2 Cy SF 88. 2 Cy SF 93 & DA Form 2453-R. <sup>5,7</sup>	2 Cy SF 88. 2 Cy SF 93.	2 Cy SF 88. 2 Cy SF 93.

Notes:

<sup>1</sup> Not required for 3, 4, or 5 year scholarship cadets.

<sup>2</sup> Cadets under 18 years of age will be given appropriate consideration for height and weight, commensurate with their age.

<sup>3</sup> A program not more strenuous than a college physical education program.

<sup>4</sup> For height and weight, all applicants must meet the standards of AR 600-9.

<sup>5</sup> If examination is conducted subsequent to camp, 4 copies of SF 88 and 2 copies of SF 93 will be required.

<sup>6</sup> DA Form 3425-R—Medical Fitness Statement for Enrollment in Basic Course, Senior ROTC or medical records from the school indicating student is medically qualified for the basic course training.

<sup>7</sup> DA Form 2453-R—State,emt of Health and Medical Examination.

<sup>8</sup> Includes Sickie Cell Test, Immunizations, HIV Testing, and Drugs and Alcohol Testing.

## Chapter 4 Uniform and Insignia

### 4-1. Authority

*a.* Each cadet and alien student authorized to participate in the advanced course may be furnished an issue-in-kind or cadet-type-uniform. The authority for issue-in-kind uniforms to cadets is CTA 50-900. Schools that provide a cadet-type uniform or desire to purchase issue-type uniforms from Army or commercial sources may be authorized to do so in place of receiving Army-issued uniforms. The operating policies and procedures concerning the supply of issue uniforms to schools are outlined in AR 700-84, chapters 9 and 10.

*b.* All uniforms purchased with commutation funds (see AR 700-84) may, at the discretion of the school, become the property of the cadet who is commissioned. Alien student uniforms will be retained by the school. School authorities may authorize other cadets who are not commissioned to retain their cadet-type uniforms. 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. Cadets who have worn the uniform for 2 years may purchase clothing items at time of commissioning according to AR 700–84, chapter 9.

#### **4–2. Special rates for commutation in lieu of uniform**

- a. To qualify for commutation in lieu of uniform the school must—
- (1) Organize and maintain a self-contained corps of cadets within the undergraduate school body.
  - (2) Require all members of the corps to be in proper uniform at all times while on the campus.
  - (3) House all members of the corps in barracks separate from nonmembers of the corps. This requirement may be waived for female students, married students, and graduate students who are not billeted with the corps of cadets.
  - (4) Require all members of the corps to be constantly under military discipline on a 24-hour-per-day, 7-day-a-week basis. This requirement may be waived for female students, married students, and graduate students who are not billeted with the corps of cadets.
  - (5) Require all physically qualified members of the corps to be enrolled in the basic course, except the following:
    - (a) Alien students.
    - (b) Persons whose enrollment is precluded by other provisions of this regulation.
    - (c) Certain categories of students who are specifically excused by administrative (board of trustees) decisions.
- b. Only those members of the corps of cadets satisfying the above requirements and who are enrolled in the ROTC will be entitled to the special rate of commutation in lieu of uniform. Military colleges may enroll qualified cadets in ROTC who for various reasons are not required to be members of the corps of cadets. They will receive only the standard commutation rate.

#### **4–3. Authorized uniforms**

The following uniforms are authorized for wear by ROTC cadets:

- a. *Cadet-type uniform.* Schools that are authorized commutation in lieu of issue-in-kind uniforms may adopt a uniform of any type or color they desire, provided there is no conflict with any provisions of law or regulation.
- b. *Issue-type uniform.* The issue-type 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. CTA 50–900 provides the basis for issue and AR 700–84 prescribes the procedures for requisitioning these uniforms.
- c. *Simultaneous Membership Program cadets.* Clothing that has been provided to the SMP participants by the ARNG or USAR unit will not be issued at the ROTC unit. Clothing items will be furnished by the commander of the ARNG or USAR unit to which he or she is assigned according to CTA 50–900. This does not apply to clothing items worn as outer garments on which the ROTC shoulder sleeve insignia has been or will be sewn.

#### **4–4. Optional items for wear**

The CG, ROTCCC, may authorize cadets to wear optional uniform items that have been authorized for wear by active duty personnel. Optional items to be purchased with appropriated funds will be determined by the CG, ROTCCC.

#### **4–5. Wearing of the uniform**

Unless otherwise specified by the CG, ROTCCC, wear and appearance of the uniform will be as stated in AR 670–1. The Army ROTC uniform will not be worn outside of the United States and its possessions, except by specific authority. ROTC cadets may wear the issue uniform within the United States and its possessions when—

- a. Assembled for the purpose of military instruction.
- b. Engaged in the military instruction of a cadet corps or similar organization.
- c. Traveling to and from the school where enrolled.
- d. Visiting a military station for participation in military drills or exercise.
- e. At other functions authorized by the PMS.

#### **4–6. Authorized items for wear**

- a. Only insignia prescribed by the CG, ROTCCC, or approved in writing by the Institute of Heraldry, are authorized for wear on the ROTC uniform.
- b. The PMS should direct correspondence through the proper ROTC region and the CG, ROTCCC, to The Institute of Heraldry, U.S. Army, Cameron Station, Alexandria, VA 22314-5050, when requesting approval or information concerning distinctive insignia (including how to wear it) or other uniform accessories. At least 90 days should be allowed for reply.
- c. Insignia and uniforms purchased by the school or the cadet must be purchased from sources that sell items made according to specifications. The Institute of Heraldry will supply a list of certified manufacturers.
- d. The following are the only “sew on” items authorized for wear on the ROTC uniform:
- (1) Distinctive Cadet Command shoulder sleeve insignia.
  - (2) Distinctive institutional shoulder sleeve insignia.

(3) Airborne Badge, Air Assault Badge, Combat Infantry Badge, Expert Infantry Badge, Combat Field Medical Badge, and Expert Field Medical Badge or Ranger tab.

(4) The name tape and U.S. Army distinguishing tape on fatigue and battle dress uniforms only.

*e.* A distinctive shoulder sleeve and shoulder loop insignia (metal and enamel type) will be designed by The Institute of Heraldry on request. Information about the institution, including historical background, school colors, motto, mascot, and similar information must be submitted with the request.

*f.* The CG, ROTCCC, is authorized to prescribe the awarding and wearing of cadet awards. Headquarters, Cadet Command, will publish the criteria in a separate publication.

## **Chapter 5 Training**

### **5-1. Mission**

The training mission is to develop leaders through comprehensive on-campus and off-campus training and education programs.

### **5-2. Training and education**

*a.* DCSOPS has overall responsibility for developing and announcing training policy. The CG, ROTCCC, is responsible for planning, conducting, and evaluating in detail the ROTC training and education programs.

*b.* A curriculum developed under the ROTC Program is not restricted to classroom teaching. Programs goals and learning objectives must be met in a variety of methods. A program will include a curriculum that provides for other than classroom instruction. Field training is a necessary supplement to classroom instruction. All instruction must meet the following requirements:

(1) Provide stated learning objectives.

(2) Is adopted by the host school as part of its curriculum.

(3) Is within the guidance of the program of instruction published by the CG, ROTCCC.

*c.* The ROTC curriculum should accomplish program objectives that will be most appropriate to the host institution's curriculum. The ROTC curriculum should receive the same degree of program support as other elements of the curriculum.

*d.* Standards of physical fitness will be established for cadets. Individual programs outside of normal academic hours will be conducted, when required, to attain desired results.

*e.* Wearing the uniform and executing close order drill are considered necessary parts of ROTC leadership development. They will be integrated into the military science part of the curriculum.

### **5-3. Inspection**

*a.* All SROTC cadet battalions will be formally inspected by the region headquarters every 3 years. Cadet battalions/extension centers on formal evaluation status will be inspected more frequently. These inspections will be the basis for—

(1) Evaluating the efficiency of the battalion and the quality of ROTC training conducted.

(2) Determining if the battalion is accomplishing the objectives of the ROTC Program.

(3) Determining if schools are eligible to receive the special rates of commutation in lieu of uniform. See AR 700-84, chapters 9 and 10.

(4) Ensuring that each military college meets the eligibility criteria to be designated as a military college.

*b.* Schools listed in AR 700-84, table 10-1, will be inspected annually to validate eligibility to receive the special rates of commutation in lieu of uniform.

*c.* The Inspector General (IG) assistance visits will focus on issues rather than units. The scope and content are determined by the detailed IG commander.

### **5-4. Military Qualification Standard I System**

*a.* The CG, ROTCCC, serves as the functional proponent responsible for the execution of the ROTC Program, overwatches the military qualifications standards (MQS)-I, and coordinates for the CG, TRADOC, the implementation of MQS-I.

*b.* MQS-I, the precommissioning component for the MQS System, provides the knowledge and educational background that is required of an officer to begin military service. It serves as the basis for all future military training and consists of critical military skills, professional knowledge subjects, and professional military education requirements. The goal of MQS-I training, coupled with the student's educational degree, is to produce a well-rounded functional officer.

**5-5. Placement credit for previous training**

- a. Cadets may be given placement credit by the PMS for prior military training toward completing Army ROTC courses, other than camp training. Authorized maximum placement credit is shown in table 5-1.
- b. Placement credit may be granted for substantially equivalent training. Each case will be judged individually so that the best interests of both the cadet and the service may be achieved.
- c. Applicants for the SROTC Program will not receive placement credit for any part of the advanced course on the basis of duty in the Armed Forces.
- d. Academic credit for prior military education and training will be determined by the school.

**Table 5-1  
Placement Credit**

Previous training	Credit for placement in SROTC
Active or reserve component service as an enlisted person or warrant officer in the U.S. Army, Navy, Air Force, Marine Corps, or Coast Guard:	
Army basic training or equivalent in (including USMC PLC) other Services Attendance at a service academy (Army, Navy, Air Force, Coast Guard, or Merchant Marine):	MS I and MS II
1 year	MS I
2 year	MS I and MS II
Senior ROTC (Army, Navy, Air Force) training:	
MS, NS, or AS I	MS I
MS, NS, or AS II	MS I and MS II
MS, NS, or AS III	MS I and MS II
MS, NS, or AS IV	MS I and MS II
Junior ROTC (Army, Navy, Air Force, or Marine Corps) or NDCC training:	
1 year	None
2 years	As determined by PMS, but not to exceed MS I
3 or 4 years	MS I minimum; MS II maximum. Actual credit to be determined by PMS

**5-6. Basic camp**

- a. ROTC Basic Camp is required for all applicants who have not completed or received credit for completing MS I and MS II. It is designed to bring students to a level of military training that will qualify them for enrollment in the advanced course. Nursing majors can elect not to attend basic camp. A training program is provided on-campus to meet the MQS-I required for these nurse majors.
- b. Training will be rugged and intensive. Special emphasis will be placed on physical conditioning and practical hands-on work. To the maximum extent, all training will be conducted outdoors and will consist of exercises that permit the student to be an active participant. Classroom-type instruction will be held to a minimum.
- c. Practical training in leadership will be stressed throughout the camp period. To develop initiative and leadership and to ensure practical experience, students will be rotated in positions of responsibility of command.
- d. Applicants for basic camp must undergo the same medical examination that is required for enrollment in the advanced course. The medical examination must have been completed and reviewed within 1 year before reporting to basic camp. On reporting to camp, a screening examination will be given to detect any interim illness, pregnancy, or injury.
- e. Qualified applicants who successfully complete ROTC Basic Camp or the 4-semester Nurse Training Program will be given credit for the ROTC Basic Course.

**5-7. Advanced camp**

- a. The advanced camp mission is to train cadets to leadership and Army standards and evaluate their officer leadership potential. The Advanced Camp Program of Instruction is determined by the CG, ROTCCC. Special emphasis is placed on technical and tactical skills and leadership development.
- b. The advanced camp is a mandatory training program that supplements the campus training with practical experience in a field training environment. The advanced camp is conducted as part of the advanced course, normally

between MS III and MS IV years. Special emphasis will be placed on leadership training. Successful advanced course completion is a prerequisite for appointment. The Nurse Summer Training Program (NSTP) may be substituted for the standard camp for cadets with a nursing academic major. The NSTP will equate to ROTC advanced camp to complete and satisfy the statutory field training requirements for ROTC cadets (10 USC 2104).

#### **5-8. Attendance**

*a.* Each advanced course cadet is required to satisfactorily complete the ROTC Advanced Camp, or the Nurse Summer Program as a requirement for completing the advanced course and appointment as a commissioned officer. Cadets who complete the NSTP and subsequently change majors (from nursing) will be required to attend advanced camp.

*b.* Attendance at the advanced camp may be waived by the CG, ROTCCC, for transfer cadets who have completed another service's completion equivalent.

#### **5-9. Cadet professional development training**

The ROTC cadet professional development training (CPDT) is comprised of cadet training in Army School and with active Army and reserve components units. The CPDT program supplements the campus training with practical experiences and additional skill identifier awarding courses. The CPDT is made up of two sub-programs: Practical Field Training, and Cadet Troop Leader Training (CTLT).

*a.* Practical field training includes training in: Basic Airborne; Air Assault; Jungle Warfare Orientation; Northern Warfare Orientation; Master Fitness Trainer; and Russian Language Training. Priority of selection for these limited positions will go to contracted cadets.

*b.* The CTLT program is training with active Army and reserve components units. MS III cadets will be assigned to junior leader positions with Army units. Upon acceptance of a CTLT assignment, successful completion of the assignment is required for commissioning.

#### **5-10. Medical examination**

*a.* Medical examination for advanced camp, and the NSTP, will be administered as provided in chapter 3, section II. Any physical that is valid for entry to the advanced course will remain valid until attendance at advanced camp. All cadets will be given a physical examination at advanced camp that will remain valid for 24 months unless there is a known change in the physical condition of the cadet. The cadet must take a copy of their physical examination for entry to the advanced course to advanced camp to facilitate evaluation of the advanced camp physical.

*b.* The Sick Cell Test, HIV accessions screening, and drug and alcohol testing is a part of the advanced camp physical.

*c.* Once the cadet is determined to be physically qualified, the SF 88 will be stamped to indicate that the individual is qualified for Ranger, Airborne, Air Assault Training or commissioning, as appropriate.

*d.* Applicants for basic camp must undergo the same medical examination that is required for enrollment in the advanced course. The medical examination must have been completed and reviewed within 1 year before reporting to basic camp. On reporting to camp, a screening examination will be given to detect any interim illness, pregnancy, or injury.

#### **5-11. Medical care**

Members of the ROTC may be treated for an injury or disease occurring not in the line-of-duty only in Army medical treatment facilities and only in the following circumstances:

*a.* During the period of attendance at ROTC camps, cadets may be admitted to Army medical treatment facilities at such camps at no cost to the cadet.

*b.* A member of an ROTC 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 end of camp, or before their departure from camp.

(2) He or she is in need of hospitalization because of a disability incurred not in line-of-duty and is medically unable to withstand transportation to their home for the time being.

*c.* Charges for such care will be at appropriate pay-patient rate. The medical treatment facility concerned will collect charges for such care at appropriate pay patient rate from the patient.

*d.* Members of the ROTC who will require hospitalization for a prolonged period will be transferred to a civilian medical facility as soon as they become transportable.

#### **5-12. Subsistence**

Cadets attending camp, including nonenrolled students authorized to attend camp, will subsist under the field ration issue system or Army Ration Credit System prescribed in AR 30-1, and other DA directives. Current DA instructions concerning adjustment of ration components to meet local conditions are applicable to camps.

## **5-13. Transportation**

### *a. Authority.*

(1) Cadets will be authorized to proceed, at Government expense, to the designated camp from home (place where cadet normally lives when not in school) or school and return to either home or school.

(2) When home is located outside CONUS (OCONUS), the cadet will normally attend the camp nearest the debarkation point in CONUS, which would normally serve the appropriate OCONUS place of residence. Orders directing OCONUS travel (AR 310-10, app a, format 405) will cite the appropriation. The orders will also provide that if the cadet is delayed awaiting further transportation at the aerial port, he or she will be furnished headquarters (JFTR, para U7150F).

(3) Requests for travel exceptions will be submitted to the region commander in whose area the cadet will be traveling.

### *b. Travel allowance.*

(1) ROTC members who attend advanced camp will be paid travel allowances at the rate prescribed in JFTR, paragraph U7150F, for land travel performed at their expense from the place from which authorized to travel and for return travel.

(2) A return travel allowance is not due until the close of camp. The ROTC advanced camp commander may authorize the payment of travel allowance to a cadet who is dismissed or withdraw from camp, if the commander determines that such advanced payment is for the good of the Service. However, the camp commander may authorize the withholding of travel allowance until the camp ends if the commander determined this to be necessary. Cadets who are returned to their home from camps because of being physically disqualified will be paid travel allowances for the return trip before departure from camp. If a student is hospitalized at the end of camp in a hospital other than where the camp is located, they may be paid travel allowance for the official distance from the hospital to the place from which authorized to proceed to camp.

## **Chapter 6 Commissioning of Reserve Officers' Training Corps Graduates**

### **Section I General Commissioning**

#### **6-1. Scope**

This chapter prescribes policies and procedures for appointing ROTC cadets as commissioned officers in the U.S. Army. It applies to graduates of both the 2-year and 4-year ROTC Programs, including Distinguished Military Students (DMS) and scholarship cadets, graduates of military junior colleges, and alien immigrant students.

#### **6-2. Appointing authority**

Region commanders are authorized to tender appointments as commissioned officers in the U.S. Army, by direction of the President, to ROTC graduates who complete their commissioning requirements at schools within their geographical region who are otherwise eligible for appointment. A cadet who attends advanced camp after graduation may be tendered an appointment by the commander in whose region the school is located even though the camp is in another region. A cadet who is pregnant at the time of graduation may be tendered their appointment at the end of the 6th week following the end of her pregnancy by the commander in whose region her school is located although she resides in another region.

#### **6-3. Revocation authority**

Region commanders will revoke any other than Regular Army appointment orders for cadets whose appointment was void because one or more of the nonwaivable appointment criteria were not met at the time of appointment as long as the officer has not entered on active duty. Nonwaivable appointment criteria pertain to requirements prescribed by statute or regulations implementing a statute that may not be waived, for example, minimum age or valid enrollment in and completion of ROTC. If the cadet was commissioned RA or has entered on active duty, the recommendation for revocation of appointment orders must be sent to PERSCOM (see AR 635-100).

#### **6-4. Term of appointment**

Appointments made under this chapter will be for an indefinite term.

#### **6-5. Grade and date of rank**

*a.* All ROTC graduates commissioned under this chapter will be appointed in the grade of second lieutenant. As an exception, those officers assigned to any corps of the Army Medical Department 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 receipt of a verified copy of DA Form 5074-1-R (Record of Award of Entry Grade Credit (Health Services Officer)) from The Surgeon General .

*b.* The date of rank for ROTC cadets commissioned in May or June will be the same as the graduation date of the U.S. Military Academy in the same year. The date of rank for all other ROTC commissionees will be the date that they executed the oath of office.

#### **6-6. Initial branch assignment and appointment action**

*a.* All ROTC cadets who have been selected for active duty will be assigned branches by the CG, PERSCOM. Cadets who apply for RA and are selected, will be appointed in the RA. All other cadets will be appointed in the reserve of the Army with assignment to the USAR or, for cadets who have been appointed in the National Guard of a State and have been federally recognized, to the Army National Guard of the United States. (See NGR 600-100.)

*b.* All ROTC cadets who are granted an educational delay from active duty under AR 601-25 will be given an appointment in the USAR and assigned a branch by the CG, PERSCOM. Request for participation in the Educational Delay Program from cadets intending to pursue graduate studies in law or medical related fields will be approved by the Office of the Judge Advocate General or the Office of the Surgeon General, as appropriate, in concert with the CG, PERSCOM.

*c.* Cadets who are not considered for the RA, considered but not selected for the RA, or whose RA appointment is delayed for any reason will, if otherwise qualified, be appointed in the reserve of the Army with assignment to the USAR. This will be done when considering their requests for an initial period of active duty or active duty training.

*d.* ROTC scholarship recipients designated for Reserve Forces Duty (RFD) will be assigned to troop program units. When unit assignment is known prior to appointment, assignment orders will be published by the appointing authority.

*e.* Cadets appointed in the Reserve of the Army with assignment to the USAR for educational delay will be assigned to the CG, ARPERCEN, by the region commander for administrative control. They will be reported to the CG, PERSCOM, by the CG, ARPERCEN, as outlined in the annual HQDA Letter of Instruction. This will be done before preparing orders for their initial active duty or RFD period.

#### **6-7. Withdrawal of application**

Final responsibility to commission cadets rests with the region commander. If the facts and/or circumstances that existed when the cadet submitted the Application for Appointment Packet change and in the opinion of the region commander, the cadet is not ready to receive or be offered a commission, the region commander may withdraw the appointment packet or make necessary changes that would be in the best interest of the Army.

#### **6-8. Eligibility**

To be eligible for appointment, ROTC cadets must, at a minimum, meet the following requirements:

*a. Age.* Have reached their 18th but not their 30th birthday by the date the appointment is accepted. The maximum age limit may be waived by the CG, ROTCCC. A waiver granted for enrollment or continuance in the ROTC Program is also a waiver for appointment. However, no waiver will operate to create a violation of statute.

*b. Character.* Be of good moral character and possess officer-like qualifications as evidenced by appearance, personality, scholarship, and extracurricular activities. A waiver granted for enrollment or continuance in the ROTC Program is also a waiver for appointment provided such waiver does not create a violation of applicable statutes, or AR 601-100.

*c. Citizenship.* Be a citizen of the United States.

*d. Education.* Have achieved a cumulative GPA of 2.0 on a 4.0 scale or its equivalent and possess a baccalaureate degree conferred by an accredited 4-year degree granting institution. Exceptions to this requirement are identified in Section II, the Completion Cadet Program and the Early Commissioning Program.

*e. English language aptitude.* Each cadet who does not speak English as his or her primary language, must be able to achieve at least 90 on the ECLT and DLI skill rating of 2+ in comprehension and 2 in speaking. Waivers are not authorized.

*f. Medical fitness.* Meet the medical fitness standards that apply at the time of enrollment in the advanced course. All ROTC cadets must meet the height and weight standards established in standards established in AR 600-9 at the time of commissioning.

*g. Military training.* Have successfully completed the course of military training as prescribed by law and SROTC regulations and the required advanced camp training.

*h. Physical fitness.* At the time of commissioning, meet minimum Army physical fitness standards.

*i. Recommendation.* Be recommended for appointment by the PMS.

*j. Personnel security eligibility.* Prior to appointment, cadets must possess a secret personnel security clearance based on a NAC.

#### **6-9. Designation as a distinguished military student**

*a. Requirements.* A distinguished military student (DMS) must—

- (1) Possess outstanding qualities of leadership and high moral character.
  - (2) Have exhibited a definite aptitude for and interest in the military service.
  - (3) Have attained a military science standing in the upper third of the ROTC class and be ranked in the upper third of the order-of-merit list (OML) as established by the PMS. Cadets must also attain an overall standing in the upper half their university or college class. Cadets must complete advanced camp before they can be included in the PMS OML. Cadets who complete advanced camp after graduation or completion of MS IV, will be integrated into the OML using current ROTCCC guidance. Extension centers that conduct a separate program from the host institution are authorized a separate OML.
  - (4) Having attained an overall academic standing in the upper half of his or her university or college class. Demonstrated aptitude and outstanding potential as well as interest in the military service, will be weighed considerations. Academic standing may be waived for cadets in the upper 10 percent (scholarship students included) of their ROTC class. In those instances where the cadet is not in the upper half of his class scholastically, but has been designated a DMS as an exception, the PMS will attach a letter of explanation to the to the cadet's application for appointment.
  - (5) Have demonstrated initiative and leadership capacities through his or her participation and achievements in campus and civic activities. Nonparticipation in such activities should not operate against the cadet's interest when heavy course loads and gainful employment in financing expenses of the college education have denied him or her the opportunity to engage in extracurricular activities.
- b. Selection.* The PMS will designate cadets from host institutions and cadets from extension centers, if appropriate, who meet the qualifications of paragraph *a* above as DMS. No more than one-third of the total number eligible will be designated DMS. Designation will be made as follows:
- (1) Cadets who satisfactorily complete advanced camp will be designated not later than 20 days after beginning of the school year. Addition or withdrawal of designations may be made during the current school year. Cadets should attain all minimum qualifying scores at camp before designation.
  - (2) MS IV cadets who qualify under paragraph *a* above, but did not attend advanced camp between MS III and MS IV, may be designated DMS following successful completion of advance camp.

#### **6-10. Designation as a distinguished military graduate**

- a.* A distinguished military graduate (DMG) is a DMS who—
- (1) Has maintained the scholastic standards listed in paragraph 6-9a(3)(4) between the time of designation as a DMS and date of graduation, and
  - (2) Has successfully completed the advanced course, including training at ROTC advanced camp, and
  - (3) Has graduated with a baccalaureate degree or has a statement from the head of the institution that all requirements for a baccalaureate degree have been completed and that the degree will be conferred at the next regular commencement, and
  - (4) Is designated a DMG by the PMS. Cadets who attend camp after completion of MS IV, may be designated DMG upon PMS reappraisal of the cadet's qualifications under paragraph *a* above. Designation will be reported immediately to CG, PERSCOM, in such cases by the PMS.
- b.* The designation as a DMG will occur and bear the date upon which full and complete graduation occurs, or the date of the statement from the head of the institution in the case of other than end-year students who come within the intent of paragraph *a*(3) above, or the date of camp completion in the case of a cadet who attends advanced camp after completion of MS IV and graduation. The term 'graduation' in this connection includes academic graduation, or completion of requirements for graduation as evidenced by statement from the appropriate school official, successful completion of the advanced course (ROTC), and training at the advanced camp. Nothing herein will be construed to permit advanced or retroactive designation.
- c.* Distinguished military students who successfully complete the advanced course prior to graduation, will not be designated DMG until all of the requisites in paragraph *a* above have been fulfilled. Ordinarily, designation will be accomplished by the PMS however, when academic graduation is from a recognized institution not having an ROTC Battalion, the designation will be accomplished by the region commander in whose geographical area the school is located. In either event, the designator will ensure that the designee has maintained the requisite high standards during the interim between completion of their ROTC training and their academic graduation.

#### **6-11. Commissioning of Reserve Officers' Training Corps graduates**

- a.* An ROTC graduate who is tendered an appointment becomes a commissioned officer after taking the oath of office and signing DA Form 71 (Oath of Office-Military Personnel). This constitutes acceptance of appointment (10 USC 591 (USAR) and 5 USC 3331).
- b.* The oath of office will be administered by a commissioned officer. The oath of office will not be presented before the effective date of appointment. Failure to execute the oath of office will cause the tender of appointment to be withdrawn.

## **6-12. Appointment in the Reserve of the Army with assignment to the United States Army Reserve**

*a.* In addition to meeting the basic commissioning requirements, all cadets who desire appointment in the Reserve of the Army with assignment to the USAR must meet the following criteria:

- (1) Be a U.S. citizen and possess a secret security clearance.
- (2) Possess a baccalaureate degree granted by an accredited college or university. This requirement may be waived only as indicated below.

*(a)* The applicant may request a waiver when the degree has been withheld by the school (waivable by the region commander).

*(b)* The applicant has met all requirements, but the degree is being withheld for presentation at normal commencement exercise (waivable by PMS).

*(c)* 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 college (waivable by the CG, ROTCCC). The applicant must request formal delay from entry on active duty under AR 601-25.

*(d)* Commissioned under the ECP (Sec II).

*(e)* Cadets who are cross-enrolled or attending extension centers of nonaccredited schools that are in the process of being accredited (waivable by the region commander).

*b.* The following guidance pertains to waivers:

(1) Basic degree requirements are not waivable for cadets assigned to the AMEDD branches. Any cadet who is commissioned under the authority of this regulation, assigned to an AMEDD branch and is later determined to be without the required baccalaureate degree will be deemed to have an invalid appointment and reassigned to a branch for which he or she is qualified.

(2) Request for waivers may be considered only when unusual circumstances warrant. (See AR 135-101). Such requests will be sent through channels to CG, ROTCCC, for approval. When failure to satisfy degree requirements is discovered after commissioning, the request will be sent to CG, PERSCOM, (TAPC-OPP-P) for final action.

## **6-13. Appointment in the regular Army**

*a.* Appointment authorities and the PMS will be given the names of the cadets under their supervision who have been selected for RA appointment. Only those cadets selected according to AR 601-100 and this regulation, will be appointed as RA officers.

*b.* ROTC cadets who are selected for RA appointment, but the appointment is not available, will be tendered appointment in the Reserve of the Army with assignment to the USAR. Nonselection for the RA does not preclude a cadet from applying later under another RA procurement program. A DMS who declines selection for an RA appointment may ask to be reconsidered for appointment at any time before the date of the DMG designation. Cadets not selected for RA appointment will be processed for appointment in the Reserve of the Army with assignment to the USAR.

*c.* In addition to meeting the basic commissioning requirements outlined in paragraph 6-8, all ROTC graduates seeking appointment in the RA must be U.S. citizens, have taken necessary action to initiate a secret security clearance and possess or will receive a baccalaureate degree at the time of appointment in the RA. Additionally, all cadets seeking appointment in the RA, must meet the general eligibility requirements of AR 601-100.

## **6-14. Processing United States Army Reserve and Army National Guard Simultaneous Membership Program for commissioning**

The PMS is authorized to order discharge of enlisted members of the USAR assigned to USAR Control Group (ROTC) so they may be commissioned. However, he/she may not discharge SMP assigned to USAR or ARNG units. The discharge authority for ARNG Soldiers is the appropriate State AG and for USAR Soldiers is the Cdr, ARPERCEN. The PMS must coordinate with the appropriate authorities to ensure the Soldiers are discharged effective the day preceding their commissioning. (See AR 135-178, para 3-4b).

## **Section II**

### **The Early Commissioning Program**

## **6-15. Eligibility for appointment**

*a.* The ROTC graduates may be commissioned under the provisions of the Early Commissioning Program provided they are graduates of a MJC. The only exception is for those cadets who have been selected for Reserve Forces Duty by the DA/ROTC Selection Board. Acceptance of an early commission terminates cadet status. Subsistence or further scholarship benefits will not be authorized.

*b.* The MJC graduates are eligible for appointment under the ECP provided they meet the following criteria:

- (1) Have completed all ROTC requirements.
- (2) Have less than 36 months remaining to complete baccalaureate degree requirements after being commissioned.
- (3) Must have an official letter of acceptance to an accredited baccalaureate degree granting 4-year institution.

(4) MJC graduates commissioned under the provisions of the ECP will join an ARNG or USAR unit if available. The PMS will assist each cadet in obtaining vacancy.

*c.* Those cadets selected for reserve forces duty are eligible for appointment provided—

(1) They have a letter of acceptance from a reserve component unit which identifies a specific unit officer vacancy. This letter must be attached to a completed DA Form 4651-R (Request for Reserve Component Assignment or Attachment).

(2) The letter and DA Form 4651-R be endorsed through the RC chain of command. The unit vacancy must be verified by the state Military Personnel Office for ARNG units or the major U.S. Army Reserve Command for units.

(3) The completed DA Form 4651-R becomes the PMS' authorization to process the cadet's record to the region headquarters for preparation of the commissioning packet under ECP. The letter of acceptance and DA Form 4651-R will be included in the commission packet forwarded to the region headquarters.

#### **6-16. Administrative control of Early Commissioning Program**

Cadets who are commissioned under the provisions of ECP will be administered by the CG, ARPERCEN. ARPERCEN will coordinate with the State Adjutant General for ECP officers located in ARNG units and the major U.S. Army Reserve Command for ECP officers located in USAR units. For those officers assigned to a Reserve Component Unit the PMS will inform the RC chain of command of an officer who is failing to maintain academic standards.

#### **6-17. The Completion Cadet Program eligibility**

*a.* All cadets must maintain academic progress to ensure the simultaneous granting of a baccalaureate degree and commission. Those cadets who do not graduate upon completion of all ROTC requirements will be identified as completion cadets. The cadet will remain a completion cadet until receipt of a degree and will be commissioned upon graduation. Completion cadets will not be eligible for subsistence allowance. Cadets graduating from military junior colleges or selected for RFD according to paragraph 6-15c of this regulation will be commissioned under the provisions of the Early Commissioning Program.

*b.* SMP cadets who are not commissioned after completing all ROTC requirements except graduation, may continue their SMP status with their RC TPU. The SMP cadets must remain satisfactory participants in their TPU but may remain in a completion cadet status no more than 24 months.

*c.* Completion cadets who fail to meet requirements outlined within this regulation and the ROTC contract, may be considered for disenrollment, discharge and/or recoupment action.

#### **6-18. Administration of the Completion Cadet Program**

*a.* The PMS will retain complete administrative control of the cadet and will ensure that the cadet—

(1) Maintains monthly contact with the PMS, and provides current address and telephone number. The PMS will be kept informed of status changes.

(2) Participates in an Army Physical Fitness Training (APFT) Program with the ROTC Bn on a regular basis. An APFT will be administered with a height/weight verification at least semiannually per FM 21-20 and AR 600-9 respectively. Cadets who fail minimum APFT standards and fail to maintain proper height/weight standards, will be placed on appropriate remedial training and weight control programs.

*b.* The PMS will develop an academic work plan to ensure the cadet will graduate with a baccalaureate degree at the earliest possible time. Completion cadets must graduate within 24 months of achieving completion status. Waivers may be granted by the CG, ROTCCC, for one additional year but the cadet must graduate within 36 months.

### **Section III**

#### **Branch Assignment of Reserve Officers' Training Corps Cadets**

#### **6-19. Branch selection factors**

Branch assignments must be made according to the needs of the Army. Consideration will be given to the cadet's area of academic specialty. Army policy is to assign graduating cadets to a branch and specialty code based on the following:

*a.* Army branch/specialty strength requirements.

*b.* Academic disciplines.

*c.* Personal preference.

*d.* Recommendation of PMS.

*e.* Demonstrated performance and potential.

*f.* Prior military experience.

*g.* Other experience.

*h.* Sex.

## **6-20. Requirements for Army Nurse Corps and Army Medical Specialist Corps**

A cadet applying for RA or USAR appointment with assignment in the ANC or AMSC must meet certain professional requirements as stated in paragraphs *a* or *b* below or apply for an ED under AR 601-25 (category B). While these requirements must be met in order for the commissionee to be assigned to AMSC or ANC, failure to meet the requirements will not preclude appointment in or assignment to another branch in which the student is qualified, after completion of ROTC advanced camp.

*a. Army Nurse Corps.* The applicant must—

(1) Possess a baccalaureate of science degree in nursing from a program accredited by an agency recognized by the U.S. Secretary of Education and acceptable to the Department of the Army.

(2) Complete the National Council Licenser for Registered Nurses prior to entry on active duty.

*b. Army Medical Specialist Corps.*

(1) *Dietitian section.* An applicant must—

(a) Have a baccalaureate degree from an accredited college or university in a coordinated undergraduate program in dietetics (CUP Program) or have a baccalaureate degree in a program that has been followed by a Dietetic Internship approved by the American Dietetic Association.

(b) Be eligible for membership in the American Dietetic Association.

(2) *Physical therapist section.* An applicant must—

(a) Have a baccalaureate degree in physical therapy, basic master's degree in physical therapy, or a certificate in physical therapy with a baccalaureate degree in another area of study. Degrees or certificates are obtained by completing a physical therapy program accredited by the American Physical Therapy Association.

(b) Be eligible for membership in the American Physical Therapy Association.

(3) *Occupational therapist section.* An applicant must—

(a) Have a baccalaureate degree in occupational therapy, or basic master's degree in occupational therapy, or a certificate on occupational therapy with a baccalaureate degree in another area of study. The degree or certificate program must be approved by the American Occupational Therapy Association.

(b) Be eligible for membership in the American Occupational Therapy Association. *Note:* Applicants selected for assignment or detail to AMSC must successfully complete either the American Dietetic Association Registry Examination, the American Occupational Therapy National Registry Examination, or the state license examination in physical therapy prior to actual accession into the corps.

## **6-21. Requirements for aviation training**

*a. Eligibility.* ROTC cadets are eligible for entry in all aviation specialties provided the prerequisites outlined in AR 611-110 are met. The region commander will ensure that the following requirements are met:

(1) Cadets must attain a minimum of 90 on the revised Flight Aptitude Selection Test.

(2) Cadets must be medically qualified. Once cadets reach the required score on the Flight Adjutant Screening Test, a Class 1A flight physical must be taken. This may be done with the medical examination that is required for commissioning. The flight physical must be completed, reviewed and approved by the Aviation Center before the cadet applies for aviation training.

*b. Submission of application.* All ROTC cadets desiring one of the aviation specialties must show it as their first choice on DA Form 61 (Application for Appointment), DA Form 7011-R (ROTC Cadet Evaluation and Management Worksheet) and DA Form 7010-R (ROTC Cadet Assession Management Profile). This will be treated as a formal application for flight training. Any prior training or experience should be shown on both forms. In addition, the following forms are necessary:

(1) DA Form 6256 (Alternate Flight Aptitude Selection Test, (AFAST) Battery Scoring Worksheet).

(2) SF 88 (Report of Medical Examination). Original showing Class 1A Flight Physical. The form must have the stamp of the Army Aeromedical Center, Ft Rucker, AL.

(3) SF 93 (Report of Medical History).

(4) A statement indicating acceptance by any Reserve or National Guard unit authorized aviators if requesting Reserve forces duty.

## **6-22. Requirements for field artillery**

In addition to meeting the basic commissioning requirements outlined in section I, all officers assigned to FA must be the subject of a favorable background investigation. Region commanders will submit a request for background investigation to the Defense Investigative Service (DIS) according to AR 604-10 immediately upon notification that the cadet has been branch assigned FA. Officers will not be detained from attending OBC pending the completion of the background investigation.

## **6-23. Requirements for military intelligence**

*a. Eligibility.* The region commander will ensure that applicants desiring assignment to MI meet the prerequisites

outlined in AR 611–101, in addition to the other commissioning requirements. Waivers of MI prerequisites will be processed under the provisions of AR 611–101. Prior waivers for enrollment or retention in ROTC are not sufficient. Security requirements for MI necessitate a stricter waiver policy than for commissioning in other branches. ROTC cadets married to foreign nationals (other than citizens of Canada, Australia, New Zealand or the United Kingdom), are not eligible for assignment to the MI Branch or access to special compartmented information (SCI). These individuals may request transfer to the MI Branch at a later date after their spouses become U.S. citizens.

*b. Personnel security eligibility.* In addition to meeting the basic commissioning requirements outlined in section I, all ROTC cadets assigned to MI, must be eligible for Top Secret personnel security clearance and access to SCI as a result of a Special Background Investigation (SBI). Region commanders will submit a request for SBI to the DIS immediately upon notification that the case has been assigned to the MI Branch. Appointment into MI may be made prior to favorable determination of the cadet's eligibility for access to SCI. If the cadet cannot be favorably cleared for access to such information a branch change will be made by the CG, PERSCOM, or CG, ARPERCEN. Officers assigned to MI must have a SBI initiated 120 days before reporting to OBC or they will not be allowed to attend.

*c. Adjudication.*

(1) Upon completing the SBI, the DIS will forward the investigative file to the Central Clearance Facility (CCF) for a determination of the cadet's eligibility for assignment to the MI Branch and access to SCI.

(2) The CCF will advise PERSCOM, ARPERCEN, the regional commanders, and current active duty unit if appropriate, of the eligibility determination. The correct address is determined by the information contained on the DD Form 1879 (Request for Personnel Security Investigation) pertaining to component and commission date.

(3) If the CCF determines that a cadet is ineligible for assignment to the MI Branch, the regional commander will immediately notify the CG, PERSCOM or ARPERCEN and request a new branch assignment.

(4) If the investigative file contains serious derogatory information, the CCF may forward the file to the regional commander for review of retention in the ROTC Program and/or commissioning.

#### **6–24. Request for change in branch assignment**

*a. For active duty selectees.* A change in branch assignment will only be made by CG, PERSCOM. The requests will be submitted in writing through the proper ROTC channels to PERSCOM. The request should state reason and show complete justification for change. Only those cases with exceptional circumstances should be sent to PERSCOM (TAPC–OPP–P).

*b. For reserve forces duty selectees.* Since branch assignments are made based on unit requirements, only those request for branch changes based on a unit requirement will be considered. The request should be submitted through the PMS and unit commander to the CG, ARPERCEN, ATTN: DARP–OPL, St. Louis, MO 63132-5200.

### **Section IV**

#### **Delay From Active Duty**

##### **6–25. General**

This section provides guidance on leave options available to graduating cadets. It also outlines the various programs where ROTC graduates, after receiving a commission may pursue an academic program beyond the normal 4-year baccalaureate degree requirement.

##### **6–26. Responsibility**

ROTC graduates who are granted educational delays will be administered by the CG, ARPERCEN. Each PMS will monitor the officers on their campus to ensure physical fitness, maintenance of weight standards and personal conduct. The PMS is authorized to take the proper action when these requirements are not met.

##### **6–27. Leave**

All ROTC graduates who have been ordered to active duty are authorized to take either advanced leave or excess leave (AR 630–5, chap 5).

*a. Advanced leave.* Any advanced leave granted will be chargeable leave not to exceed 30 days. While in an advanced leave status, commissionees will receive pay and allowances. Leave is also accrued while in this status.

*b. Excess leave.* ROTC graduates who are ordered to active duty within 30 days after graduation day, may request up to 30 days excess leave. This is leave, without pay, not to exceed 30 days, granted on request. Those graduates entering active duty after graduation day cannot be granted excess leave which would allow the total number of days between graduation and active duty to exceed 30 days. Acceptance of excess leave prevents the graduate from receiving pay and allowances and accruing leave during this period. In addition, there is no entitlement to physical disability retired pay should the member incur a physical disability while in an excess leave status. Officers on excess leave are eligible to receive all other benefits. Time accrued while in excess leave status is considered active Federal commissioned service and accrues for promotion eligibility, longevity and retirement.

## 6–28. Dual Baccalaureate and Master's Degree Programs

The following procedures will apply to cadets enrolling in a 5-year dual baccalaureate degree program or a 5- or 6-year college course of instruction, such as Engineering, Science, or Architecture, leading to a master's degree:

*a. Commissioning.* When the cadet has earned a baccalaureate degree or its equivalent and has successfully completed the ROTC Advanced Course Program, he or she will be appointed a second lieutenant in the USAR. The officer will be assigned to the USAR Control Group (OADO) at ARPERCEN and will remain under such control until ordered to active duty following completion of his or her approved academic program.

*b. Regular Army designees.* The RA designees will accept an interim appointment in the USAR as outlined in paragraph 6–12 *a* above. After completing the requirements for an approved academic program, the designee will be appointed in the RA, if otherwise qualified, before entering on active duty. (AR 601–25 does not apply). Cadets will not apply for Category A Educational Delay, and will under no circumstances be transferred to USAR Control Group (OADO) during this period.

## 6–29. Graduate study

*a.* Senior year (MS IV) cadets may apply for the following graduate study programs at the Army's expense:

(1) *Army Medical Department programs.* Delay of entry on active duty as a Reserve Officer, to complete graduate study in one of the health profession programs will be processed according to AR 601–25. Qualified cadets may apply for graduate study under the following health profession programs:

(a) U.S. Army Health Professions Scholarship Program (AR 601–141). The areas of study available are medical and osteopathy.

(b) Uniform Services University of the Health Sciences School of Medicine (AR 601–130).

(2) *Army Reserve Officers' Training Corps Fellowships.* Scholarship cadets and DMS may apply for award of an Army ROTC Fellowship. The top 5 percent of cadets appointed in the RA are eligible for an ROTC Fellowship award. They may be selected to attend graduate school to obtain a master's degree at the Army's expense with full pay and allowances. Selectees may attend graduate school during the 4th through 10th years of commissioned service if their duty performance and potential are equal to other officers applying for graduate school. ROTC cadets granted a Category A educational delay of entry on active duty to attend graduate school under AR 601–25 are not eligible for graduate school under the top 5 percent program after entry on active duty.

(3) *The National/International scholarships, fellowships, or grants.* ROTC graduates who have been appointed in the RA are eligible to receive national level scholarships, fellowships, or grants under AR 621–7. Those selected will participate in such study while serving on active duty with full pay and allowance. Reserve appointees will attend while in an educational delay status at their own expense.

(4) *Scientific and engineering graduate school.* This is a fully funded advanced degree program for a limited number of ROTC graduates who have accepted appointment in the RA. Selections are made before graduation. Selectees may attend graduate school to obtain a master's degree under AR 621–1 during the 4th through 10th years of commissioned service provided their duty performance and potential is equal to other officers applying for graduate school.

(5) *Technical Enrichment Program.* This is a fully funded advanced degree program for selected students. Selectees may attend graduate school to obtain a master's degree according to AR 621–1 immediately after obtaining a baccalaureate degree and commissioning. Selection for this program will be made by the CG, PERSCOM, following graduate study programs.

*b.* Senior year (MS IV) cadets may apply for the graduate study programs listed below at their own expense. Participation in such programs does not guarantee that the participant will be assigned to the branch for which the program is named.

(1) *Chaplains Branch Program.* Individuals who attend graduate theological schools must meet the criteria of AR 135–100, chapter 3. Cadets who apply for RA commissions are ineligible for this program.

(2) *Judge Advocate General's Corps Program.* Any qualified cadet may apply for legal study in an educational delay status.

(3) *Other graduate study programs.* Cadets, other than RA applicants, may apply under AR 601–25 for up to 2 years of graduate study as a reserve officer in an educational delay status to obtain a master's degree. RA designees and scholarship cadets will apply under AR 601–100.

*c.* Active duty service obligation. Generally, neither a precommissioning active duty obligation nor the obligation incurred through participation in a graduate study program will be served during the period of graduate study. The obligations incurred under a particular graduate study program (to include payback of existing obligation) 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 ROTC Scholarship Program.

*d.* Approval of an educational delay to earn a doctorate will be granted only as an exception to policy. Request will only be considered by HQDA for study in a field that the Army has a valid requirement for a junior officer with a doctoral degree.

## Section V

### Release of Reserve Officers' Training Corps Graduates to Another Service

#### 6-30. Basic policy

ROTC graduates will not normally be released from the terms of their contracts for appointment in another Service. The release, if granted, will be conditional on acceptance by the requesting Service. The release will not be effective before the cadet completes the Army ROTC Program. However, the release should occur before requirements for a baccalaureate degree are completed. Scholarship students will not be released to other Services.

#### 6-31. Appointment in the U.S. Coast Guard

A cadet's request for release for appointment in the U.S. Coast Guard will be processed the same as a request for appointment in the National Oceanic and Atmospheric Administration (NOAA).

#### 6-32. Appointment in the Regular Marine Corps

*a. Eligibility.* Qualified Army ROTC cadets may apply for appointment as second lieutenants in the Regular Marine Corps provided they meet the following requirements:

(1) Be designated a DMS or DMG. This may be waived in exceptional cases by the Commandant of the Marine Corps.

(2) Have completed all academic and military training requirements for commissioning by the projected release date.

(3) Have reached the 20th birthday, but not the 25th on 1 July of the calendar year in which he or she is to be appointed.

(4) Meet physical qualification requirements prescribed by the Manual of Medical Department, United States Navy. (These parallel the requirements of an Army medical examination for "profile 1").

*b. Selection.* Applicants will be considered by a selection board held at Headquarters, U.S. Marine Corps.

*c. Reserve status.*

(1) The fact that a cadet has applied for appointment in the Marine Corps will not delay the processing of his or her application as a Reserve Officer of the Army. ROTC cadets who have an application pending, may accept appointment in the Reserve of the Army with assignment to the USAR when offered.

(2) The applicant will, upon written request, be granted a delay in reporting for active duty, pending tender of appointment in the regular Marine Corps. He or she will be discharged from the USAR effective the day preceding the date that the appointment in the regular Marine Corps is accepted. The discharge will not be made any earlier than the day before the date of acceptance of appointment in the regular Marine Corps. Any Army active duty orders issued will be revoked.

(3) An ROTC graduate who has accepted an appointment and has entered on active duty will apply for interservice transfer under AR 614-120.

#### 6-33. National Oceanic and Atmospheric Administration

*a.* Request for release from the ROTC Program and service commitment in order to apply for appointment in the NOAA will be sent to the CG, PERSCOM, for final action. 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. Appropriate recommendations will be made by the PMS and region commander. The request will include as an enclosure, a completed copy of the letter of agreement shown in figure 6-1.

*b.* By signing this agreement, the cadet agrees to serve at least 8 years on active duty as a commissioned officer in the NOAA. If the 8-year obligation cannot be fulfilled, he or she will be required to fulfill the remainder of the service obligation incurred under the ROTC Program. (See fig 6-1).

#### 6-34. Appointment in the U.S. Air Force or U.S. Marine Corps (other than Regular Marine Corps)

Graduating Army ROTC cadets may be released from the Army to accept appointment in a component of the USAF or USMC 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.

---

(Letterhead)

(Date)

SUBJECT: Agreement in Connection with Release for Appointment in the National Oceanic and Atmospheric Administration

THRU: Commander  
U.S. Army ROTC Cadet Command  
ATTN: ATCC-PC  
Fort Monroe, VA 23651-5000

TO: Commander  
U.S. Total Army Personnel Command  
ATTN: TAPC-OPP-P  
200 Stovall Street  
Alexandria, VA 22332-108

To Whom It May Concern:

If my request for appointment in the National Oceanic and Atmospheric Administration (NOAA) is approved, I understand and agree that if I do not serve on active duty as a commissioned officer with that service for at least 8 years, I will, when separated, fulfill the obligations of my Reserve Officers' Training Corps (ROTC) contract.

I understand my ROTC 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 an appointment is tendered.

I also understand that if I am separated from the NOAA before completing 3 years of active duty, I may be required to serve on active duty for any additional time which, when added to the period I served on active duty as a commissioned officer in the NOAA, equals 3 years.

If this request is approved and I am appointed in the NOAA, I will remain a member of and satisfactorily participate in the Reserve until the 8th anniversary of the date of my appointment in the NOAA.

Sincerely,

*(Cadet's Signature)*

I have witnessed the execution of the above agreement by the above-named person, who is a member of the Army Reserve Officers' Training Corps.

*(Signature of witnessing officer)*

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Figure 6-1. Sample format of agreement in connection with release to the NOAA.

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## **Appendix A References**

### **Section I Required Publications**

#### **AR 15–1 (corrected title)**

Boards, Commissions, and Committees-Committee Management (Cited in paras 1–18, 1–19, and 1–20.)

#### **AR 15–6**

Procedures for Investigating Officers and Boards of Officers (Cited in paras 3–38 and 3–43.)

#### **AR 40–3**

Medical, Dental, and Veterinary Care (Cited in paras 3–21 and 3–49.)

#### **AR 40–29 (corrected title)**

Medical Examination of Applicants for US Services Academies, Reserve Officer Training Corp (ROTC) Scholarship Programs, Including 2- and 3-Year College Scholarship Programs (CSP), and the USUHS (Cited in paras 3–20 and 3–21.)

#### **AR 40–330 (obsolete)**

Raters' Codes and Expenses and Performance Reporting System (Cited in paras 3–21.)

#### **AR 40–501**

Standards of Medical Fitness (Cited in paras 3–20, 3–21, 3–23, 3–24, 3–25, 3–34, and table 3–1.)

#### **AR 135–91 (corrected title)**

Service Obligations, Methods of Fulfillment, Participation Requirements and Enforcement Procedures (Cited in para 1–16.)

#### **AR 135–100**

Appointment of Commissioned and Warrant Officers of the Army (Cited in paras 3–16 and 6–29.)

#### **AR 135–101**

Appointment of Reserve Commissioned Officers for Assignment to Army Medical Department Branches (Cited in paras 6–5a and 6–12.)

#### **AR 135–178 (corrected title)**

Enlisted Administrative Separations (Cited in paras 3–44, 3–45, and 6–14.)

#### **AR 135–210 (corrected title)**

Order to Active Duty as Individuals for Other Than A Presidential Selected (Cited in paras 3–15 and 3–44.)

#### **AR 310–10 (obsolete)**

Military Orders (Cited in para 5–13.)

#### **AR 351–5 (obsolete)**

United States Army Officer Candidate School (Cited in para 1–15.)

#### **AR 600–9**

The Army Weight Control Program (Cited in paras 3–20, 6–8, 6–18, and table 3–1.)

#### **AR 600–43**

Conscientious Objection (Cited in para 3–3.)

#### **AR 600–50 (obsolete)**

Standards of Conduct for Department of the Army Personnel (Cited in paras 1–23 and 2–15.)

#### **AR 600–200 (obsolete)**

Enlisted Personnel Management System (Cited in para 1–16.)

**AR 601–25 (corrected title)**

Delay in Reporting for and Exemption from Active Duty, Initial Active Duty for Training, and Reserve Forces Duty (Cited in paras 1–16, 6–6, 6–12, 6–20, 6–28, and 6–29.)

**AR 601–100**

Appointment of Commissioned and Warrant Officers in the Regular Army (Cited in paras 6–8, 6–13, and 6–29.)

**AR 601–210 (corrected title)**

Active and Reserve Components Enlistment Program (Cited in paras 1–16, 3–3, 3–17, and 3–44.)

**AR 604–10 (obsolete)**

Military Personnel Security Program (Cited in para 6–22.)

**AR 611–101 (obsolete)**

Personnel Selection and Classification, Commissioned Officer Classification System (Cited in para 6–23.)

**AR 611–110**

Selection and Training of Army Aviation Officers (Cited in para 6–21.)

**AR 614–120**

Interservice Transfer of Army Commissioned Officers on the Active Duty List (Cited in para 6–32.)

**AR 614–200 (corrected title)**

Enlisted Assignments and Utilization Management (Cited in para 2–13.)

**AR 621–5**

Army Continuing Education System (ACES) (Cited in para 2–16.)

**AR 621–7 (corrected title)**

Army Fellowships and Scholarships (Cited in para 6–25.)

**AR 623–105 (obsolete)**

Officer Evaluation Reporting System (Cited in para 2–20.)

**AR 623–205 (obsolete)**

Enlisted Evaluation Reporting System (Cited in para 2–20.)

**AR 635–100 (obsolete)**

Officer Personnel (Cited in paras 3–3 and 6–3.)

**AR 635–200 (corrected title)**

Active Duty Enlisted Administrative Separations (Cited in paras 3–39 and 3–43.)

**AR 670–1**

Wear and Appearance of Army Uniforms and Insignia (Cited in para 4–5.)

**AR 700–84**

Issue and Sale of Personal Clothing (Cited in paras 2–14, 3–28, 4–1, 4–3, and 5–3.)

**DA Pam 600–8**

Management and Administrative Procedures (Cited in para 2–14.)

**JFTR (Web site added)**

Joint Federal Travel Regulation (Cited in paras 3–53 and 5–13.) Available at <http://www.defensetravel.dod.mil/>

**NGR 600–100 (Web site added)**

Commissioned Officers—Federal Recognition and Related Personnel Activities (Cited in para 1–16, 3–17, and 6–6.) (Available at <http://www.ngbpdc.ngb.army.mil/default.htm>.)

**NGR 600–200 (Web site added)**

Enlisted Personnel Management (Cited in paras 3–17, 3–44, and 3–45.) (Available at <http://www.ngbpc.ngb.army.mil/default.htm>.)

**Section II**

**Related Publications**

A related publication is a source of additional information. The user does not have to read a related publication to understand this regulation. DOD publications are available at <http://www.dtic.mil/whs/directives>. United States Codes are available at <http://www.gpoaccess.gov/uscode/index.html>.

**AR 30–1 (obsolete)**

The Army Food Service Program

**AR 135–155**

Promotion of Commissioned Officers and Warrant Officers Other Than General Officers

**AR 145–2 (corrected title)**

Organization, Administration, Operation, and Support

**AR 190–11**

Physical Security of Arms, Ammunition, and Explosives

**AR 200–1 (corrected title)**

Environmental Protection and Enhancement

**AR 600–20**

Army Command Policy

**AR 601–130 (obsolete)**

Officer Procurement Program of the Army Medical Department

**AR 601–141 (corrected title)**

U.S. Army Health Professions Scholarship, Financial Assistance, and Active Duty Health Professions Loan Repayment Programs

**AR 621–1**

Training of Military Personnel at Civilian Institutions

**AR 630–5 (obsolete)**

Leave and Passes

**10 USC 591**

US Code - Notes

**10 USC 1331**

Reference to chapter 1223

**10 USC 2005**

Advanced education assistance: active duty agreement; reimbursement requirements

**10 USC 2104**

Advanced training; eligibility for

**10 USC 2107**

Financial Assistance Program for Specially Selected Members

**10 USC 3911**

Twenty Years or More: Regular or Reserve Commissioned Officers

**10 USC 12731**

Claims Appeals Board Decision

**21 USC 812**

Schedules of Controlled Substances

**21 USC 2106(c)**

Advanced Training; Commission on Completion

**37 USC 205(d)**

Computation: service creditable

**AR 601-141**

U.S. Army Health Professions Scholarship, Financial Assistance, and Active Duty Health Professions Loan Repayment Programs

**AR 601-141**

U.S. Army Health Professions Scholarship, Financial Assistance, and Active Duty Health Professions Loan Repayment Programs

**AR 621-1**

Training of Military Personnel at Civilian Institutions

**Section III**

**Prescribed Forms**

Unless otherwise indicated, DA forms are available on the APD Web site (<http://www.apd.army.mil>).

**DA Form 134**

Military Training Certificate Reserve Officers' Training Corps (Prescribed in paras 3-26 and 3-27.)

**DA Form 597**

Army Senior Reserve Officers' Training Corps Student Contract (Prescribed in paras 3-28, 3-30, 3-40, 3-41, 3-42, and 3-46.)

**DA Form 597-3**

Army Senior Reserve Officers' Training Corps (ROTC) Scholarship Cadet Contract (Prescribed in paras 3-41, 3-42, and 3-46.)

**DA Form 918**

Application for Establishment of an Army Senior Reserve Officers' Training Corps Unit (Prescribed in paras 2-5, 2-7, and 2-10.)

**DA Form 918A**

Agreement for Establishment and Maintenance of an Army Senior Reserve Officers' Training Corps Unit (Prescribed in paras 2-5, 2-6 and 2-7, and 2-10.)

**DA Form 918B**

Amendment to Application and Agreement for Establishment of an Army Reserve Officers' Training Corps Unit (Prescribed in paras 2-5 and 2-7.)

**DA Form 2453-R**

Statement of Health and Medical Examination (Prescribed in table 3-1.)

**DA Form 3425-R**

Medical Fitness Statement for Enrollment in Basic Course, Senior ROTC (Prescribed in table 3-1.)

**DA Form 7010-R**

ROTC Cadet Assessment Management Profile (Prescribed in para 6-21.)

**DA Form 7011–R**

ROTC Cadet Evaluation and Management Worksheet (Prescribed in para 6–21.)

**Section IV****Referenced Forms**

Unless otherwise indicated, DA forms are available on the APD Web site (<http://www.apd.army.mil>). DD Forms are available on the OSD Web site (<http://www.dtic.mil/whs/directives/infomgt/forms/formsprogram.htm>). Standard Forms (SF) are available on the GSA Web site (<http://www.gsa.gov>).

**DA Form 61**

Application for Appointment

**DA Form 71**

Oath of Office-Military Personnel

**DA Form 3286–69 (obsolete)**

Statement of Understanding for Persons Having Depending in the Custody of Another

**DA Form 4187**

Personnel Action

**DA Form 4651**

Request for Reserve Component Assignment for Attachment

**DA Form 5074–1–R**

Record of Award of Entry Grade Credit (Health Services Officers)

**DA Form 6256**

Alternate Flight Aptitude Selection Test (AFAST) Battery Scoring Worksheet

**DD Form 4 (corrected title)**

Enlistment/Reenlistment Document-Armed Forces of the United States

**DD Form 214**

Certificate of Release of Discharge from Active Duty

**DD Form 1966**

Record of Military Processing Armed Forces of the United States

**SF 85 (corrected title)**

Questionnaire for Non-Sensitive Positions

**SF 88 (obsolete)**

Report of Medical Examination

**SF 93 (obsolete)**

Report of Medical History

**SF 171 (obsolete)**

Personnel Qualification Statement

**SF 173 (obsolete)**

Job Qualification Statement

**FS Form 240 (corrected title) (Web site added)**

Foreign Service: Consular Report of Birth Abroad (<http://www.travel.state.gov>.)

**FS Form 545 (corrected title) (Web site added)**

Foreign Service: Certificate of Birth Abroad of a Citizen of the United States of America (<http://www.travel.state.gov>.)

**INS Form N-560 (Web site added)**

Department of Justice Immigration and Naturalization Service, Certificate of Citizenship (<http://www.usimmigrationsupport.org>.)

**Department of State Form 1350 (Web site added)**

Certificate of Birth Abroad of a Citizen of United States of America (<http://www.state.gov>.)

**Department of State Form I-94 (Web site added)**

Arrival-Departure Record (<http://www.usimmigrationsupport.org>.)

**Department of Justice Form I-151 (Web site added)**

Alien Registration Receipt Card (<http://www.usimmigrationsupport.org>.)

**SD Form 108 (obsolete)**

Request for Appointment of Consultant or Expert

**SD 108-1 (obsolete)**

Renewal of Appointment of Consultant or Expert

**Appendix B**

**Statement of Joint Reserve Officers' Training Corps Policies**

**B-1.**

To insure harmonious relations and minimize requirements for institutional support of the Reserve Officers' Training Corps, Departments of the Army, Navy, and Air Force agree that to the extent desired by the authorities of any institution that—

*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 of the 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 the extent compatible with economy, efficiency, and the requirements peculiar to each department.

*d.* The officers in charge of ROTC units 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 insure full and effective presentation of the features and advantages of each service and its program, and to avoid undue emphasis on any one 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 Department of the Army, Navy, and Air Force, the training of members of the respective ROTC programs will be conducted in common when such action will promote economy or efficiency.

**B-2.**

Not used.

## **Glossary**

### **Section I Abbreviations**

**AAP**

advisory appointment panel

**AGR**

Active Guard Reserve

**AMEDD**

Army Medical Department

**AMSC**

Army Medical Specialist Corps

**APFT**

Army Physical Fitness Training

**AR**

Army regulation

**ARNG**

Army National Guard

**ARNGUS**

Army National Guard of the United States

**ARPERCEN**

Army Reserve Personnel Center

**CCF**

Central Clearance Facility

**CG**

Commanding General

**CONUS**

continental United States

**CPDT**

cadet professional development training

**CTLT**

Cadet Troop Leader Training

**DA**

Department of the Army

**DCSOPS**

Deputy Chief of Staff for Operations and Plans

**DCSPER**

Deputy Chief of Staff for Personnel

**DIS**

Defense Investigative Service

**DMG**

distinguished military graduate

**DMS**

distinguished military student

**DOD**

Department of Defense

**DODD**

Department of Defense Directive

**DODMERB**

Department of Defense Medical Examination Review Board

**DODPM**

Department of Defense Military Pay and Allowances Entitlements Manual

**ECLT**

English Comprehension Level Test

**ECP**

Early Commissioning Program

**ED**

educational delay

**EMP**

educational delay

**ENTNAC**

entrance national agency check

**FORSCOM**

Forces Command

**GPA**

grade point average

**HQDA**

Headquarters, Department of the Army

**HIV**

human immunodeficiency virus

**HSC**

Health Services Command

**IRR**

individual ready reserve

**JFTR**

Joint Federal Travel Regulation

**LOA**

leave or absence

**MEDCEN**

U.S. Medical Center

**MEDDAC**

Medical Department Activity

**MI**

military intelligence

**MJC**

military junior college

**MQS**

military qualifications standards

**MWRB**

Medical Waiver Review

**MS**

military science

**NAC**

national agency check

**NGB**

National Guard Bureau

**NGR**

National Guard Regulation

**NOAA**

National Oceanic and Atmospheric Administration

**NSTP**

Nurse Summer Training Program

**OASA (M&RA)**

Office of the Assistant Secretary of the Army (Manpower and Reserve Affairs)

**OBC**

officer basic course

**OCAR**

Office of the Chief of Army Reserve

**OCONUS**

outside the continental United States

**OCS**

Officer Candidate School

**ODCSPER**

Office of the Deputy Chief of Staff for Personnel

**OML**

order of merit list

**PERSCOM**

personnel command

**PMS**

professor of military science

**RA**

regular Army

**RFD**

reserve forces duty

**ROTC**

Reserve Officers' Training Corps

**ROTCCC**

U.S. Army Reserve Officers' Training Corps Cadet Command

**SA**

Secretary of the Army

**SBI**

special background investigation

**SCI**

special compartmented information

**SMP**

Simultaneous Membership Program

**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**

United States Army Cadet Command

**USAR**

United States Army Reserve

**USC**

United States Code

**USMA**

United States Military Academy

**VA**

Veterans Administration

**VEAP**

Veterans Education and Assistance Program

**Section II****Terms****Academic term**

The period of time into which the education institution divides the academic year for the purpose of instruction.

**Academic year**

Two consecutive semesters or three consecutive quarters, during which a student is expected to complete one-fourth of

the requirements for a baccalaureate degree under a 4-year college curriculum or one-fifth of the requirements under a 5-year curriculum.

**Acceleration**

Two military science classes of the same skill level taken in the same semester or quarter, for example, MS 301 and 302.

**Advanced camp**

Required field training period conducted at a military installation. Advanced camp is a part of the advanced course that is usually attended between MS III and MS IV.

**Advanced course**

The last 2 years of the Senior ROTC Program (MS III and MS IV) including advanced camp. This is normally pursued by the cadet during the junior and senior years in college. For MJC cadets, the Advanced Course includes freshman and sophomore years.

**Army Reserve Officers' Training Corps Fellowship Program**

Graduate study at Government expense that is available to the top 5-percent of scholarship cadets and nonscholarship DMG who are selected for RA appointment.

**Auditing student**

A student who is attending military science classes for academic credit only or for personal enlightenment. Auditing students are not enrolled in the ROTC commissioning program and will not receive credit towards commissioning.

**Basic camp**

The 6-week ROTC training course conducted at a military installation, normally attended before the applicant's junior academic year and a prerequisite to enrollment in the 2-year ROTC program.

**Basic course**

The 2-year senior ROTC primary course of study (MS I and MS II), normally pursued by the cadet during freshman and sophomore years in college.

**Branch material**

A course of instruction designed to prepare the cadet for appointment as a commissioned officer in a specific branch of the Army. A branch material detachment may offer training in one or more specific branches.

**Breach**

Any conduct on the part of a student that breaches the terms of the contract regardless of whether the conduct was done with specific intent to breach the contract or whether the student knew that the conduct breached the contract.

**Cadet**

A term that applies to all enrolled members of the ROTC Program, including alien students enrolled in MS I or MS II. As a grade of rank, this term applies only to advanced course and scholarship cadets.

**Cadet-type uniform**

The uniform for the ROTC cadets of a school, that is so distinctive in design or fabric that it cannot be confused with the Army issue type uniform.

**Compression**

Two military science classes of different skill levels taken in the same semester or quarter, for example, MS 102 and 201.

**Conditional student**

A student who would like to enroll in the ROTC Program but is ineligible because of a temporary, correctable or waivable condition. Enrolled students may be placed in this category pending final determination of eligibility. If the condition is not corrected or waived within 12 months, the student will become a nonenrolled auditing student.

**Department of Military Science**

The academic department of an educational institution which administers the Army ROTC activities at the institution. The ROTC detachment is the operating element.

**Dependent**

A person who has one of the following relationships to the applicant or member:

*a. Spouse.* A lawful husband or wife. This does not include a common law spouse unless recognition has been adjudged by a civil court.

*b. Child.* An unmarried person less than 18 years old who has one of the following relationships to the applicant or member.

- (1) Legitimate child.
- (2) Adopted child whose adoption has been legally completed.
- (3) A legitimate stepchild.
- (4) An illegitimate child of a male member or applicant whose paternity has been judicially determined or an illegitimate child of record of a female member or applicant who has been judicially directed to support the child.
- (5) An illegitimate child of a male applicant or member whose paternity has not been judicially determined, or an illegitimate child of record of a female member, (a) who resides with or in a home provided by the member, and (b) who is and continues to be dependent upon the member for over 50 percent of his or her support.
- (6) An illegitimate child of the spouse of an applicant or member (that is, the member's stepchild) (a) who resides with or in a home provided by the member or the parent who is the spouse of the member, and (b) who is and continues to be dependent upon the member for over 50 percent of his or her support.

**Distinguished military graduate**

An ROTC graduate who has maintained a distinguished military student status throughout MS IV.

**Distinguished military student**

An MS IV cadet who has attained a military science standing in the upper third of his or her ROTC class and ranked as such in the order of merit list established by the PMS.

**Early Commissioning Program**

A program that requires ROTC cadets of MJC, or those accepted into Reserve Forces Duty per paragraph 6–15 who have completed all ROTC requirements except that of obtaining a baccalaureate degree to be commissioned.

**English Comprehension Level Test**

A general English test which measures student proficiency in listening and reading comprehension skills, but not in speaking and writing skills. It serves as an instrument for screening candidates in need of English language training and also serves as the final indicator of the language proficiency level attained after a period of language training has been accomplished.

**Extended flights**

Flights originating at an Army airfield, Air Force base, 'P' airfield, or any other airfield whose use has been approved by competent authority. The primary purpose is to provide quick transportation for cadets to visit military installations for orientations and observation of military operations, personnel and equipment, or to participate in competitive meets.

**Four-year Senior Reserve Officers' Training Corps Program**

Consists of the on-campus basic course (MS I and MS II) or one of the following as a substitute for the basic course: prior service, 3 years of JROTC, on-campus summer compression, or basic training as a member of the reserve components. The basic course or its equivalent is then followed by the on-campus advanced course.

**Full mobilization**

Expansion of the active Armed Forces resulting from action by Congress and the President to mobilize all units in the approved force structure including reserve components, all individual reservists and the material resources needed for their support.

**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 ROTC class that may be part of, or in addition to those courses required for a baccalaureate degree.

**General military science**

A program of ROTC instruction designed to prepare a cadet for appointment as a commissioned officer in any branch of the Army for which otherwise qualified.

**Immigrant**

An alien who has been lawfully admitted to the United States for permanent residence.

**Issue-type uniform (issue-in-kind or issue uniform)**

A uniform identical with that issued to enlisted members of the active Army or so similar in design that one cannot be readily distinguished from the other.

**Local flights**

Flights originating and terminating at an Army airfield, Air Force base, or "P" airfield within the boundaries of the local flying area as designated by competent authority.

**Military property custodian**

Agent of a school who maintains accountability and responsibility for Army property. He or she is authorized to requisition, receive, store, issue, account for, and perform administrative functions required in connection with using Government property furnished the institution by the Army or the Air Force, or both, in connection with ROTC training. The agent may be military or civilian.

**M-Day**

The day the Secretary of Defense directs a mobilization based on a decision by the President, the Congress, or both. All mobilization planning (such as alert, movement, transportation, and deployment) is based on this date.

**Military science**

The curriculum that constitutes the Senior ROTC Program.

**Minor**

A student under 18 years old unless the state where the cadet is or will be enrolled has set legal majority at a later age.

**Minority**

Minority is based on the law of the State in which the cadet is or will be enrolled, rather than the student's state of legal residence.

**Misconduct**

Includes but is not limited to misrepresentation (that is, failure to reveal a physical, mental or moral disqualifying factor), drug abuse, alcohol abuse, criminal conduct, and moral or professional dereliction.

**Mobilization**

The act of preparing for war or other emergencies through assembling and organizing national resources. It is the process by which the Armed Forces, or part of them, are brought to a state of readiness for war or other national emergency. This may include assembling and organizing personnel, supplies, and materiel for call to active duty of reserve components personnel or units, extension of terms of service, and other actions necessary to convert to a wartime posture.

**"P"field**

A civil airport designated as such which permits use by transient military aircraft.

**Partial mobilization**

Expansion of the active Armed Forces (short of full mobilization) as a result of action by Congress or the President to mobilize Reserve Component units/or individual reservists to meet all or part of the requirements of a particular contingency and/or incident to hostilities. Units mobilized to meet the requirements of a partial mobilization are ordered to active duty at their authorized strength.

**Professor of military science**

The academic and military position title of the senior commissioned Army officer assigned to duty with a Senior ROTC detachment.

**Property officer, Army Reserve Officers' Training Corps**

An active duty commissioned officer, warrant officer, or Department of the Army civilian employee designated by the PMS to maintain and account for prescribed records of supplies and equipment provided by the Army for an ROTC unit at a school where the Army has assumed property accountability.

**Refugee**

An alien who has fled his home or country to establish residence elsewhere and who has been granted refugee status by the appropriate Federal officials (normally the INS). Refugees will be treated as immigrants for the purpose of this regulation.

**Region commander**

The commanding general of a United States Army ROTC Region who is responsible for the operation, training, and administering the ROTC program within his or her geographical area.

**Required Reserve Officers' Training Corps training**

ROTC instruction that all eligible students must pursue because of an institutional or State requirement.

**Reserve Officers' Training Corps consortium**

An informal agreement between the Army and host institution officials, normally in a metropolitan area, where two or more Army ROTC host institutions are within reasonable proximity. It is desirable that the host institution interchange academic courses and credits without emoluments, and equal course credit be awarded among all institutions within the consortium; however, this is not mandatory. An ROTC cross-enrolled school may function within a consortium.

**Reserve Officers' Training Corps Extension Center**

A 4-year school generally located more than 50 miles or 1 hour's driving time from the host institution.

**Reserve Officers' Training Corps Host Institution**

A 4-year college, university, or institution, or a 2-year military junior college that has concluded a contract with the Secretary of the Army to provide military science instruction.

**Reserve Officers' Training Corps participation students**

Academically enrolled students participating in military science classes in an ROTC nonenrolled status.

**Scholarship cadet**

A student enrolled in ROTC who has been awarded a scholarship under the Army ROTC Financial Assistance Program (10 USC 2107).

**School identification code**

A six-digit identifying number assigned for ROTC reporting purposes to each institution with an ROTC unit, showing the FICE school code.

**Senior Reserve Officers' Training Corps Program**

The ROTC Program presented at college level institutions and at the college level element of Military Junior Colleges.

**Simultaneous Membership Program**

A program that enables ROTC cadets to participate in ARNG and USAR unit paid drills while enrolled in the ROTC Advanced Course.

**Student**

A person who is enrolled in and attends a regular course of instruction full time at an institution. At class military college and class civilian college schools the course of instruction must lead to a degree in a recognized academic field. Persons enrolled in a 'cooperative' program are included.

**Subsistence allowance**

Money paid by the Army in lieu of rations for each cadet enrolled in the advanced course and for each scholarship cadet enrolled in the basic or advanced course.

**Total mobilization**

Expansion of the active Army Forces by organization and/or additional units or personnel beyond the existing approved active and Reserve structures.

**Two-year Reserve Officers' Training Corps Program**

A complete Senior ROTC Program of the same status as the 4-year program. A student will attend the 6-week Basic Camp, followed by the on-campus Advanced Course.

**Section III****Special Abbreviations and Terms**

This section contains no entries.

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