Department of the Army
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Fort Knox, Kentucky 40121-5123

USACC Circular 601-19-1

Effective 1 July 2018

Functional Area

RESERVE OFFICERS' TRAINING CORPS ACCESSIONS FISCAL YEAR 2019

FOR THE COMMANDER:

OFFICIAL:

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History. This publication is an annual revision impacting the accessions process and procedures of the Fiscal Year 2018 and 2019 cohorts. The portions affected by this administrative revision are listed in the summary of change.

Summary. This circular provides detailed procedures and assigns responsibilities for U.S. Army Cadet Command (USACC) and its subordinate units regarding policies, operating tasks, and steps governing the annual Senior Reserve Officers' Training Corps (ROTC) Accessions process as a function.

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

Proponent and Exception Authority. The proponent for this regulation is the USACC Deputy Chief of Staff, G1. The proponent has the authority to approve exceptions or waivers to this regulation that are consistent with controlling laws, regulations, and USACC policies. Activities may request a waiver to this regulation by providing justification that includes a full analysis of the expected benefits and must include a formal review by the activity's senior legal officer.

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

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

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

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

Summary of Change

USACC Regulation 601-19-1
RESERVE OFFICERS' TRAINING CORPS ACCESSIONS FISCAL YEAR 2019

Key Changes are:

Chapter 2 Fiscal Year (FY) 2019, Accessions Zone, paragraph 2-1b. Added language to assign the 2018 Advanced Camp End-of-Camp Commissionees to the FY18 Cohort. Reads as follows: FY18 Cadets who commission following Advanced Camp 2018 will be included in the FY18 Cohort due to an increased Active Component accession mission for FY18.

Paragraph 2-8 – Personnel Security Management – ROTC Program Responsibilities-revised to read as follows:

Paragraph 2-8c – Administrative Procedures added to include all Cadets branched MI, CY, OD (EOD only) for obtaining TS/SCI (T5) Investigations. Revised to read as follows: TS/SCI (T5) Investigations are required to be submitted for all Cadets (**regardless of component**) selected for basic branch and/or control branch to Military Intelligence (MI), Cyber (CY), or Ordnance (OD) (EOD Selects Only) prior to commission date.

(1) US Army Reserve (USAR) selectees: All Cadets who have a Vacancy Hold Report (VHR) with a valid control number branched in MI, CY, or OD (EOD only) must have their TS/SCI (T5) investigations initiated prior to commission. The USAR G2 will initiate the T5 in direct coordination with the Cadet. The SROTC Program will provide assistance to complete fingerprints. Once the T5 questionnaire is available for completion, the Cadet is responsible to complete this action within 90 business days or risk losing the assigned branch.

(2) Army National Guard of the United States (ARNGUS) selectees: All Cadets who have a Letter of Agreement (LOA) from the State Officer Strength Manager with a paragraph and line number branched MI, CY, OD (EOD only) will receive assistance

from their SROTC Programs to complete fingerprints. Subsequent to completion of fingerprints Cadet is responsible to coordinate with the Army National Guard to initiate the T5.

Appendix B: Note changes for 3 Dec 2018: All Cadets branched CY, MI, and OD (EOD only) require a T5 Security Clearance to be initiated. USACC G33 Personnel Security Division will assist with initiation of T5s for Active Component no later than 3 Dec 2018. USAR and ARNGUS officers will follow instructions admin instruction in paragraph in 2-8c (1) and (2). The new requirement is that SROTC Programs will assist with completing fingerprints for these Cadets but the USARC G2 or State OSMs will continue to initiate the T5 Security Clearances.

Appendix D – The FY19 ROTC Outcomes Metrics List (OML) Model changed slightly to include the deletion of the CLA, adding Advanced Camp and RECONDO points.

Appendix D-1c (2) - CCIMM data entry: Reduced the SROTC Program requirement for two "OML Component and Branch Selection Input Complete" boxes to only one. New change requires that PMS and Cadet indicate record verification/validation "complete" with a check in the "OML Component and Branch Selection Input Complete" box.

Appendix D-1a (1) The Accessions GPA increased from 26% to 31% of the overall OMS.

Appendix D-2b (1) (a) PMS Rating of Potential increased from 11% to 14%.

Appendix D-2b (1) (b) PMS Ranking" decreased from 12% to 7%.

Appendix D-2b (2) (c) RECONDO is added back into Advanced Camp as a separate entry and is worth 1% of the overall OMS.

Appendix D-2c (2) (a) & (b) APFT Fall and Spring changed from 5.5% each to 3% each.

Appendix D-2c (2) (c) Advanced Camp APFT added and is worth 6% of the overall OMS.

Appendix E: Replaced outdated form at Figure E-1 with new Example of Cadet Evaluation Report; ROTC CDT CMD Form 67-10-1 (May 2015). Updated language and deleted phrase "must "select for Active Duty" in Part V.

Appendix F: ROTC Cadet Accessions Management Sheet (AMS) on pages 51-53 is not the latest version. The new AMS is under revision and will not be available in CCIMM until July 2018. ASD will send notice when completed.

Appendix F-3: Added language to paragraphs F-3(11) and (12) to clarify procedures for completing BOLC Assignment Preference Sheet (218-R). The purpose of Part II of this form communicates officer preferences for BOLC dates and communicating reasons

why a 2LT is not available for active duty within 30 days of graduation and commission. This includes any 2LT desiring to serve as a Gold Bar Recruiter outlined in Appendix M of this circular and any 2LT competing for Army Scholarships and Fellowships IAW AR 621-7 outlined in Appendix S of this circular. Reads as follows:

- F-3 (11): Annotate in the Remarks section (i.e., any reason/event such as competing for Fulbright, Marshall, or other Army Scholarship programs, personal wedding, etc.) that would preclude a Cadet from attending BOLC-B at a certain time. Reference paragraph F-3b above, the PMS must ensure the individual officer is specific and includes date(s) of event or reason the officer is unavailable to enter active duty within 30 days of graduation and appointment.

- F-3 (12): If the school or Cadet is planning to request Gold Bar Recruiter (GBR) duty it must be annotated in the Remarks section. This declaration of intent is in addition to the official request as specified in this circular Appendix M, 10-Gold Bar Recruiter Program. To prevent sending conflicting active duty availability dates, Cadets or school staff should not submit a GBR packet with a beginning date earlier than the date entered in Part II item 2.

  (I desire to enter active duty on/or about: 1st X, 2nd X, 3rd X.)

- See Appendix M-4 changes explained below for annotations on 218-R regarding blocks 19A and 19B for Cadets requesting GBR

Appendix H - Added Paragraph H-4 to provide reference to AR 600-8-104, Chapter 5, data elements used in contracts and commissioning that are important and relevant in the OMPF. (Home of Record, Date of initial entry to military service date, name change process, and how to file a correction to erroneous information.

Appendix H – See Figure H-2. Post-Commission iPERM documents. DA Form 5315-E and DA Form 785 are filed for disenrolled Cadets and 4-yr Scholarship recipients who drop ROTC in MSI year.

Appendix J – Ed Delay Applications: Suspense for applications to USACC HQs is 18 September 2018. See Appendix B for all Accession Suspense timeline.

Appendix J – Ed Delay Applications: Added new requirement for all Education Delay Applications regardless of AMEDD, JAG, or CH specialties. See page 65, paragraph 6-4c 6). All Ed Delay applicants will include a one page essay on their intent as it pertains to each specific type of Ed Delay being requested (paint a picture explaining why you should be considered and approved for the delay).

Appendix J-2f. Deleted sentenced and revised language to clarify where Delay applicants may apply to medical, dental, and veterinary school.
Reads as follows: Delay to attend an accredited or approved medical, dental, or veterinary school located in other than the 50 States, District of Columbia, Puerto Rico, or U.S. territory is not authorized in accordance with AR 601-25.

Appendix K - Paragraph K-2c. Revised language to clarify mission priorities regarding component assignment of Nurse Candidates.
Reads as follows: Nurse Candidates without a Guaranteed Reserve Forces Duty (GRFD) contract requesting RD will be selected for RD in the preferred component, based upon OML and needs of the Army.

Appendix K Paragraph K-8d. Revised language to read: Once the NCLEX is passed and proof of active nursing license is confirmed; BNC's enter pass date in CCIMM and in coordination with the nurse candidate, will complete a list of desired first duty locations with the Clinical Nurse Transition Program (CNTP) and BOLC availability date they will attend.

Appendix L – Email address for HRC, USAR Officer Accessions POC is updated.

Appendix L- Paragraph L-1d. Added staffing requirement: Brigade Commanders will coordinate with the respective USACC, Assistant Chief of Staff for USAR or USACC, Assistant Chief of Staff for the Army National Guard prior to recommending approval of or disapproving component change requests.

Appendix M – Added Paragraphs M-4 l. (10) and (11) for clarification of restricted GBR duties. Reads as follows:

- (10) GBR(s) cannot be assigned functional roles/duties of a Cadet "contracting officer".

- (11) GBRs are not authorized to drive a GSA vehicle.

Appendix M - 4 b Added following sentence to current paragraph for clarification on information on 218-R. Reads as follows:
On the 218-R (BOLC Assignment Preferences Sheet) blocks 19A "proceed from physical address to BOLC/Camp and block 19B "local physical address for GBR only must be the same and be within 50 miles of the GBR duty location"

Appendix M -1a (3) Added sentence to current paragraph for clarification of start dates. Reads as follows. GBR duty will not start on Friday, Weekend, or Federal Holiday.

Appendix O – Page 97, Paragraph O-1e. Clarified that Graduate School ADSO Incentive remains a suspended program and is not available to the FY19 Cohort.

Appendix P – Various administrative changes on the DA Form 4187 for Duty Status changes directed by HQDA DMPM. Ensure to use the new template in Figures P-1 and P-2. PMSs should only select recommend approval or disapproval in Section V block 11. Brigade Commanders only have disapproval authority for component changes and when they support a request the Endorsement Memorandum must specify the reason they support the duty status change.

Appendix P – Revised Figures P3 thru P5 in accordance with AR 25-50, Figure 2-12, preparing a MEMORANDUM THRU two or more addressees.

Appendix R - Revised CST Class 1A Flight Physical Command Policy, Mar 2018.

Appendix S – Army Scholarships and Fellowships for Regular Army/Active Duty Officers. The application is consolidated into a single packet with four critical enclosures. Human Resources Command (HRC) application packet deadline to USACC HQs Accessions and Standards Division is no later than 1 March 2019.

Appendix S – Added paragraph S-3b (5). PMS/HRA and Cadet must be aware that some scholarships/grants may be awarded in foreign countries with unique and restrictive personnel security concerns for Department of Defense personnel. DoD and or the scholarship foundation may not allow the "military" status of a student or participation in certain designated countries. It is the Cadre's responsibility to assist the Cadet in determining any restrictions and to obtain a written statement from the scholarship foundation specifically stating that they will allow an active duty military member to participate in the program awarded.

Appendix S – To ensure officers understand how and where to in-process the Army prior to departing CONUS the below requirement is added to this process.

Added paragraph S-3 b (6) - reads as follows: The PMS/HRA and Cadet must be aware of how important it is for these officers to in-process Active Duty correctly prior to departing CONUS. The PMS or HRA and 2LT must initiate a conference call with the USACC G1, ASD POC, Mrs. Kayla Link, to discuss instructions in military orders and ensure the officer understands where and when "active duty" in-processing will begin. Again, it is critical that the officer does NOT depart CONUS without formally being in-processed into the Regular Army: to include execute DA Form 71,RA Oath of Office, be issued military Common Access Identification (CAC), initiate a military pay record, and complete in-processing on the Ft Jackson, SC Student Detachment website. http://usasd.armylive.dodlive.mil/in-processing/.

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Chapter 1 – Introduction

1-1. Purpose

This circular supports the annual Senior Reserve Officers' Training Corps (ROTC) accessions process. It provides prescribed policies, operating tasks, and steps governing the annual accessions process in a chronological sequence. It applies to Regular Army, United States Army Reserves (Reserve Component), and Army National Guard.

1-2. References

References are listed in Appendix A.

1-3. Explanation of Terms

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

1-4. Responsibilities

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

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

c. Brigades will ensure Cadet Command Information Management Module (CCIMM) accession data is reviewed, verified, validated, and submitted by published suspense dates. (See Appendix B - FY18/19 Accessions Suspense Calendar Timeline).

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

e. Cadets and ROTC School Program Human Resources Assistants (HRA) are responsible for timely submission of all required data to include verifying the accuracy of all personnel data and preferences entered in CCIMM.

f. Meet deadlines identified in the FY18/19 Accessions Suspense Calendar. (See Appendix B.)

1-5. Accessions Administrative Responsibilities

a. Professors of Military Science (PMS) Responsibilities: Each PMS is responsible to ensure that administrative accessions requirements are completed in accordance with this publication and other prescribed policies and regulations. Reference Appendix C, PMS Checklist and Appendix N, USACC Form 145-5-1 Officer Appointment Checklist for detailed administrative requirements.

b. Cadets/LTs Responsibilities:

(1) Monitor Enterprise email accounts for updates.

(2) Keep the ROTC Program(s) PMS, Cadre, and Staff informed of any changes in address, marital status, graduation/commissioning dates, and any circumstances that could preclude attendance at BOLC-B and Advanced/Basic Camp. Any change in Cadet Status requires a Change/Deletion Report to be staffed from the school through Brigade to HQ, USACC, G1, Accessions and Standards Division. (See Figure C-1).

(3) Initiate actions to meet special requirements by the spring semester of the MSIII year. This includes but is not limited to graduate exams, flight physicals, SIFT and GRFD revocations.

(4) Complete accessions inputs/data entry and Reserve Forces Duty (RFD) preference include (United States Army Reserve (USAR) or Army National Guard of the United States (ARNGUS)) selection by the suspense date. Cadets are personally responsible for the accuracy of this information; therefore, they must ensure each entry is true and correct, sign their individual AMS with PMS/APMS and obtain a copy for their record.

(5) Simultaneous Membership Program (SMP) participants must indicate a desire to remain in the same component as their current unit if they request but do not receive Regular Army (Active Component). (SMP is an officer training program that requires United States Army Reserve (USAR) or Army National Guard of the United States (ARNUS) enlisted status for eligibility in a Troop Program Unit (TPU) or State ARNGUS unit.)

(6) Ensure the BOLC-B Assignment Preference Sheet (CC FM 218-R) is entered correctly in CCIMM by established suspense date.

(7) Notify PMS/HRA of any extenuating circumstances affecting BOLC-B and Advanced/Basic Camp attendance. PMS/HRA must ensure CCIMM is annotated and submit a Change/Delete Report to USACC HQs, G1, Accessions and Standards Division if officer cannot attend scheduled BOLC-B.

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

(9) CC FM 218-R in CCIMM is the only source of reference for Cadet BOLC-B date preferences not hand written comments kept in the Cadet file.

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

(12) Failure of the Cadet to ensure entries are correct in their individual record is not considered an administrative error and will not be considered as an exceptional circumstance for any component selection or branching reconsideration requests.

1-6. Brigades Responsibilities

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

b. Ensure accuracy of Programs' calculation of GPAs, annotating degrees for Early Commission Program (ECP)/Military Junior College (MJC) Cadets, and coding academic degrees accurately.

c. Review PMS comments on the Accessions Management Sheet (AMS), page 1, for accuracy and completeness to ensure cut and paste remarks are not forwarded.

d. Develop an oversight process to ensure that PMS complete pre-commissioning, commissioning, and records management requirements for the accessions selection and branching process.

e. Request USACC G1, Accessions and Standards Division analyst cell to unlock records when necessary to change data that requires correction prior to the selection and branching board. Requests after the designated lock date will be for extenuating circumstances only.

Chapter 2 – Fiscal Year 2019 Accessions Cohort

2-1. Fiscal Year (FY) 2019, Accessions Zone

a. All Cadets and Early Commission Program (ECP) LTs who have successfully completed Advanced Camp and will graduate and commission between **1 October 2018 and 30 September 2019** will be accessed during the FY19 accessions process.

b. Cadets who commission following Advanced Camp 2018 will be included in the FY18 Cohort due to the increased Active Component accession mission for FY18. Accessions criteria provided in this chapter governs ALL Cadets entering the

accessions cycle as stated in the paragraph above. Data beyond the MSIII year is not to be entered into the Accessions Management Sheet (AMS) on any Cadet/2LT.

c. Cadets, ECP LTs, and Educational Delay Selectees who have been boarded by a Department of the Army/Reserve Officers' Training Corps (DA/ROTC) Regular Army (RA) Branching Board and HQDA Education Delay Board will not be re-boarded unless their graduation and commission date migrates one full school year (two semesters). They will retain their original OMS score and remain in their original Cohort.

2-2. Component Selection and Branching Procedures

a. The Order of Merit List (OML) model is used to develop the National OML. The National OML is then used for component selection and for Regular Army branching process.

(1) Regular Army selectees are branched based on Army requirements using the individual record OPAT category, individual OML ranking and each individual's "talent assessment score" provided as a result of the Talent Management process.

(2) Reserve Component Cadets are branched based on their ARNG/USAR approved personal selection of a position, unit, and qualifying branch via the Vacancy Hold Report (VHR) or Letter of Acceptance (LOA) process. Cadets that do not obtain a VHR or LOA prior to commission may be branched by their perspective component without regard to Cadet/2LT preference.

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

2-3. Branch Preferences and Restrictions.

a. Integration of female officers into Armor and/or Infantry branches for the FY19 Cohort will occur at the Cadet's request using the normal branching process. **The "opt-in" option remains Army policy**. Females that **do not** wish to be considered for Armor and/or Infantry as a Basic Branch **should not list** Armor and/or Infantry. Likewise, female Cadets should not list Armor and/or Infantry as a Control (Detail) Branch unless they want to be considered for selection into one of these branches. Female Cadets may opt-into Armor and/or Infantry as both Basic and Control Branch, or individually as a Basic Branch or Control Branch. (Example 1: A female Cadet desires to be considered for Armor as a Basic Branch and not Branch Detail, she simply selects Armor as her Basic Branch and does not list Armor as a Branch Detail preference. Example 2: A female Cadet does not desire Armor as her Basic Branch but would like to be considered for Armor as a Detail Branch, the Cadet does not list Armor as a Basic Branch and selects Armor as a Detail Branch preference).

b. Army Medical Department branches should not be listed as any branch preference in the Branching Module except for Army Nurse Corps (AN) and Medical Service Corps (MS). If MS is requested, it should be understood that it is for only the Area of Concentration (AOC), 70B, Health Services Officer. Reference Department of the Army Pamphlet 600-4, Chapter 10, for specific details on Medical Functional Areas and Areas of Concentration. There are twenty-three Areas of Concentration in the Medical Service Corps.

c. Aviation (AV) branch has qualification restrictions that officers and Cadets must meet in order to select this branch on the ROTC CDT CMD Form 67-9-1, Feb 15, Cadet Accessions Management Sheet (AMS). Only those candidates that truly desire to be an Army Aviator should complete the testing and physical requirements by established date in Appendix B.

(1) Testing – Candidate must have a valid Selection Instrument for Flight Training (SIFT) Score of 40 or greater. Retest after receiving a qualifying score is not authorized.

(2) Physical - Physical status inquiries should be directed to USACC Command Surgeon office at (ATCC-ZS). All flight candidates must have a Class 1A Flight Physical approved by Fort Rucker by established cut-off date as indicated in Appendix B to compete for Aviation branch at the Department of the Army/Reserve Officers' Training Corps (DA/ROTC) Selection and Branching Board. See Appendix R for Command Policy on Class 1A Flight Physicals given at Advanced Camp and the Request for Class 1A Flight Physical at the Advanced Camp. Class 1A Flight Physicals not loaded directly on Aeromedical Electronic Resource Office (AERO) system by the facility conducting the Class 1A Flight Physical should be sent in hard copy form to: US Army Aeromedical Activity, 110 Sixth Street, Building 110, Fort Rucker, AL 36362. Cadet/2LTs are not considered flight qualified until the AERO Flight Surgeon qualifies them and the appropriate stamp indicating a qualified status is on the DD Form 2808.

2-4. Electronic Accession File Preparation/Checklist

_____a. School Programs must enter and validate all accessions data in CCIMM on all Cadets (including Cadets applying for Ed Delay Status) for Brigade review and validation (Appendix J Ed Delay). CCIMM is the official database for any accessions file, therefore only administrative errors associated with CCIMM will be considered for duty status changes following release of board results. Cadets will use electronic "paperless" files. No paper copies are required for the DA/ROTC Branching Board. Use the Accession File Checklist to ensure all required data/documents are completed and/or submitted.

_____b. Cadets requesting Ed Delay must have a Hard-Copy File prepared by School Program and forwarded to Brigade for review. HRA will provide Brigades two (2) Hard-Copy Ed Delay Packets using the forms in CCIMM and supporting documentation.

_____c. Brigades will review for accuracy, completeness and forward two Hard-Copy accession packets for Ed Delay applications. Mail to: Headquarters, US Army Cadet Command (USACC), Deputy Chief of Staff G1, Attention: Accessions and Standards Division, Bldg. 1002, 204 1st Cavalry Regiment Road, Fort Knox, Kentucky 40121-5123.

_____d. Brigades will review and validate all data on the Accessions Management Sheet (AMS) in CCIMM and close out each record once it is accurate.

_____e. USACC G1, Accessions and Standards Division is the final reviewer of data and documents required for all boards.

_____f. **ALL COMPOS** -To be included in the OML Model process, all Cadets that graduate and commission between 1 Oct 2018 and 30 Sep 2019 and EOCC Cadets that receive their commission following Advanced Camp 2019 completion, must have accession files marked as "OML Component and Branch Selection Input Complete" NLT 18 September 2018 in the Branching Module of CCIMM. Incomplete, inaccurate, or late data in CCIMM could negatively impact a Cadet's OML ranking; ultimately impacting component selection and branch selection results. Candidates for component and selection must meet HT/WT, have a passing APFT score, and cannot have any medical or civil issues that otherwise prevent them from commissioning.
Example 1: A female Cadet/2LT will not go through the accession process if she is pregnant at the time of selection and branching.
Example 2: A Cadet with outstanding law violations that cause a review of commission status will not go through the accession process until all issues have been adjudicated. Cadet/2LTs with pending waivers of any type will not go through the accession process.

_____g. Cadet Files not marked "Host School OML Input Complete" and "Branching Board Packet Complete" will not go before the ROTC Branching Board. Marking "OML Component and Branch Selection Input Complete" confirms that the PMS and Cadet agree on the entries of the Accession Management Sheet (AMS) and the information in CCIMM contains no errors.

_____h. Files that do not go before the ROTC Branching Board will be submitted to a HQDA Stand-By Board. Files submitted to a Stand-By Board will be integrated into the PMS Accessions OML and the National OML using .5 markings (Example: "I rank this Cadet 7.5 of 10"). Cadets must be checked as "OML Component and Branch Selection Input Complete" in the Branching Module of CCIMM. Do not Check "Stand-By Board."

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

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

a. The Commanding General (CG), Cadet Command may disapprove branch and component change requests. CG, USACC has delegated disapproval authority to Brigade Commanders. All reserve component change requests recommended for approval must be staffed through the respective USACC Assistant Chief of Staff for ARNG or USAR. Branch and duty status changes must arrive to USACC G1, Accessions and Standards Division by the suspense dates published in Appendix B. Change requests for administrative error not identified by the suspense date will not be considered. All actions must be processed through the chain of command.

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

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

(3) CG, USACC may approve one-for-one component change requests between ARNG and USAR as long as the Cadets are not GRFD dedicated to the Reserve Component.

b. Individuals (Cadets) may request branch or duty status changes if an administrative error was made in their accession file, which would have resulted in a different branch/duty status, or if exceptional circumstances exist, which warrant such a change for the good of the Army (e.g. Cadet's standing on the OML can be directly related to a death of a parent or sibling which created a situation that caused lower performance prior to occurrence of situation). Consider duty status changes from AD to RFD and vice versa only if there is evidence and documentation of a family hardship. All changes for an administrative error must be completed by the date identified in Appendix B.

c. Lieutenants who have been commissioned and are requesting an RD component or duty status change must submit a DA Form 4187 through the USAR or ARNG unit directly to the officer's higher headquarters, not USACC HQs. A Vacancy Hold Report (VHR) from the USAR unit, validated by US Army Reserve G1 Initial Military Training (for USAR LTs), or a Letter of Agreement (LOA) from the NG state Officer Strength Manager (for ARNG LTs), must accompany component change requests. Requests should clearly indicate a valid paragraph/line number, position, and branch in the gaining unit. Requests must also include a DA Form 4651-R, Request for Reserve Component Assignment or Attachment, or NGB Form 60, Request for Clearance from US Army Enlistment/Appointment in the Army National Guard, from the gaining unit. Failure to follow preparation instructions may result in an officer not receiving the requested duty status change. (See Appendices L and Q).

d. Cadets holding Dedicated NG Scholarships must obtain an LOA from an ARNG unit and Cadets holding Dedicated USAR Scholarships must obtain an approved VHR from United States Army Reserve Command (USARC), G1, Initial Military Training (IMT) assigning them to a position and branch within a desired USAR unit.

e. Cadets accessed Reserve Duty with Dedicated Guard/Reserve or Guaranteed Reserve Forces Duty (GRFD) scholarships are **not authorized** to request a component change to Active Duty. The only exceptions are Cadets who are participating in a Health Professional Scholarship Program (HPSP) and Financial Assistance Program (FAP), Uniformed Services University of the Health Sciences (USUHS) and Early Commissioning Program cadets. Recruiting, Incentives, Marketing Directorate (RMID) is the USACC Proponent regarding GRFD contracts. Reference USACC Regulation 145-1, Chapter 10 for specific guidance on this process.

(1) Cadets with a GRFD Non-Scholarship Contract Endorsement cannot apply for Active Duty unless they have an approved USACC Form 204-R (Revocation of GRFD Contract Endorsement).

(2) Military Junior Colleges (MJC) ONLY: GRFD Scholarship revocation requests must go to the Secretary of the Army for approval in accordance with Title X, Section 2107a. MJC Cadets interested in requesting a revocation of a GRFD **Scholarship must submit the request 120 days prior to commissioning**.

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

a. BOLC is part of the on-going TRADOC Officer Education System transformation process to meet Army officer Initial Military Training (IMT) needs. TRADOC DCG-IMT is the functional proponent for all Initial Military Training policy and execution guidance.

b. USACC Accessions and Standards Division will obtain BOLC-B class quotas and first duty assignments for Regular Army active duty (RA) selectees; notify Brigades and School Programs; and issue appropriate initial AD Permanent Change of Station (PCS) orders.

c. The US Army Reserve G1 IMT Branch or National Guard Bureau G1, Accessions Branch will obtain BOLC-B quotas and make reservations for all Reserve Duty selectees. Notice of assignment and orders will be provided through each selectee's ENTERPRISE email account.

2-7. Attachment Program.

The attachment program allows Second Lieutenant(s) who sustain medical injuries while performing GBR duty and cannot attend a scheduled BOLC-B to remain at the ROTC Program(s) while recuperating from the injury; and allows ROTC Green to Gold Active Duty Obligors to remain at the program in an Active Duty status until scheduled for departure to BOLC-B. This ensures that Green to Gold Active Duty Obligor (ADO)

officers do not have a break in service while pending attendance at BOLC-B. Attached Second Lieutenant(s) are not authorized to enroll or attend graduate school while pending BOLC-B.

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

a. The PMS of the ROTC Program will appoint a Primary and an Alternate Personnel Security Manager (PSM). The PSM responsibilities are:

(1) Personnel Security Manager (PSM) will verify U.S. Citizenship citing the original document(s) and ensure these documents are uploaded to IPERMS (birth certificate, certificate of birth abroad, naturalization certificate, certificate of citizenship, and/or adoption decree and the adoptive parent(s)' birth certificate or naturalization certificate).

(2) The PSM will verify security clearance/investigation statuses in JPAS/DISS immediately upon contracting and will in-process "only" the person category that is most pertinent to their status with ROTC. Use the drop-down menu above the SSN to see if there are multiple person categories listed, select the appropriate person category and establish an "owning (NON-SMP) or servicing (SMP)" relationship. Maintain the relationship until the Cadet is commissioned and reports to BOLC for Active Duty, or for those selected RD to their new National Guard/Reserve unit; or disenrolled. **Note:** It is a requirement to upload the Record of Disenrollment (DD Form 785) and the Disenrollment memorandum into iPERMS when a Cadet is disenrolled from the ROTC Program(s).

(3) The PSM will check the JPAS Person Summary Section to verify whether or not the subject has a valid investigation (T3 or T5) or security eligibility determination before initiating an investigation. Remember SAC is the terminology used for fingerprints and is not an investigation. If the Cadet has an eligibility determination for Secret, TS, SCI request the USACC G33 Personnel Security Branch POC for your brigade update the CCIMM security clearance tab. If the Cadet does not have an investigation or an eligibility determination the PSM will within **60 DAYS OF CONTRACTING** submit a request to initiate a secret (T3) investigation using the Personnel Security Investigation Portal (PSIP). Ensure all instructions for completing the SF86/EQIP questionnaire from PSIP are followed.

(4) Upon completing the questionnaire the Cadet will print or save digitally (as a PDF document) all signed authorizations for release of information (REL), release of medical information (MER), fair credit report (FCR), and certification (CER) signature pages and provide to the PSM for filing in the Cadets file. PSIP will verify the questionnaire, submit to OPM, and email a verified archival copy of the SF86/EQIP form to the primary and alternate requesters. The PSM will review the archival copy for any credible derogatory information, take appropriate action if discovered, file and maintain in the Cadet file. The PSM will update the CCIMM security clearance tab blocks:

Clearance Investigation Type, Agency, Security Level and the Investigation Submitted (with the date of this email).

(5) Fingerprints are required to be completed and submitted digitally via the LIVESCAN program, by ROTC Program(s) or local Recruiting Station, in accordance with Homeland Security Presidential Directive 12 (HSPD12). Fingerprint (SAC) uploads can be verified in JPAS/DISS and are valid for 120 days. If the investigation has not been submitted to OPM within this validity period a new fingerprint upload will be required.

(6) CAC ID's per HSPD12 may not be issued until there is an open investigation on file. The PSM will monitor JPAS/DISS once the investigation has been opened inform the USACC G33 Personnel Security Branch POC for your brigade to update the CCIMM security clearance tab and coordinate with the local DEERS/RAPIDS site for the issuing of the CAC ID.

b. Interim clearance requests for internships must be submitted no earlier than (NET) 90 days prior to the internship start date. Interim clearances granted by ARNG or USAR do not meet the security clearance requirements for commissioning.

c. TS/SCI (T5) Investigations are required to be submitted for all Cadets (regardless of component) selected for basic branch and/or control branch to Military Intelligence (MI), Cyber (CY), or Ordnance (OD) (EOD Selects Only) prior to commission date.

(1) US Army Reserve (USAR) selectees: All Cadets who have a Vacancy Hold Report (VHR) with a valid control number branched in MI, CY, or OD (EOD only) must have their TS/SCI (T5) investigations initiated prior to commission. The USAR G2 will initiate the T5 in direct coordination with the Cadet. Once the T5 questionnaire is available for completion, the Cadet is responsible to complete this action within 7 calendar days. The SROTC Program will provide assistance to complete fingerprints.

(2) Army National Guard of the United States (ARNGUS) selectees: All Cadets who have a Letter of Agreement (LOA) from the State Officer Strength Manager with a paragraph and line number branched MI, CY, OD (EOD only) will receive assistance from their SROTC Programs to complete fingerprints. The Army National Guard will initiate the T5.

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

(4) For Active Component selectees only. If the T3 is closed without an eligibility determination contact the USACC G33 Personnel Security Branch Brigade POC to request an "expedite" on the adjudication be submitted. After the eligibility determination of Secret has been granted, then submit a request to initiate a T5.

(5) The PSM will ensure a copy of the T5 SF 86 and signature pages are saved onto a CD for the Second Lieutenant to hand-carry to BOLC. Enter the "T5 submission date" on the CCIMM security clearance tab.

(6) Accessions and Standards Division cannot process orders for AD on a Second Lieutenant who is branched CY, MI, or OD (EOD Selects Only) unless JPAS/DISS shows at least an eligibility determination of Interim SCI and CCIMM has been updated accordingly. A Second Lieutenant who arrives at BOLC without the appropriate clearance eligibility will not be brought onto Active Duty and will be returned to their HOR for rescheduling or re-branching.

2-9. Reporting of Derogatory Information

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

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

2-10. Gold Bar Recruiter Program (GBRP).

The GBRP supplements the recruiting process by assisting the PMS and Recruiting Operations Officer (ROO). The GBR makes the greatest impact for ROTC by working with select on-campus markets talking about his or her own experience as a Cadet. See Appendix M for specific administrative procedures, restrictions, and requirements.

2-11. TRICARE 708 Plan.

a. TRICARE 708 authorizes health care entitlements for newly commissioned Regular Army Second Lieutenant(s) (but not their family members/dependents) pending initial accession on active duty upon passage of the 2004 National Defense Authorization Act.

b. Upon commissioning into the U.S. Army, Second Lieutenant(s) pending accession in the Regular Army, may apply for a DD Form 2 (Reserve) Armed Forces of the United States Geneva Conventions Identification Card. This card authorizes access to the commissary, exchange, morale welfare, and recreation facilities. The officer (service member only/no family member) is eligible to receive medical care in Civilian and Uniformed Services medical facilities only if the officer does not have personal medical insurance. The officer may apply for a Common Access Card (CAC) based on the effective date they will enter Active Duty (AD) identified on official orders. The Defense Manpower Data Center data base should be updated within two working days of the officer's active duty accession date enabling CAC issuance and access to the full range of benefits described above for both the officer and family members. If an officer is having trouble receiving the DD Form 2 (Reserve) Armed Forces of the United States Geneva Conventions Identifications Card or CAC; the officer should FAX a copy of active duty orders and DA Form 71 to 502-613-9535 or email USARMY.KNOX.HRC.MBX.TAGD-DEERS@MAIL.MIL. Please allow a minimum of 48-72 hours for a response to the Second Lieutenant(s) email address provided in the inquiry.

(1) Second Lieutenant(s) selected for Regular Army, commissioned and accessed to active duty may email staff at USACC G1 Accessions Branch: usarmy.knox.usacc.mbx.hq-g1-rotc-accessions@mail.mil

(2) POC for contracted Cadets only (not yet commissioned or accessed to active duty) is Jill Berry, USACC, DCS G1, Deputy Chief of Accessions and Standards Division, jill.m.berry2.civ@mail.mil.

APPENDIX A – References

Section I – Required Publications

Army Regulation 25-50
Preparing and Managing Military Correspondence, 17 May 2013

Army Regulation 135-101, Appointment of Reserve Commissioned Officers for Assignment to Army Medical Department Branches, (Reprinted w/basic incl. C1-4), 15 Feb 1984

Army Regulation 145-1
Senior Reserve Officers' Program: Organization, Administrative, and Training, Rapid Action Revision, 6 September 2011

Army Regulation 350-1
Army Training and Leader Development, 10 December 2017

Army Regulation 350-100
Officer Active Duty Service Obligations, dated 26 September 2017

Army Regulation 380-67
Department of the Army Personnel Security Program, Rapid Action Revision, 24 January 2014

Army Regulation 600-8-10
Leaves and Passes, 15 February 2006.

Army Regulation 600-8-104
Army Military Human Resources Records Management, 7 April 2014

Army Regulation 601-2
Army Promotional Recruiting Support Programs, 27 September 2016

Army Regulation 601-25
Delay in Reporting for and Exemption from Active Duty for Training and Reserve Forces Duty, 19 October 2006

Army Regulation 601-100
Appointment of Commissioned and Warrant Officers in the Regular Army, 21 November 2006.

Army Regulation 623-3
Evaluation Reporting System, 4 November 2015

Army Regulation 621-7
Army Fellowships and Scholarships, 8 August 1997

Department of the Army Pamphlet 600-3
Commissioned Officer Professional Development and Career Management, 26 June 2017

Department of the Army Pamphlet 600-4
Army Medical Department Officer Development and Career Management, 27 June 2007

Army Doctrine Reference Publication (ADRP) 6-22
Army Leadership, August 2012

Army Doctrine Publication (ADP) 6-22
Army Leadership, August 2012

Army Techniques Publication (ATP) 6-22.1
The Counseling Process, July 2014

Field Manual 6-22
Leader Development, June 2015

Section II – Prescribed Publications

Cadet Command Regulation 145-3,
ROTC Pre-Commissioning Training and Leadership Development, 20 September 2011

Cadet Command Regulation 145-9
Reserve Officers' Training Corps Branching, Commissioning, and Accessioning, 8 June 2016.

Cadet Command Regulation 600-85 (Rapid Action Revision dated 20 Dec 13)
Army Substance Abuse Program Drug Testing Program Prevention and Education

Section III – Prescribed Forms

DA Form 31 (prescribed in Appendix M)
Request and Authority for Leave

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

DA Form 597 (prescribed in Appendix J)

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

DA Form 597-3 (prescribed in Appendix J)
Army Senior Reserve Officers' Training Corps (ROTC) Scholarship Contract

DA Form 4187
Personnel Action

DA Form 4856
Developmental Counseling Form

DA Form 5248-R (prescribed in paragraph 2-9)
Report of Unfavorable Information for Security Determination

DD Form 4
Enlistment/Reenlistment Document Armed Forces of the United States

DD Form 2088
Statement of Ecclesiastical Endorsement

DD Form 2808
Report of Medical Examination

DD Form 785 (prescribed in paragraph 2-8)
Record of Disenrollment

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

USACC Form 67-10-1 (Prescribed in Appendix E)
Cadet Officer Evaluation Report (COER)

USACC Form 145-5-1 (prescribed in paragraph 1-4)
Officer Appointment Checklist

USACC Form 202-R
GRFD Non-Scholarship Contract

USACC Form 203-R
GRFD Scholarship Endorsement

USACC Form 204-R
Revocation of the Guaranteed Reserve Forces Duty Non-Scholarship Cadet Contract Endorsement

USACC Form 597-B

ROTC Branch for Active Duty Service Obligation (ADSO) Contract

USACC Form 597-G (not an option -suspended program at this time)
ROTC Graduate School for Active Duty Service Obligation (ADSO) Contract

USACC Form 507-P
ROTC Post for Active Duty Service Obligation (ADSO) Contract

Section IV Glossary – Acronyms/Abbreviations

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

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

AD – Air Defense Artillery

ADO - Active Duty Obligor

ADOS-RC – Active Duty Operational Support – Reserve Component

ADSO – Active Duty Service Obligation

AMEDD – Army Medical Department

AMS – Accession Management Sheet

AN – Army Nurse Corps

AR – Armor Branch

ARNG – Army National Guard

ARNGUS – Army National Guard of the United States

BNC – Brigade Nurse Counselor

BNR – By Name Request

BOLC – Basic Officer Leader Course

CST – Cadet Summer Training

CH – Chaplain Corps

CULP – Cultural Understanding and Leadership Program

CTLT – Cadet Troop Leader Training

DAT – Dental Admission Test

DL – Educational Delay (May also read "ED")

DMG – Distinguished Military Graduate

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

DMS – Distinguished Military Student

DODMERB – Department of Defense Medical Examination Review Board

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

EN – Engineer Branch/Corps of Engineers

GBR – Gold Bar Recruiter

GBRP – Gold Bar Recruiter Program

GPA – Grade Point Average

GRE – Graduate Record Examination

GRFD – Guaranteed Reserve Forces Duty

HRA – Human Resource Assistant

HRC – Human Resources Command

iPERMS – Interactive Personnel Electronic Record Management System

JAG – Judge Advocate General Corps

LOA – Letter of Acceptance

LSAT – Law School Admission Test

MCAT – Medical College Admission Test

MEDDAC – Medical Department Activity

MFE – Maneuver, Fires, and Effects

MJC – Military Junior College - graduates receive an Associate Degree

MI – Military Intelligence Branch

NCLEX – Nurse Council Licensure Examination

OML – Order of Merit List

PMS – Professor of Military Science

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

RC – Reserve Component (United States Army Reserve)

RFD – Reserve Forces Duty (applies to both Army National Guard of the United States and United States Army Reserve)

ROO – Recruiting Operations Officer

SIFT – Selection Instrument for Flight Training

SMC – Senior Military College

SMP – Simultaneous Military Program

SROTC – Senior Reserve Officers' Training Corps

SSBI –Single Scope Background Investigation

TRADOC – Training and Doctrine Command

USAR – United States Army Reserve

VCAT – Veterinary College Admission Test

VHR – Vacancy Hold Report

APPENDIX B –FY18/19 Accessions Suspense Timeline

Suspense dates are set with a view toward giving Programs maximum time to obtain/complete required documentation, while allowing time for Brigades and USACC G1, Accessions And Standards Division to review files before the National OML is established and prepare for the HQDA/ROTC Branching Board. **These are the maximum NO LATER THAN suspense dates.** Brigade Commanders have the authority to require their Programs to meet earlier suspense dates.

Suspense Date(s)	FY 18/19Accessions Cohort Timeline for Required Actions (Cadets Graduating and Commissioning between 1 Oct 2018 and 30 Sep 2019, and EOCC Cadets that receive commission following Advanced Camp completion during Summer 2018)	G1 ASD	Brigade	Program (University)
1 Jun 2018	o All FY18 DL selectees provide proof of admittance to medical, law or seminary schools. o Extension requests for FY18 DL selectees.			X
1 Jun 2018	o GRFD **Non-scholarship** Revocation Requests submitted thru USACC (120 days prior to commission)			X
15 Aug 2018	Cohort Master Roster sent to Brigades for review and correction	X		
20 Aug 2018	Talent Management branch match data released to Cadets	X		
18 Sep 2018	o Cadet and PMS comments entered o Host Schools complete CCIMM inputs for FY19 Cohort to include branch preferences o Hardcopy Ed Delay application packets due to G1 Accessions and Standards Division o ADSOs entered o OML Component and Branch Selection Input Complete and locked by program o Bde S-1 annotate "Bde Review Date" o 218-Rs due for December graduates		X	X
18 Sep 2018	CCIMM OML Data locked by G1, ASD, ORSA	X		
26 Sep 2018	Release Component Selection results	X		
1 Oct 2018	o Cutoff for Aviation qualification by Fort Rucker o All PMS(s) must have completed counseling for all Cadets selected for RFD (USAR or ARNGUS). (*Use DA Form 4856 at Appendix L.*)			X
2-4 Oct 2018	Educational Delay Board	X		
14 Nov 2018	o Release Branching Board and Educational Delay results o Receive RFOs from HRC for December Graduates. o Accessions and Standards Division begins publishing orders for December Graduates o Upload ADSOs for RA (active duty) selectees	X X X		X
3 Dec 2018	o **ALL Cadets selected for CY, MI and OD (only EOD) branches MUST have T5 initiated.** This suspense specifically applies to Active Component. o For USAR & ARNGUS see para 2-8 c (2)-(3) for specific admin procedures. SROTC Programs will assist Cadet with fingerprints			X
4-6 Dec 2018	BOLC-B Scheduling Conference	X		
14 Dec 2018	o Last day to request Component or Branch changes due to administrative errors or exceptional circumstances o LOA or VHR for all RFD (NG and USAR) Cadet.			X X X
22 Jan 2019	o Last day to update spring graduates 218-R in CCIMM	X		
1 Mar 2019	o Receive RFOs from HRC and Accessions and Standards Division publish orders o Last day for Active Duty Selectees' to provide packet for Army Scholarship/Fellowship Requests		X	X
1 Apr 2019	Last day to request RD Component Change			X

APPENDIX C – Professor of Military Science (PMS) Checklist

Professor of Military Science (PMS) Checklist/Administrative Responsibilities			
Yes	**No**	**N/A**	**(Check Appropriate Response) 1. Prior to accession data entry in CCIMM, PMS will:**
			Ensure a T3 investigation is submitted to the Office of Personnel Management within **60 DAYS OF CONTRACTING** if the Cadet does not have an investigation or eligibility determination (para 2-8).
			Ensure all contracted Cadets have an ENTERPRISE e-mail account entered in CCIMM.
			Review all established suspense dates Appendix B.
			Identify Cadets interested in Aviation to ensure SIFT tests and flight physicals are taken early (MS III year if military medical facilities are close by and available) or initiate at Advanced Camp. Note: Individuals who do not have an approved flight physical status from Fort Rucker as verified by Cadet Command, G1 Accessions and Standards Division at time of the ROTC Branching Board, will not be considered for Aviation. Cadets receiving physicals at Advanced Camp and require a remedial evaluation historically do not meet the deadline requirements and cannot compete for Aviation.
			Identify Cadets interested in applying for Educational Delay, and ensure that the Cadets schedule and take required graduate school tests (MCAT, LSAT, etc.) early enough to have test results in ED Delay application packet due to USACC G1, ASD no later than 18 Sep 2018.
			Ensure that any GRFD Non-scholarship Cadets who are applying for AD submit a request and receive approved revocation of GRFD contract to USACC, RMID NLT 1 June. Requests will be reviewed by the Commanding General and the RC component affected will be notified.
			Identify all Cadets and ECP LTs who fall within the Accessions Zone/Cohort and establish an accessions OML with all Cadets identified in the Cohort (Appendix D). If SMP, Cadet must include an approved Conditional Release (DD 368) from the respective Reserve Component prior to accessing into another component.
			Designate Distinguished Military Student(s) (DMS) from ROTC Program(s)(s)' OML in accordance with USACC Regulation 145-9. Schools must order and prepare DMS certificates.
			Ensure Cadets complete Talent Management Requirements and review the Branch Orientation web site at: http://www.goarmy.com/careers-and-jobs/officer-careers-and-specialties.html. An additional reference is DA Pam 600-3, Commissioned Officer Professional Development and Career Management, which contains branch descriptions and officer lifecycle management details.
			Ensure Cadets requesting Reserve Forces Duty obtain a unit Vacancy Hold Report (VHR) for USAR Cadets or a Letter of Acceptance (LOA) for ARNG Cadets. Submit to the appropriate component for validation (Appendix L). PMS(s) must coordinate with USARC G1 IMT Branch and State ARNG Officer Strength Manager for a list of open positions in region.

Professor of Military Science (PMS) Checklist/Administrative Responsibilities – pg. 2			
Yes	**No**	**N/A**	**2. Verification/data entry of accession data into CCIMM, PMS will:**
			Ensure all required data is complete and accurately entered into CCIMM prior to suspense dates in Appendix B.
			Ensure the ADSO contract addendums are completed, signed ADSO data is entered in CCIMM and, and uploaded onto the https://safe.amrdec.army.mil if approved Appendix O. ADSO consideration should not be entered into CCIMM unless the ADSO contract is completed by the PMS/APMS and Cadet. This is not an **"After the Fact" requirement, it is a Board Requirement**.
			All Cadet Officer Evaluation Report (COER) comments are consistent with letter ratings, that all comments use correct spelling and grammar, and that all COER "Not Qualified" ratings have a PMS comment. See Appendix E.
			Ensure data for all ECP LTs in Accession Cohort is entered into CCIMM.
			Include accurate baccalaureate degree and major in CCIMM Accessions model.
			3. Prior to the start of the accessions process, the PMS will brief/counsel Cadets to ensure they understand:
			Ensure all Cadets in the cohort have been briefed on the ROTC OML Model, National Component Selection OML, the branching process for Regular Army, Reserve Component, and Ed Delay. Brief how the ADSO options in Appendix O are used in the Regular Army branching process.
			Review the Accessions Management Sheet (AMS) with Cadet to ensure data is correct, signed and dated by the Cadet and PMS/APMS. Maintain on file.
			Remind GRFD scholarship Cadets about the restrictions on revocations of GRFD contracts. **Very restricted and requires Sec Army approval**.
			DMG designation. (Note: USACC DCS G1, ATCC-PAS will prepare and disseminate DMG certificates)
			Be aware of Nurse Cadets' special requirements for commissioning and licensure. Not all AN officers will be Regular Army. See Appendix K for details.
			AV branch applicants will have a 6-year AD obligation following completion of flight training or voluntary withdrawal from flight training during Phase I of their BOLC; and of the age requirement to be older than 18, but must be actively involved in flight training by age 32. If they will turn 32 prior to graduation, commission or BOLC, they ARE NOT QUALIFIED to request AV and must NOT list it as a branch preference.
			Counsel ECP LTs on GRFD revocation procedures and restrictions. Ensure they are aware that those that had dedicated MJC GRFD Scholarships CAN request revocation of GRFD and request AD. Requests must be submitted 120 days prior to commission date.
			Ensure Cadets selected for: USAR obtain a Unit Vacancy Hold Report and ARNG obtain a Letter of Acceptance by established suspense date. (Specifically includes GRFD scholarship Cadets.
			Following Component Selection ensure all RFD (USAR & ARNG) Cadets are counseled using DA Form 4856 at Appendix L NLT 28 Sep 18. When counseling ARNG Cadets be aware to modify terminology from USAR to ARNG.
			4. For submission of accession data, PMS will:
			Comply with all established suspense dates.

Professor of Military Science (PMS) Checklist/Administrative Responsibilities –pg. 3			
Yes	**No**	**N/A**	Certify that each individual meets all requirements for branching and consideration for commissioning.
			Ensure "OML Component and Branch Selection Input Complete" is checked in CCIMM for all Cadets in the accessions cohort IAW the established suspense dates. Have each Cadet validate and sign printed final AMS. Provide Cadet a copy and maintain a copy in local file.
			5. Upon receipt of HQDA/ROTC Branching Board results, PMS will counsel Cadets on:
			Notify Cadet in writing of component, branch results, and ADSO selection, within 48 hours of official release.
			Ensure assignment preferences (CC Form 218-R) e data is entered correctly in CCIMM by established suspense date. Ensure inclusion of any extenuating circumstances affecting BOLC-B and CST attendance.
			BOLC attendance takes precedence over CST and GBR duty. Note: GBR duty WILL NOT start without a Signed Scroll, approved BOLC class, and official assignment orders.
			Keep the HRA/PMS informed of any changes in address, marital status, graduation/commissioning dates, and any circumstances that could preclude attendance at BOLC and CST. (See Change/Deletions Report.)
			Continue to monitor ENTERPRISE email accounts for updates.
			Ensure T5 Investigations for Cadets selected for RA and with CY, MI or OD (EOD) as control branch are submitted to the Office of Personnel Management NLT 3 Dec 18 (Appendix B) if the subject has an eligibility determination of Secret. If there is a T3 investigation still open, ensure the PSM contacts USACC G33, Personnel Security Branch to request the investigation be upgraded to a T5. T5 investigations for Cadets selected for RD and branched MI, CY or OD (EOD) will be processed IAW paragraph 2-8c of this Circular.
			Submit Change and Deletion report to USACC G1, Accessions And Standards Division, (appropriate branch manager), for any changes in graduation or commissioning date or other circumstances that could preclude Lieutenant(s) from attendance at BOLC-B and CST. Ensure CCIMM is updated. (Figure C-1 example) of Change/Deletion Report.
			Brief Cadets/LTs on reviewing official files in iPERMS 60 days after commission date. (Counsel them - Individual officers have overall responsibility to ensure their record is correct/current). HRA/administrative staff at the school program must ensure the pre and post commission documents are uploaded IAW policy.
			The Security Manager will print the CCIMM Security Clearance page and use it as the clearance verification source document for accessions purposes. PSM will out-process the Cadet from JPAS/DISS once the Cadet commissions and reports to BOLC-B for Active Duty, or for those selected RD to their new National Guard/Reserve unit; or disenrolled. **Note:** It is a requirement to upload the Record of Disenrollment (DD Form 785) and the Disenrollment memorandum into iPERMS when a Cadet is disenrolled from the ROTC Program(s).
			Upon receipt of the Regular Army active duty orders for BOLC-B and CST, ensure that Cadets are instructed how to read military orders. Pay specific attention to items such as report dates, travel mode, and home of record. Provide copy of most current 2LT BOLC Travel Voucher (Handbook) published by G8.

OFFICIAL
SCHOOL
LETTERHEAD

ATCC-PAS-A

MEMORANDUM FOR Commander, United States Army Cadet Command ATTN: ATCC-PA-A, Bldg 1002, 204 1st Cavalry Regiment Road, Fort Knox, KY 40121

Subject: Accessions Change/Deletion Report

1. The following Cadet's graduation/commissioning date has changed. Please update his/her records accordingly:

NAME	LAST FOUR	OLD COM DATE	NEW COM DATE	BRANCH	REASON

2. The point of contact is *Enter Name* at *Enter Phone Number and .mil email address*

PMS Name
LTC, FA
Professor of Military Science

Figure C-1. Example Change/Deletion Report

APPENDIX D – ROTC Order of Merit List (OML) Model

D-1. The Order of Merit List (OML) Model

a. The purpose of the OML Model is to provide an objective, consistent process that enables Cadets/commissionees to better equate specific performance measures with their OML standing. The OML Model calculates an Outcome Metrics Score (OMS) for each Cadet/commissionee.

b. The OMS is computed based on performance in three main categories: Academic Outcomes (both general studies and Military Science), Leadership Outcomes, and Physical Outcomes that generate a merit-based ranking (highest to lowest) of the Cadets to be used in determining Component Selection and Branching. The OML Model was not significantly changed for the FY19 Cohort. The FY19 Cohort will access using the OML Model and is depicted in Figure D-1.

c. The OML Process

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

(2) Step 2 – ROTC host school programs verify and validate the OML data in CCIMM. Although some validation checks are made by CCIMM, it is critical that schools verify and validate all the OML data in CCIMM before they mark the OML input complete. Data errors or omissions could negatively impact a Cadet's OMS and their position on the OML. Verification and validation is signified complete by the PMS and Cadet when a school checks the OML Component and Branch Selection Input Complete box in CCIMM. The established suspense date for this action can be found in Appendix B for suspense dates.

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

(4) Step 4 - USACC, G1, Accessions and Standards Division verifies that all OML data is in CCIMM.

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

(6) Step 6 - The National OML is created by rank ordering Cadets based on their OMS and identify which component each Cadet has been selected for and released to each ROTC PMS for notification to Cadets. The National OML is then provided to the HQDA/ROTC Branching Board for branching and detailing all Cadets selected for Regular Army/Active Duty.

D-2. OML Components

a. Academic Outcomes (40%)

(1) The Accessions GPA, as referred to in CCIMM, is a combination of the Academic GPA and ROTC GPA and is worth 31% of the overall OMS. This cumulative grade point average (GPA) is used for the OML model to determine each Cadets individual OML points. For undergraduate Cadets, the Accessions GPA includes course grades through the end of the spring semester of the junior year (sophomore year for MJC Cadets), including ROTC courses.

(2) For Cadets that are contracted as graduate students, the cumulative graduate GPA for the first year of graduate studies is used as the Accessions GPA. Cadets that receive Pass/Fail grades for graduate studies must provide documented proof from a school official, not ROTC PMS or Cadre. This proof includes but is not limited to official transcripts, or a letter from the Dean's or Registrar's office. If Pass/Fail is the given grade, Cadets will use the Cumulative GPA from their Baccalaureate Degree; provided it too is on official transcripts. For further assistance contact HQ, USACC, Accessions and Standards Division, OML Administrator for assistance.

(3) Academic Discipline points are awarded in the OML model as follows: 2 OMS points to ADM-3, 4 OMS points to Academic Discipline Mix (ADM)-4 Cadets, and 2 OMS points to ADM-5 (AN) Cadets.

(4) Language/Cultural Awareness (5%)

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

Critical Strategic Language List for CULP			
Arabic	Estonian	Latvian	Slovene
Azerbaijani	Georgian	Lithuanian	Somali
Balinese	Haitian-Creole	Macedonian	Swahili
Bambara	Hausa	Malay/Malaysian	Tagalog
Bantu	Hebrew-Modern	Mongolian	Tajik
Bengali	Hindi	Pashto	Tamil
Bosnia	Hungarian	Persian-Afghan (other)	Telegu
Bulgarian	Igbo	Persian-Dari	Thai
Burmese	Indonesian	Persian-Farsi	Tibetan
Cambodian (Khmer)	Isizulu	Polish	Turkish
Chechen	Japanese	Portuguese	Turkmen
Chinese Mandarin	Javanese	Punjabi	Uighur
Chinese-Cantonese	Kanarese	Romanian	Ukrainian
Chinese-Gan	Kazakh	Russian	Urdu
Chinese-Wu	Korean	Serbian	Uzbek
Croatian	Kurdish	Serbo-Croatian	Vietnamese
Czech	Kyrghyz	Slovak	Wolof
			Yoruba

Table D-1. Critical Lanaguage List for CULP

(b) The break out of Cultural Understanding and Leadership Program (CULP) activities and their associated points can be found at Table D-2. The total points outlined are 201 however; no Cadet can obtain all possible points. For example, it is not likely that a Cadet would be able to major in both a critical and a non-critical language at the same time. Obtaining 38 points will obtain the 2.25 OML percentage points assigned to CULP. All activities must have been performed while a college student but not necessarily enrolled in ROTC. For example, a Cadet could have taken a course in Arabic during his/her Freshman year; but not yet have enrolled in ROTC prior to completing that course, and the Cadet still would receive 3 points for that course. Physical evidence of activities (transcripts, Rosetta Stone printed course completion certificates, or Defense Language Institute certificates) must be presented to receive credit for CULP activity.

(c) Cultural Understanding and Leadership Proficiency programs (CULP) Activities Definitions are listed below and explain the exact criteria for what data should be entered into CCIMM to be awarded CULP points.

- Language Major: Data for cadets majoring in languages will be entered in the "Activities" tab Student Management, Cadet. Data can be for years 1, 2, and 3 in a similar manner as other cadet activities explained in paragraph 3 above. To enter a language as a major for years 1 "YR1" or year 2 "YR2" the Cadet already must have declared the language as his/her major in that year and have taken at least one course in that language in each of the semester/quarters for that academic year. To enter a language as a major for year 3 "YR3" the language must be the declared academic

major for the Cadet going before the board, and correspond to his/her academic major entered in CCIMM. For year 3 "YR3" the Cadet does not have to have taken a language course in each semester/quarter of that academic year. This data should be confirmed by the Cadet's college transcripts.

- Foreign Language Courses or Associated Cultural Studies. Data for Cadets successfully completing foreign language courses or associated Cultural studies will be entered in the "Language" tab, Student Management, Cadet. Although high school language courses completed should be entered at this tab, only college level language courses will contribute to the Cadet's CULP score. Thus, only courses completed as a college student should be entered in the College Level Language area. College Level courses taken in high school should be entered in "High School Language Experience" area and will not contribute to the CULP score. The label "# Terms" already has changed to "Factor = 2 x #courses". The value entered in this CCIMM field should be two times the number of courses successfully completed in that academic year (no odd numbers are to be put in this field).

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

  - Example 2: A Cadet who takes two semester "non-Critical" courses in the academic year, will receive 6 CULP points, and a Cadet who takes three quarter "non-Critical" courses in the academic year will also receive 6 CULP points.

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

- Study Abroad in a non-English speaking foreign country. Data for Cadets completing study abroad in a non-English speaking country should be entered in the "Language" tab, Student Management, Cadet. To make an entry in this area the study must be at a foreign college-level academic institution. High School studies in foreign countries should not be entered, and study at an English/American institution in a foreign country (example: University of MD in Korea) should not be entered. The "#

Terms" equals two times the number of courses completed at the foreign college. The course successfully completed does not have to be a language course.

o Example 1: For example, a Cadet who studies Art and completes two courses at an Italian University would enter "Italy" and "#Terms" = 4.

CULP Activity	Points	Max per Yr.	Max pts
Major in a Critical Language (Must be declared major at time of board for 3rd year credit, 1st and 2nd year must take language course in each semester/quarter of that year)	15	15	45
Major in Non-Critical Language (Must be declared major at time of board for 3rd year credit, 1st and 2nd year must take language course in each semester/quarter of that year)	10	10	30
Passing a Critical Language Course or associated approved Cultural Study (must be on college transcripts, High School does not count)	5	15	45
Passing a Non-Critical Language Course or associated approved Cultural study (must be on college transcripts, High School does not count)	3	9	27
Rosetta Stone in a Critical Language	5	5	15
Rosetta Stone in a Non-Critical Language	3	3	9
Study Abroad in a non-English speaking foreign Country (Must be course on transcript of non-US college level academic institution, completed courses do not have to be language courses)	10	10	30
Total Points Available			**201**

Table D-2. CULP Activity

b. Leadership Outcomes (45%)

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

(a) PMS Rating of Potential (14%), rated with MSIII peers regardless of migration to another year, Block Va.

(b) PMS Ranking of Performance (7%), ranked with MSIII peers regardless of migration to another year Block Vb.

(2) ROTC Cadet Command Advanced Camp (16%)

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

(b) Platoon Potential Rating (15%), Cadet Performance at Advanced Camp will be evaluated and points awarded in the OML based on the Platoon Tactical Officers potential rating on the Advanced Camp Evaluation Form (CC Form 159).

(c) RECONDO (1%), implemented back into Advanced Camp as a separate entry.

(3) Cadet Training/Extracurricular Activities (5%)

(a) Cadet Training: The OML Model awards 5 points to Cadets for each successfully completed training opportunity as defined in USACC Regulation 145-3, Pre-Commissioning Training and Leadership Development, and events listed in the training module in CCIMM. Only training opportunities that are available to all ROTC Cadets will count. Prior service Cadets earn Cadet Training points for service schools they successfully completed while enlisted if the training is also available to ROTC Cadets.

(b) Extracurricular Activities: The following define the criteria for awarding points to Cadets participating in Extracurricular Activities. If appropriate, Cadets may earn points in more than one category for participation in the same activity. Points are only awarded for participation while attending college. Tables D-3 and D-4 below displays the points awarded for participation (maximum of three years) in extracurricular activities and athletics respectively. The years of participation do not need to correlate to the MS year. A Cadet must have been attending college (but not necessarily enrolled in ROTC) when a given activity was performed.

- For example, a Cadet who had a part-time job during his/her freshmen year in college but was not enrolled in ROTC at that time could be awarded 5 points for having a part-time job during the freshmen year (i.e., Year 1 participation).

Extracurricular Activities	Points Per Year	Max Points
Color Guard	5	15
Drill Team	5	15
Ranger Challenge	5	15
ROTC Recruiter	5	15
Community Service	5	15
Student Government	5	15
Band Member	5	15
Debate Team	5	15
Elected Official of Organization	10	30
Leader (President/Captain)	10	30
Resident Advisor	10	30
Peer Educator or Tutor	5	15
Total Possible Points		**285**

Table D-3. Extracurricular Activities

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

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

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

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

(g) Elected Official of Organization. To earn points for a given year for this activity, a Cadet must have faithfully participated as an elected official throughout the given year. Elected positions are for but are not limited to organizations such as fraternities, sororities, clubs, and student government. Organizations must ethically and professionally represent themselves within the community.

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

(4) Maturity and Responsibility (3%)

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

(b) Full-Time Job. To earn points for a given year for this activity, a Cadet must have faithfully worked any legally paying job at least 30 hours per week throughout the given year.

(c) Part-Time Job. To earn points for a given year for this activity, a Cadet must have faithfully worked any legally paying job at least 10 hours per week throughout the given year. If a Cadet has worked two part time jobs at the same time calculate the hours and the combined hours are 20 or more, award "Full-Time" points in lieu of points for one "Part-Time" points.

c. Physical Outcomes comprise 15% of the model. Other than the weighting factor, the Athletics component is unchanged from FY17.

(1) Army Physical Fitness Test (APFT) (12%)

(a) The MS III Fall on Campus APFT or, if the Cadet is not in the normal Cadet life cycle, the most current fall APFT. (3%)

(b) The MS III Spring on campus APFT or, if the Cadet is not in the normal Cadet life cycle, the most current Spring APFT. (3%)

(c) Advanced Camp APFT (6%)

(2) Varsity/Intramural/Community Team Athletics (3%)

(a) To earn points for a given year for these activities, a Cadet must demonstrate participation throughout the duration of time in which the activity is available for the given year. Cadets who drop out of the activity before the activity concludes for the year or are released for misconduct will not receive points. Varsity Athletics include all collegiate level sports represented by the National Collegiate Athletic Association (NCAA). Intramural Athletics include all sports represented by the college that the Cadet is attending. Community Team Athletics include all sports sponsored by the community or organizations within the community.

(b) The OML Model awards points to Cadets participating in athletics (varsity, intramural, and community level) similarly to Extracurricular Activities. Points are only awarded for participation while attending college. A Cadet must have been attending college, but not necessarily enrolled in ROTC, when a given activity was performed. RANGER CHALLENGE POINTS ARE NOT TO BE AWARDED AS ATHLETICS. See Table D-4 below.

Athletics	Points Per Year	Max Points
Varsity	10	30
Intramural	5	15
Community	5	15
Total Possible Points		**60**

Table D-4. Athletics

D-3. OML Model Data

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

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

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

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

e. The Accessions Management Sheet (AMS) displays all of the data that is used in the OML plus additional information that may be used by the Talent Management Board.

(1) The AMS is a read-only form that draws its data from CCIMM. The accuracy of OML data input to CCIMM is critical to the Component Selection and Branching

process. PMS(s), Cadets, and HRA(s) are directly responsible for timeliness and accuracy. PMS(s) and Cadets will sign original printed AMS documents attesting to their accuracy and then file them at the Program level. By checking the "X" in the Branching Board Packet Complete field in the CCIMM Branching Module, PMS(s), Cadets, and HRA(s) certify that the data has been verified as complete, accurate, and ready for OML Model processing and the Component Selection and Branching boards. **The data provided in CCIMM is the "Official" data source for component and branching information and is not connected to the Talent Management data collection.** PMS(s), Cadets, and HRA(s) must ensure that the information a Cadet desires to compete with is accurately reflected in CCIMM and may use information provided by the Cadet from the Talent Management site. (Example: Branch preferences listed in CCIMM are the branches the Cadet will be considered for if they receive Active Duty, therefore ensure each Cadet has verified their branch preferences prior to submission.)

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

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

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

FY19 OML Model

1. Academic Outcomes (40%)
   - Accessions GPA (cumulative through junior year) (31.0)
   - Academic Discipline (4.0) ADM3 = 2 Pts; ADM4 = 4 Pts; ADM5 = 2 Pts
     Language/Cultural Awareness (5.0)

2. Leadership Outcomes (45%)
   - PMS Experience Based Observations
   - MS III Cadet OER, PMS Rating of Potential (14.0)
   - MS III Cadet OER, PMS Ranking of Performance (7.0)

- Advanced Camp Performance
  - Platoon Potential Rating (15.0)
  - RECONDO (1.0)

- Cadet Training/Extracurricular Activities (5.0)
- Maturity & Responsibility (3.0)
  - F/T Employment
  - P/T Employment
  - SMP Member

3. Physical Outcomes (15%)
- APFT
  - Campus (most current fall semester) (3)
  - Campus (most current spring semester) (3)
  - Advanced Camp (6)

- Athletics
  - Varsity, Intramural, or Community Team (3.0)

Figure D-1. Order of Merit List Model

APPENDIX E – Cadet Evaluation Report

E-1. The Cadet OER Purpose

a. The intent of this appendix is not to inform you as the rater and or senior rater how to write the Cadet OER. The primary purpose of this appendix is to help you understand what information is being pulled from the Cadet OER and used in the accessions process. For more information regarding the actual write up of the COER see references in (Appendix A).

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

c. All contracted Cadets will receive their accessions Cadet OER at the end of their MSIII year regardless of when they are going to Advance Camp, graduate, access, and eventually commission.

d. The Cadet OER is one of the most important parts of the OML and it is crucial that it is completed before Component and Branching selection occurs (must be completed and entered in CCIMM prior to the start of Cadet Summer training). The potential impact on a Cadet for not having a completed COER in CCIMM will make the difference on whether the Cadet receives component of choice. (Regular Army or Reserve Forces Duty (USAR or ARNGUS).

E-2. ROTC CDT FORM 67-10-1, Part 1 – Administrative Data.

Standard administrative data concerning the Cadet; accuracy is key. All information in items a-k must be completed.

a. NAME (LAST, FIRST, MIDDLE INITIAL)
b. SSN (Only Last 4)
c. MISSION SET (Year Cadet will commission)
d. ACADEMIC CLASS (Junior)
e. MAJOR/GPA
f. SCHOOL (Host)
g. HOST FICE CODE
h. APFT SCORE (most recent for Spring semester/Quarter)
i. APFT DATE
j. HEIGHT
k. WEIGHT

E-3. ROTC CDT FORM 67-10-1, Part II – Authentication

This section requires data on the rater and senior rater, to include a current telephone number and .mil email address (do not use your .edu email). This section will note the precise rating period covered (academic year on campus/ Regimental dates at CST). The signed or initialed copy must be retained in the Cadet's file at the Program level.

1. NAME OF RATER (LAST, FIRST, MI)
   a2. RANK
   a3. POSITION (APMS/XO/MSIII Instructor) etc.
   a4. PHONE NUMBER (Good number where you can be reached)
   a5. EMAIL ADDRESS (.MIL@MAIL.MIL)
   a6. SIGNATURE *(mandatory – verifies that the Cadet has been counseled)*
   a7. DATE
   b1. NAME OF SENIOR RATER
   b2. RANK
   b3. POSITION
   b4. PHONE NUMBER
   b5. EMAIL ADDRESS (.MIL@MAIL.MIL)
   b6. SIGNATURE
   b7. DATE
   c1. PERIOD COVERED - FROM: - TO:
   c2. SIGNATURE OF RATED CADET- (rated Cadet's signature verifies Cadet has seen completed PARTS I-V and the administrative data is correct)

E-4. ROTC CDT FORM 67-10-1, Part III – Leadership Positions

This is where you describe the specific duties and responsibilities of the Cadet for the Rating period. See example at Figure E-1.

E-5. ROTC CDT FORM 67-10-1, Part IV – Performance Evaluation

a. Professionalism, Competencies, and Attributes (*Rater*)

(1) Part IVa. Rater assigns a rating to the Cadet based on the Rated Cadet's overall performance during the Rating period as compared to other Cadets within the Rated Cohort (***Outstanding Ratings are limited to not more than 15% of the Rated population***). Rater must fill in the " I currently rate_____ Cadets block, check " yes" or " no" block regarding whether or not the 67-10-1a was used, then check one of the Rating blocks. Once all of the above has been completed, there is also a "comments" section where the rater should write a narrative regarding the overall performance of the Rated Cadet and also use this area to note his or her recommended Component selection and or Branch assignment. Comments are required as they are looked at during the accessions process, to include Educational Delay selection board.

b. The rater's comments will be seen by the board when reviewing Cadet Accessions Management Sheet (AMS) and therefore any recommendations, good or bad, should be supported with strong narratives.

c. Part IV b1-b6. Rater develops a narrative comment (**Do not use bullet format**) for each of the Attributes (Character, Presence, Intellect, Leads, Develops, Achieves) and enters it into the spaces allocated. Remember that these comments are seen by the members of the board during Accessions and can and will influence their decisions.

E-6. ROTC CDT FORM 67-10-1, Part V – Senior Rater

a. Part Va. Senior rater assigns a rating to the Cadet based on Cadet's overall potential during the Rating period as compared to other Cadets within the Rated Cohort (***Top 15% is the only forced distribution rating***). Senior Rater must fill in the "I currently senior rate_____ Cadets" block.

b. Part Vb. After the senior rater has assigned a rating then he/she must also assign a ranking to the Cadet. Once all of the above has been completed, there is also a "comments" section where the senior rater should write a narrative regarding the overall potential of the rated Cadet and also use this area to note his or her recommended component selection and or Branch assignment for the Cadet. Comments are required as they are looked at during the accessions process, to include Educational Delay selection board.

c. The Senior Rater's comments will be seen by the board when reviewing Cadet Accessions Management Sheet (AMS) and therefore any recommendations, good or bad, should be supported with strong narratives.

CADET OFFICER EVALUATION REPORT

For use of this form, see USACC Circular 145-5. Staff proponent is USACC, DoLD-E, G3.

TYPE OF REPORT: CAMPUS / CLC

PART I - ADMINISTRATIVE *(Rated CADET)*

a. NAME (Last, First, Middle Initial)	b. SSN (LAST 4)	c. SEX	d. BOE	e. MAJOR/GPA
TENTPEG, RANGER T.	(1234)	M	1ST	HISTORY/3.949

f. SCHOOL	g. HOST FICE CODE	h. APFT SCORE	i. APFT DATE	j. HEIGHT	k. WEIGHT
THE CITADEL	003423	300	14 FEB 2018	72	180

PART II - AUTHENTICATION

Rated Cadet's signature verifies Cadet has read completed Part I-V and the administrative data in Part I is correct. Rater & Senior Rater signatures verify that the Cadet has been counseled.

a1. NAME OF RATER (Last, First, Middle Initial)	a2. RANK	a3. POSITION	a4. PHONE NUMBER
SELF EXPLANATORY	CAPTAIN	APMS-XO	(503) 123-4567
a5. EMAIL ADDRESS (.gov or .mil): SELF EXPLANATORY	a6. SIGNATURE		a7. DATE (YYYYMMDD)
b1. NAME OF SENIOR RATER (Last, First, Middle Initial): SELF EXPLANATORY	b2. RANK	b3. POSITION	b4. PHONE NUMBER
b5. EMAIL ADDRESS (.gov or .mil): SELF EXPLANATORY	b6. SIGNATURE		b7. DATE (YYYYMMDD)

c1. Period covered — From: (YYYYMMDD) 20170824 — To: (YYYYMMDD) 20180511

c2. Signature of rated cadet

PART III – LEADERSHIP POSITIONS

a. SIGNIFICANT DUTIES AND RESPONSIBILITIES

Cadet Leader in a Senior Army ROTC Program designed to recruit, train, retain, and commission Officers in the US Army.

PART IV - PERFORMANCE EVALUATION - PROFESSIONALISM, COMPETENCIES, AND ATTRIBUTES *(Rater)*

a. This Cadet's Overall Performance is Rated as: (Select one box representing Rated Cadet's overall performance as compared to others within the rated cohort). Outstanding ratings are limited to not more than 15% of rated population at the time of the rating and reflect performance well above that expected of a typical Cadet in that military science (MS) level and could go lead a platoon right nowExcellent ratings are not limited to a specific percentage and should be assigned to those cadets that have exhibited superior performance and could lead a platoon right now with minimal guidance. Proficient ratings are not limited to a specific percentage and represent the majority of Cadets for that MS level. Capable rating indicates the Cadet is performing at an acceptable level, but has specific leadership attributes and/or competencies needing additional development (improvements will be specifically annotated in PartIVb1 –IVb6 as applicable). Unsatisfactory block check indicates performance and potential level is unacceptable and much further development is required prior to commissioning. May indicate grounds for LOA if on campus or Leadership Development Review Board if at Cadet Summer Training. Specific behavior for Unsatisfactory rating will be annotated in comments below as well as in specific areas in Part IVb1-IVb6.

I currently rate 121 Cadets.

A completed DA Form 67-10-1A was received with this report and considered in my evaluation and review: ☐ Yes ☐ No *(explain in comments below)*

OUTSTANDING (15%)	EXCELLENT	PROFICIENT	CAPABLE	UNSATISFACTORY
■	☐	☐	☐	☐

Comments:

Outstanding performance by Cadet Tentpeg during this rating period. Cadet Tentpeg ranks in the top 4 of 45 Cadets in his platoon.

USACC FORM 67-10-1, 7 May 2015) *REPLACES ALL PREVIOUS VERSIONS* Page 1 of 2

Figure E-1. Example of Cadet Evaluation Report (page 1 of 2)

NAME: TENTPEG, RANGER T.	SSN (LAST 4) (1234)	PERIOD COVERED: FROM (YYYYMMDD) 20170824	THRU (YYYYMMDD) 20180511

b.1) Character: *(Adherence to Army Values, Empathy, and Warrior Ethos/ Service Ethos and Discipline. Fully supports SHARP, EO, and EEO.)*	Strictly adheres to Army Values and Warrior Ethos. Exercised profound ethical and moral conduct that is above reproach when required to make decisions. These traits are a testament to his true character and self-discipline. Unquestionably one of the best Cadets in the Corps with the unique ability to gain trust and respect of his peers in stressful situations. Extremely calm under pressure. Fully understands and supports SHARP, EO, and EEO laws, regulations, and policies.
b.2) Presence: *(Military and Professional Bearing, Fitness, Confident, Resilient)*	Truly a remarkable Cadet who consistently scores 300 on the APFT, holds his physical fitness as a top priority. This Cadet displayed an amazing ability to remain resilient when it came to managing ROTC activities, university academics and corps activities. In addition, this Cadet displayed exceptional command presence and set the example for peers to try to emulate.
b.3) Intellect: *(Mental Agility, Sound Judgment, Innovation, Interpersonal Tact, Expertise)*	Cadet Tentpeg is a highly capable student and maintains a cumulative GPA of 3.9 in History and Political Science. He has become well versed in the Mandarin Chinese by participating in Study Abroad internships. He routinely displays sound judgment in decision making for both academic and personal life decisions. He exhibited innovation during ranger challenge team.
b.4) Leads: *(Leads Others, Builds Trust, Extends Influence beyond the Chain of Command, Leads by Example, Communicates)*	Cadet Tentpeg leads others by communicating effectively, concisely, and tactfully. He is able to build team cohesion by incorporating trust, honesty, and straightforward guidance throughout the assigned mission situation. He is an adept leader that will only improve with future leader development, experience and maturity.
b.5) Develops: *(Creates a positive command/ workplace environment/Fosters Esprit de Corps, Prepares Self, Develops Others, Stewards the Profession)*	He makes a positive impact on all unit situations and sets high standards for others to emulate. Cadet Tentpeg maintains a positive demeanor and exhibits the best qualities of a leader. He has the uncanny ability to filter out chaotic noise, adapt to each challenge, and focus on the core issue. Cadet Tentpeg
b.6) Achieves: *(Gets Results)*	Extremely adaptable and self-aware; willingly demonstrated ability to identify and improve on weaknesses with minimal guidance. Desires to learn from mistakes and accepts constructive feedback.. Clearly a top-notch Cadet who shows unusually strong time management skills to achieve outstanding results.

PART V - SENIOR RATER

a. POTENTIAL COMPARED WITH CADETS SENIOR RATED IN SAME MILITARY SCIENCE LEVEL	c. I currently senior rate 121 Cadets in this Military Science Level.
☒ TOP 15%	d. COMMENTS ON POTENTIAL: Cadet Tentpeg is in the top 15% of cadets at the Citadel. He exhibits self-control and discipline. A goal oriented mature individual with exceptional communication and leadership skills. He possesses the highest military bearing, exceptional physical fitness ability, and consistently achieves high academic scores. Cadet Tentpeg exhibits the exact qualities desired in our future leaders of the US Army.
☐ MOST QUALIFIED	
☐ HIGHLY QUALIFIED	
☐ QUALIFIED	
☐ NOT QUALIFIED	
b. I rank this cadet 12 of 12	

USACC FORM 67-10-1, 7 May 2015) REPLACES ALL PREVIOUS VERSIONS Page 2 of 2

Figure E-1. Example of Cadet Evaluation Report (page 2 of 2)

APPENDIX F – Administrative Procedures for ROTC Cadet Accessions Management Sheet (AMS)

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

a. The ROTC Accession Management Sheet, ROTC CDT FORM 67-9-1, is an important accession file document. This document is currently under revision and will not be published until July 2018. Detailed preparation information regarding the AMS is listed below. The appearance of the form will change.

b. Cadets and PMS/APMS must sign and date to validate that all information is accurate and submitted in accordance with regulatory guidance. PMS/HRA are to provide the signed AMS to the Cadet/2LT and maintain a paper copy of signed form for future reference following the board process.

c. The AMS is used to provide pertinent Cadet data to all accessions boards. It is located in the Branching Module of CCIMM.

d. The form is printed (hard copy) for use in the Educational Delay board. All other boards will view an electronic version.

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

F-2. Mandatory Accession Documents

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

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

c. Cadet Record Brief.

d. SIFT Test Score Sheet.

e. Approved Class 1A Flight Physical notification from Fort Rucker, AL.

f. ROTC Cadet Accession Management Sheet.

F-3. BOLC-B Assignment Preferences CC FM 218-R

a. The Assignment Preference Sheet (218-R) displays information pertaining to the Cadet/Lieutenants' preferences for initial assignment location, initial active duty dates and consideration for special duty. This form is filled out in the Branching Module of CCIMM. Inaccurate or incomplete information on the 218-R creates a need to publish amendments and disrupts the BOLC-B and summer camp assignment process. Information annotated in this module on the day following the suspense day is what determines availability for assignment.

b. PMS(s)/HRA(s) must ensure a brief explanation is specified in Part II Remarks section if the Cadet has requested an active duty date later than 30 days from their commissioning date. Assignment priority is: Green to Gold Active Duty Obligor, Summer Camp Cadre, and OML ranking based on available seats.

c. Below are the steps required for entering data in CCIMM to update the Assignment Preferences. PMSs/HRAs will update 218-R data in accordance with CCIMM established cut-off date(s) as indicated in Appendix B for December graduates and Spring semester graduates.

d. Select BOLC Assignment Preferences in the Branching Module.

e. Select a Cadet using these steps.

(1) Open the Assignment Preferences section.

(2) Select the assignment preference choices from drop down menu.

(3) Open the Additional Information section.

(4) Update address if necessary.

(5) Update telephone number.

(6) Update enter active duty on/or about dates if necessary.

(7) Select the mode of travel (POV or Commercial Air).

(8) Select DO or DO NOT desire to serve as Cadre at Advanced Camp.

(9) Select DO or DO NOT desire to serve as Cadre at Basic camp.

(10) Select DO or DO NOT request consideration for JOINT DOMICILE. If select, "DO" – enter the information on the military spouse.

(11) Annotate in the Remarks section (i.e., any reason/event such as competing for Fulbright, Marshall, or other Army Scholarship programs, personal wedding, etc.) that would preclude a Cadet from attending BOLC-B at a certain time. Reference paragraph F-3b above, the PMS must ensure the individual officer is specific and includes date(s) of event or reason the officer is unavailable to enter active duty within 30 days of graduation and appointment.

(12) If the school or Cadet is planning to request Gold Bar Recruiter (GBR) duty it must be annotated in the Remarks section. This declaration of intent is in addition to the official request as specified in this circular Appendix M, 10-Gold Bar Recruiter Program. To prevent sending conflicting active duty availability dates, Cadets or school staff should not submit a GBR packet with a beginning date earlier than the date entered in Part II item 2.

("I desire to enter active duty on/or about: 1st X, 2nd X, 3rd X.")

(13) CLICK "Submit" to save the data.

(14) Open the "Reports" section. Select "BOLC Assignment Preferences Sheet (218-R)".

(15) Select "Cadet".

(16 Review for accuracy/print if required/maintain signed copy.

F-4. Nurse Qualifications for BOLC-B Assignment see Appendix K.

Figure-1. Accessions Management Worksheet (Page 1 of 3)

ACCESSIONS MANAGEMENT SHEET (AMS)

Section I: ADMINISTRATIVE DATA

Cadet ID:
SSN (last 4):
Gender:
REDCAT:
Height:
Weight:
Body Fat:
Status:
Status Date:

Cadet Name:
Host School:
Academic School:
FICE:

Graduation Date:
Commissioning Date:
Scholarship Type:
GRFD Control #:
GRFD Type:

Combat Arms Qual:
SIFT Score:
Flight Physical (P/F):
Date:

Section II: ACADEMIC OUTCOMES

Academic Major:

Degree Code:
CIP:

ADM:
Accessions GPA:

ADM OMS:
GPA OMS:

MS III Exam Score:
CLA+ Score:
MAT Score:

MS III Exam OMS:
CLA+ OMS:
MAT OMS:

Command Interest Items:

	Points Earned:	Max Points:	
Elective Writing Courses:		100	Writing OMS:
Publications:			
Elective Speaking Courses:		100	Speaking OMS:
Public Presentations:			
Community & Organizational Awards:		100	Awards OMS:

The AMS is under revision. Final version will not be available until July 2018 in CCIMM. ASD will send notice to Brigades and SROTC Programs when available.

Cadet OERs:

MS III PMS Rating of P
MS III PMS

CST Senior Rater Rating of Potential:

Training & Extracurricular:

Training Completed:

Training Points:

Extracurricular Activities:	# of Years:	Points Earned:	Max Points:
Band Member:			15
Color Guard:			15
Community Service:			15
Debate Team:			15
Drill Team:			15
Elected Official of Organization:			30
Leader/President/Captain:			30
Peer Educator or Tutor:			15
ROTC Recruiter:			15
Ranger Challenge:			15
Resident Advisor:			30
Student Government:			15
USAR/ARNG/SMP:			15
Full-Time Job:			30
Part-Time Job:			15
Extracurricular Points:			285

Total Training & Extracurricular Points:
Max Points: 75

Training & Extracurricular Activities OMS:

ROTC CDT CMD FORM 67-9-1, FEB 15 (REPLACES ALL PREVIOUS VERSIONS) <<< DRAFT >>> Page 1 of 3

Section III: LEADERSHIP OUTCOMES (Continued)

CULP:

	Points Earned:	Max Points:
Strategic Language Major:		45
Non-Strategic Language Major:		30
Strategic Language Courses:		45
Non-Strategic Language Courses:		27
Strategic Language Rosetta Stone:		15
Non-Strategic Language Rosetta Stone:		9
Study Abroad:		30
Totals:		201

CULP OMS:

Section IV: PHYSICAL OUTCOMES

MS III Fall APFT Score:

Fall APFT OMS:

MS III Spring APFT Score:

Spring APFT OMS:

Athletics:

	Points Earned:	Max Points:
Community Athletics:		15
Intramural Team:		15
Varsity Team:		30

ics OMS:

The AMS is under revision. Final version will not be available until July 2018 in CCIMM. ASD will send notice to Brigades and SROTC Programs when available.

Duty Preference:

Education Delay:

Applicant:
Branch:
Degree:
Major:

3rd:
4th:
5th:
6th:

9th:
10th:
11th:
12th:

13th:
14th:
15th:
16th:
17th:

Reserve Component Preference:

Detail Preferences:

Volunteer:

1st:
2nd:
3rd:
4th:

Cadet Comments:

PMS Comments:

Section VI: OUTCOME METRICS SCORE

Section VII: ACCESSIONS VALIDATION

OML/Branching Board Packet Complete:

Board Validation Code:

Record Last Modified By:

Date:

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Figure-1. Accessions Management Worksheet (Page 2 of 3)

Section VIII: TALENT MANAGEMENT

Active Duty Branch Talent Scores:

AD:	AR:	CY:	FI:	MP:	QM:
AG:	AV:	EN:	IN:	MS:	SC:
AN:	CM:	FA:	MI:	OD:	TC:

Talent Priority Scores:

Inspirational Leader:		Introspective:	
Physically Fit:		Innovative:	
Mentally Tough:		Logical / Analytical:	
Detail-Focused:		Cross-Culturally Fluent:	
Process Disciplined:		Problem Solver:	
Project Manager:		Communicator:	
Interdisciplinary:		Tactile / Kinesthetic:	
Multi-Tasker:		Perceptive / Intuitive:	
Prudent Risk Taker:		Spatially Intelligent:	
Interpersonal		Technologically Adept:	

MS III Performance Evaluation Comments (Rater):

MS III Performance Evaluat

The AMS is under revision. Final version will not be available until July 2018 in CCIMM. ASD will send notice to Brigades and SROTC Programs when available.

CST Performance Evaluation Comments (Rater):

CST Performance Evaluation Comments (Senior Rater):

ROTC CDT CMD FORM 67-9-1, FEB 15 (REPLACES ALL PREVIOUS VERSIONS) <<< DRAFT >>> Page 3 of 3

Figure-1. Accessions Management Worksheet (Page 3 of 3)

APPENDIX G – Grade Point Average (GPA) Calculation

G-1. Calculate Cumulative GPAs.

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

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

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

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

G-2. Calculate ROTC GPAs

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

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

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

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

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

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

g. If they come in the program as a graduate student, then **only** their graduate degree grades/GPAs will count

G-3. Factors used to convert hours.

a. This should be rare but may need to be used to incorporate ROTC classes into the GPA when a student is taking ROTC at a partnership program and the host school is on a different hour system. See note in Figure G-1.

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

(a) EXAMPLE: 120 semester hours = 180 quarter hours.
3(120 semester hours)/2 = 180 quarter hours

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

(a) EXAMPLE: 200 quarter hours = 133.33 semester hours
2(200 quarter hours)/3 = 133.33 semester hours

- To convert 3.0 scale to a 4.0 scale. Multiply the GPA on the 3.0 scale by 4/3.

(b) EXAMPLE: 2.5 GPA on a 3.0 scale = 2.5 X (4/3) = 3.33 on a 4.0 scale.

- To convert 5.0 scale to a 4.0 scale. Multiply the GPA on the 5.0 scale by 4/5.

GPA CALCULATION - IMPORTANT NOTES

- Individuals with CGPAs below 2.0 will not be boarded.
- GPAs will not be rounded up or down.
- Cumulative GPAs lower than 2.0 will not be rounded up to 2.0, in order to be eligible.
- GPAs will be brought out to two decimal places and must match the CGPA on the transcript.
- Schools must manually input GPAs for transfer students where the receiving school only allows transferred courses on transcripts. Calculate by using points for letter grades.
- Use GPAs at the end of the MSIII year.

  End of Camp Commissionees cannot count thru Advanced Camp time period. Use GPA at end of Junior year vs Senior year.
- Graduate students/Cadets that receive Pass/Fail grades for graduate studies must provide documented proof from a school official, not ROTC PMS or Cadre. This proof includes but is not limited to official transcripts, a letter from the Dean's or Registrar's office. If proven, Cadets will use the Cum GPA from their Baccalaureate Degree provided it too is on an official transcript.
- For further assistance contact HQ, USACC, Accessions and Standards Division, OML Administrator. Mr. McKinley 502-624-1402

Figure G-1. GPA Calculation Important Notes

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

H-1. Responsibilities

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

b. AR 600-8-104, Army Military Human Resource Records Management, dated 7 April 2014 http://www.apd.army.mil/jw2/xmldemo/r600_8_104/cover.asp is the regulation that prescribes Army policy for the creation, utilization, administration, maintenance, and disposition of the Army Military Human Resource Record (AMHRR), formerly known as the Official Military Personnel File (OMPF). The Commanders of Army commands, Army Service component commands, and the State Adjutants General will monitor and assist in the administration of the AMHRR and its Management Program to ensure compliance with policies and mandated tasks.

c. DA Pam 600-8-104, Army Military Human Resource Records Management, dated 12 February 2015 http://www.apd.army.mil/jw2/xmldemo/p600_8_104/cover.asp outlines the process for commissioning OMPF documents in iPERMS. Refer to Paragraphs 4-1 Methods of Submitting Documents in iPERMS and 4-2 Managing Batches in the iPERMS.

d. iPERMS access may be obtained at https://www.hrc.army.mil/TAGD/iPERMS%20Access (see *"How do I get iPERMS access?")* For iPERMS technical assistance please call 502-608-0217, email usarmy.knox.hrc.mbx.perms-records@mail.mil or visit https://iperms.hrc.army.mil/rms/ In order to obtain iPERMS access, you must submit a completed DD Form 2875 (System Authorization Access) request to your Brigade S1 Master Point of Contact (MPOC) for access to iPERMS. All applicable one time training requirements for Authorized User and Scan Operator must be completed and annotated on the DD Form 2875. The MPOC will then forward request for access to usarmy.knox.hrc.mbx.perms-records@mail.mil.

e. Each USACC Brigade S1 will appoint a primary MPOC (Deputy S1) and alternate MPOC (civilian as opposed to military to ensure continuity). This point of contact information will be provided to usarmy.knox.hrc.mbx.perms-records@mail.mil. HRC Army Soldier Records Branch will provide the MPOC a list of Authorized Users and Scan Operators from ROTC Detachments within their respective brigade.

H-2. Interactive Personnel Electronic Records Management System (IPERMS)

a. The following Army Military Human Resource Record (AMHRR) documents MUST be uploaded for filing in iPERMS within ten working days of contracting in accordance with procedures outlined in DA Pam 600-8-104.

DOCUMENT TYPE	DOCUMENT TITLE
DD Form 93	Record of Emergency Data
SGLV 29-8286	Service Members' Group Life Insurance Election and Certificate
Waivers	Waiver(s) (Age, civil conviction, RE Code, dependency, etc.) (Approval sheet only)
DA Form 597/-1/-2R/-3/-3AR-R/3B	Army Senior Reserve Officers' Training Corps ROTC Student Contracts (as applicable)
DA Form 4824-R or NGB Form 594-1	SMP Contract (DA Form 4824-R/USAR or NGB Form 594-1 as applicable
DODMERB Form 2492 or DD 2807-1	Report of Medical History
DODMERB Form 2351 or DD 2808	Report of Medical Examination
DD Form 4/1 & 4/2	Enlistment Contract (Original if ROTC; copy if executed by USAR or ARNG Unit)
CC Form 202-R/203-R & 204-R	GRFD Contract Endorsement (CC Form 202-R or 203-R) and GRFD revocation form 204-R (if applicable)
SF 86	SF 86 (Request for Security Clearance) if SSBI is pending for MI branch and OD branch if selected for EOD training
DA Form 705	Army Physical Fitness Test
DMS/DMG Certificate	Designation of DMS/DMG (Memo or Certificate, if applicable)
DD 214/DD220	Certificate of Discharge from Active Duty or USAR/ARNG
Birth Certificate/Proof of Citizenship	Birth Certificate or Naturalization Documents/Proof of Citizenship (Personnel Security Requirement)

Figure H-1. IPERMS Pre-Commissioning Documents

b. The following Army Military Human Resource Record (AMHRR) documents MUST be uploaded for filing in iPERMS within five working days of commissioning in accordance with AR 600-8-104.

IPERMS Post-Commissioning Documents

DOCUMENT TYPE	DOCUMENT TITLE
Orders	Active Duty or Reserve Forces Duty Orders
Memorandum	Memorandum of Appointment
DA Form 71	Oath of Office (Uploaded and original provided to the LT to hand-carry to BOLC-B.)
Orders	Discharge orders to accept a commission.
DA Form 591*	Application for Initial (Educational) Delay from Entry on Active Duty and Supplemental Agreement*
DA Form 591e*	ROTC Supplemental Service Agreement (Initial Educational Delay)*
DA Form 591g*	ROTC Supplemental Service Agreement for Special Medical Program Participants*
DA Form 591h*	ROTC Supplemental Service Agreement (Army Chaplaincy)*
DA Form 591 Series*	*Note: All applicable DA 591 (Educational Delay) documents will be uploaded into iPERMS upon approval of DL Board and graduate school NLT 1 July of the COHORT Year Group unless a 6 month extension has been approved by USACC.
CC Form 597 B, G, & P	Active Duty Service Obligation Contract Agreement(s) (Branch, Post, and Graduate School CC Form 597-G, CC Form 597-B, CC Form 597-P)
Transcripts	Transcript with degree conferred (original)
OPAT Scores	Occupational Physical Assessment Test (OPAT) Record Score
DA 591 A-G	Application for Initial (Educational) Delay From Entry On Active Duty And Supplemental Agreement, as applicable
DD Form 2808	Updated Medical Exam from Advanced Camp
DA Form 5261-1 THRU -4	Student Loan Repayment Program Addendum
*DA Form 5315-E	United States Army Advance Educational Financial Assistance Record. *Must be included in Disenrollment packets if applicable.
*DD Form 785	Record of Disenrollment; upload within 5 work days of final action. *Must be included in Disenrollment packets and 4 yr. scholarship awardees if Cadet drops during MSI year.

Figure H-2. IPERMS Post-Commissioning Documents

H-3. iPERMS Validation

a. PMS(s)/HRA(s) are responsible for validating that Cadet's/LT's pre-commissioning and commissioning documents are stored in the Army Military Human Resources Record (AMHRR) Interactive Personnel Electronic Records Management System (IPERMS) in an accurate and timely manner.

b. Pre-commissioning documents must be uploaded within ten days of the event and commissioning documents must be uploaded within five working days of commission. All applicable DA Form 591 (Educational Delay) documents will be uploaded into iPERMS upon approval of DL Board and graduate school NLT 1 June of the COHORT Year Group unless a 6 month extension has been approved by USACC.

c. These DL forms must be emailed to USACC G1, Accessions and Standards Division (ATCC-PAS-A, Attention: Educational Delay Manager). After receipt and verification that the officer's file is complete, USACC G1 Accessions and Standards Division Education Delay manager will issue orders assigning the officer to HRC (AHRC-ORD-A) and ensure transfer to the appropriate representative at Human Resources Command. All lieutenants' documents have the same standard regardless of assigned component. It is important that all information is correct on all ROTC contracts, official military records documents, and commissioning documents.

d. If an erroneous commission is discovered, the PMS must complete procedures in accordance with USACC Regulation 145-9 paragraph 3-8. Once the revocation action is complete the decision memorandum must be iPERMed with the new commission documents if applicable. If the appointment is not repeated the Cadet is disenrolled from the program in accordance with prescribed regulations and procedures.

e. The Human Resources Command iPERMS team is responsible to notify the sender when batch documents are received and when the final processing is completed. Subsequently, the HRA should receive two separate confirmation emails; one when batch documents are received and again when the iPERMS team completes final processing.

f. If receipt confirmation is not received from either of these two actions, the HRA must contact the iPERMS technical support team at: 502-608-0217, email usarmy.knox.hrc.mbx.perms-records@mail.mil or visit https://iperms.hrc.army.mil/rms/ for further assistance.

H-4. Updating Data Related to The Record Brief

All SROTC Programs Cadre and Staff should review AR 600-8-104, Chapter 5 in order to be familiar with the use and importance of certain data in the Record Brief and how to change erroneous data. This is relevant for contracts and commissioning documents. Ensure you advise Cadets/2LTs on the definitions of home of record, name change process, Date of initial entry to military service (DIEMS).

APPENDIX I – DA G1 ROTC Selection and Branching Accessions Guidance

I-1. Component Selection

a. Once all data in CCIMM is validated, the OML Model calculates the Outcome Metrics Scores. The scores are then rank ordered to create the ROTC National Order of Merit List (NOML). Cadets in the Top 20% of the National OML are designated as Distinguished Military Graduates (DMGs).

b. Effective for FY19 Cadets/2LT going through the selection and branching process will have only one opportunity to select their component and branch preferences. Upon making the selections in the CCIMM branching tab, ROTC programs are responsible for locking the "OML Component and Branch Selection Input Complete" box.

c. The Active Duty (AD) allocations are provided by Department of the Army (DA) G1. The ROTC NOML is then used to determine the component each qualified individual will be assigned; Active Duty (AD) or Reserve Forces Duty (RFD).

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

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

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

(3) Full-time students attending the following Senior Military Colleges (SMC) who request Active Duty <u>and</u> are recommended for active duty by their Professor of Military Science (PMS): Norwich University, The Citadel, Virginia Military Institute, University of North Georgia, Virginia Polytechnic Institute, and Texas A&M University.

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

(a) Remaining AN Cadets/LTs will receive Reserve Forces Duty in the AN if there is a requirement within their desired geographical area after graduation. Nursing majors may be branched in other branches based on the location they intend to live and available vacancies. However, priority will be given to those desiring to branch AN.

(b) Cadets/LTs selected for AN, who subsequently fail to qualify as an Army Nurse Corps officer for reasons such as failing to pass the National Council Licensure Examination for Registered Nurses Exam (NCLEX-RN) and changing their academic major to anything other than Nursing, shall be reconsidered by HRC for Active Duty/Reserve Forces Duty selection and branching in accordance with paragraphs 3 through 6 of this enclosure.

(5) Remaining Cadets/LTs will be selected for Active Duty by OML ranking until the AD mission is reached. The number of Cadets/LTs selected for AD will not exceed the established basic branch allocations.

e. The following Cadets/LTs will be selected for Reserve Forces Duty (RFD).

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

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

(3) Military Junior College GRFD scholarships may be recommended for revocation by CG, USACC and routed through TRADOC for submission to the HQDA Director of Military Personnel Management (DMPM). Prior to submission to TRADOC, USACC will get concurrence/non-concurrence from OCAR and NGB through the Assistant Chief of Staff, USAR and Assistant Chief of Staff ARNG. DMPM will staff the requests through the DCS, G1 to the Assistant Secretary of the Army for Manpower and Reserve Affairs (ASA (M&RA)) for final approval. If a Cadet desires Active Duty consideration and is on a GRFD, it must be revoked prior to the established date suspense provided in Appendix B. GRFD revocation must take place prior to receipt of commission at the MJC.

(4) Cadets who are SMP Cadets as of 15 July 2018 and request the component in which they are enlisted as their first choice, shall be granted the reserve component in which they were enlisted.

(5) Cadets who are SMP Cadets as of 16 July 2018 and who request but are not selected for AD (in accordance with paragraphs 4 and 5), shall be selected for the reserve component in which they are enlisted if they requested that component as their second choice.

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

(7) In the event a Cadet/LT identified for ARNG appointment IAW the Accessions Guidance is not appointed in the National Guard of a State or Territory within 120 days of graduation, the Cadet/LT will be appointed in the Reserve of the Army with

assignment to the USAR. All RFD Cadets/LTs should have a VHR or LOA no later than 14 December 2018.

f. Once DA G1, Director of Military Personnel Management (DMPM) validates the AD and reserve allocations, the OML results are sent to the field for announcement. Following the release, Cadets/2LTs selected for AD records with branch preferences and AD Service Duty Obligation (ADSO) contracts in CCIMM are prepared for the branching board.

I-2. Active Duty Branching Process

a. Branching will take place in three sequential phases: 1) USACC Branching, 2) Department of the Army Branching Model (DABM), and 3) DA/ROTC RA Branching Board. The following applies to all phases:

(1) USACC Branching, formerly known as pre-branching.

(a) Branch Cadet/LTs by Order of Merit List (OML) rank. Cadet/LTs will submit their branch preferences for branch consideration of their top three Branch choices. If their top three Branch choices are no longer available with or without Branch for Active Duty Service Obligation (BrADSO), they will be branched by the DABM.

(b) Select Cadets/LTs ranking in the Top 10% of the AD OML for their Branch of choice, if qualified and an allocation exists, up to 100% of branch allocation.

(c) Select Cadets/LTs for Branch choices, by OML rank, filling up to 40% of Branch allocations and up to 55% of Branch allocations (for first and second choices only) when the Cadet/LT has submitted a BrADSO.

(d) Consider females for branching into AR/IN upon their request only. HQDA considers AR/IN branches as "opt-in" at this time. If a female Cadet does not want to be considered for AR/IN do not list them as a preference.

(2) Department of the Army Branching Model (DABM)

(a) The DABM will consider all Branches the Cadet/LT is medically qualified, up to 16 Branches for males and 15 Branches for females (excluding Armor and Infantry unless specifically requested).

(b) A minimum of 45% of each Branch's allocations will be distributed by the DABM. The DABM will consider all Branches the Cadet/LT is medically qualified for.

(c) Females will not be considered for Armor and/or Infantry unless listed as options. Females that do not wish to be considered for Armor and/or Infantry as a Basic Branch should not list Armor and/or Infantry. Female Cadets may opt into Armor and/or Infantry as both Basic and Control Branch, or individually as a Basic Branch or Control

Branch. (Example 1: A female Cadet desires to be considered for Armor as a Basic Branch and not Branch Detail, they simply select Armor as their Basic Branch and do not list Armor as a Branch Detail preference. Example 2: A female Cadet does not desire Armor as their Basic Branch but would like to be considered for Armor as a Detail Branch, they do not list Armor as a Basic Branch but do select Armor as a Detail Branch preference.)

(3) DA/ROTC RA Branching Board

(a) Once USACC Branching and DABM Branching are complete, the Board will convene to assess the results and determine whether they meet the needs of the Army.

(b) The Board will incorporate the Talent Management data collected by the United States Military Academy's Office of Economic and Manpower Analysis (OEMA) when it votes on a Cadet's file. This data presents a numerical representation of how well each Cadet/LT matches with each of the Army's 17 Branches.

(c) The Board is authorized to deviate from the USACC Branching and DABM Branching results if the deviation(s) better meets the needs of the Army, or if a cadet is deemed unsuitable for their assigned branch.

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

a. Once Branch selections are complete, select Cadets/LTs for Branch detailing based on the requirements provided by DAPE-MP. Donor Branches are Adjutant General, Finance, Military Intelligence, *Ordnance, Signal Corps, *Quartermaster and *Transportation. Recipient Branches are Infantry, Armor, Field Artillery, and Chemical. *Ordnance, Quartermaster and Transportation will only be offered Armor and/or Infantry as Branch Detail options in minimal numbers.

b. All AD Cadets/LT selectees will be considered for Branch detail. Selections will be made from volunteers first. When Branch detailing requirements cannot be met with volunteers, the requirement will be meet with non-volunteers. Cadet/LT talents, skills, and Branch preferences into consideration.

c. Non-volunteers will be selected from across the distribution of OML ranks if required. Cadets/LTs with a BrADSO will not be Branch detailed if requirements can otherwise be met. If a Cadet is a volunteer branch detail with a BrADSO and they receive a branch detail, their BrADSO remains in force. If a Cadet is branch detailed as a non-volunteer and had a BrADSO for their basic branch, the BrADSO will be removed.

d. Females will not be considered for Armor and/or Infantry unless listed as options. Female Cadets should not list Armor and/or Infantry as a Control (Detail) Branch unless they want to be considered for selection into one of these. Female Cadets may opt-into Armor and/or Infantry as both Basic and Control Branch, or individually as a Basic Branch or Control Branch. (Example 1: A female Cadet desires to be considered for

Armor as a Basic Branch and not Branch Detail, they simply select Armor as their Basic Branch and do not list Armor as a Branch Detail preference. Example 2: A female Cadet does not desire Armor as their Basic Branch but would like to be considered for Armor as a Detail Branch, they do not list Armor as a Basic Branch but do select Armor as a Detail Branch preference.)

APPENDIX J – Education Delay

J-1. General Information

a. The Education Delay (DL) selection board will take place after Active Duty/Reserve Forces Duty selection is complete and prior to Active Duty Branching.

b. Cadets/LTs not selected for DL will retain their Active Duty/Reserve Forces Duty selection.

c. Cadet/LTs selected for DL will be identified as Active Duty-Ed Delay Pending, ARNG-Ed Delay Pending, or USAR-Ed Delay Pending on the component results release to the field. Ed Delay Cadet/LTs selectee will have their Active Duty allocation offered to the next highest ranking Cadet on the OML who requested Active Duty but was previously selected for Reserve Forces Duty.

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

e. Applicants may only apply for three types of Educational Delay (DL) opportunities in the HQDA/ROTC Education Delay Board process.

(1) Judge Advocate General Corps.

(2) Chaplain Corps – Candidates must also apply for the Army Chaplain Candidate Program through the Chaplain Recruiting Team.

(3) Army Medical Department (AMEDD) is comprised of six separate branches with career opportunities specified in Department of the Army Pamphlet 600-4, Army Medical Department Officer Development and Career Management.

(a) Army Nurse Corps – not accepting Education Delay applications
(b) Army Dental Corps
(c) Army Medical Corps
(d) Army Medical Specialist Corps
(e) Army Medical Service Corps
(f) Army Veterinary Corps

f. In accordance with AR 601-25 Education Delay newly commissioned officers must be enrolled in the post graduate program by the first semester or quarter following appointment.

g. The officer may request a termination of delay status if not selected for the special post graduate school.

h. Once an Educational Delay officer is enrolled and participating in an approved graduate program, Army Human Resources Command, Officer Personnel and Management Directorate, Ed Delay Program Manager (AHRC-OPD) will have administrative control of the officer's status.

i. Each PMS must counsel Cadets interested in DL to ensure they understand the process and requirements (e.g., highly competitive choices, limited). Cadets /LTs must gain acceptance to professional studies no later than the established cut-off date as indicated in Appendix B.

j. Appointment memorandums must list "Branch Unassigned". See USACC Regulation 145-9.

k. Judge Advocate General's Corps (JAG) information is provided at http://www.goarmy.com/jag.html.

l. Chaplain information is provided at http://www.goarmy.com/chaplain/candidate-program.html.

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

n. Packets are due to ATCC-PAS-A not later than the established suspense date given in Appendix B.

J-2. Eligibility for Education Delay Consideration

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

b. Early Commissioning Program (ECP) may apply if not GRFD.

c. Green to Gold Active Duty Obligor cannot apply for DL.

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

e. End of Cadet Summer Training (CST) commissionees may request to be considered for Educational Delay. End of CST commissionees' files will be considered with all other Cadets' files at the next scheduled DL board following commissioning.

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

g. Chaplain Candidates must apply for the Army Chaplain Candidate Program through a Chaplain Recruiting Team.

J-3. Branches Considered for Educational Delay

a. Dental Corps (DC) – open.

b. Chaplain Corps (CH) – open.

c. Medical Corps (MC) – open.

d. Medical Service Corps (MS) – MS is currently open to limited specialties.

(1) Audiology (AuD in Audiology).

(2) Biochemistry (PhD in Biochemistry Toxicology, Physiology, or Chemistry).

(3) Clinical Psychology (Doctoral in Clinical or Counseling Psychology).

(4) Entomology (MS/PhD in Entomology or Biological Sciences with a concentration in Entomology).

(5) Healthcare Administration (MS in Healthcare Administration from a program approved by the Commission on Accreditation of Healthcare Management Education (CAHME)).

(6) Microbiologist (MS/PhD in Microbiology, Immunology, Parasitology, or Biology).

(7) Nuclear Medical Science Officer (MS/PhD in Health, Medical, Nuclear or Applied Physics, or Nuclear Engineering).

(8) Optometry (Doctorate of Optometry).

(9) Podiatry (Doctorate of Podiatric Medicine).

(10) Research Psychology (Doctorate Degree in Research, Behavioral or Experimental Psychology).

e. Medical Specialist Corps (SP) – Medical Specialist Corps (SP) – Cadets interested in any of the SP specialties must plan to attend an accredited school in the United States or District of Columbia. Cadets selected for Educational Delay will not be accepted into the SP Corps prior to passing the appropriate national licensure or board certification exam. SP is currently limited to:

(1) Registered Dietitian: must apply for a program offering an entry level Masters Coordinated Program (includes the dietetic internship) or a Didactic Program in Dietetics plus a post-bachelors dietetic internship. Individuals are encouraged to apply to the Military-Baylor Graduate Program in Nutrition that incorporates the dietetic internship and results in a Masters of Nutrition.

(2) Occupational Therapy: must attend an entry level Masters or Doctorate program in Occupational Therapy.

(3) Physical Therapy: must attend an entry level Doctor of Physical Therapy program. Cadets are encouraged to apply to the Army Baylor Doctoral Program of Physical Therapy.

(4) Physician Assistant: must apply for an entry level Masters in Physician Assistant studies. Cadets are not currently accepted into the Inter-service Physician Assistant Program.

(5) Veterinary Corps (VC) – open.

J-4. Educational Delay Request/Application Packet Requirements

a. Hard copy documents (one original, one copy file) are to be submitted through Brigade to USACC HQs G1, Accessions and Standards Division, (ATCC-PAS-A). See Appendix B for suspense to USACC HQs.

b. Original packet plus copy should be in a manila folder and labeled with Name, Last four of social security number (SSN), and school name.

c. Packets must include the following or applications will not be processed for submission to Ed Delay Board for consideration.

(1) CCIMM Accessions Management Sheet (AMS).

(2) Official Transcripts with school registrar's seal. (No Exceptions).

(3) Graduate study admissions test results. Test score results are mandatory for DL consideration except for individuals applying for the Chaplain Candidate Program. Official, printed test score with name, SSN, from the testing entity is required. All AMEDD Programs require Graduate School Test (DAT, GRE, VCAT, OAT, PCAT, or MCAT) as appropriate for desired field of study. The Judge Advocate General's Corps program requires the Law School Admission Test (LSAT). To determine the test requirements, dates and times, consult the following web sites:

(a) Dental School Admission Test (DAT), http://www.ada.org/dat.aspx.
(b) Graduate Record Exam (GRE), http://www.ets.org/gre.
(c) Law School Admission Test (LSAT), http://www.lsac.org/jd.

(d) Medical College Admission Test (MCAT), https://www.aamc.org/
(e) Optometry School Admission Test (OAT), https://www.ada.org/oat/
(f) Pharmacy College Admission Test (PCAT), http://pcatweb.info/

(4) Chaplain applicants must submit a one page paper, "Why I want to be an Army Chaplain." This essay should focus on how the individual's spiritual journey led them to a calling to service in the Chaplain Corps. Additionally, letters of recommendation from clergy (Pastors, Bishops, Parrish Priests, etc.) Chaplain Applicants who are accepted for Ed Delay (Chaplain Option) must apply for the Chaplain Candidate Program through a Chaplain Recruiting Team (CRT) within 10 days of release of the FY19 Selection and Branching Board. Applicants must be considered by the next available Chaplain Candidate Board for acceptance into the program. Cadets can contact a chaplain recruiter at http://www.goarmy.com.

(5) Applicants for Judge Advocate General Corps must write a one page, 'Why I want to be an Army Judge Advocate" and include at least one detailed recommendation letter from a Professor/Instructor or another JA Officer already serving, that knows the applicant well and can write on their demonstrated intellectual ability, commitment to military service, and leadership skills. Letters of Recommendation (mandatory for JAG Corps).

(6) All Ed Delay applicants will include a one page essay on their intent as it pertains to each specific type of Ed Delay being requested (paint a picture explaining why you should be considered and approved for the delay).

J-5. Administrative Procedures for Ed Delay Selectees (only)

a. Officers who enter DL status are transferred to the jurisdiction of Human Resources Command (HRC) upon commissioning and submitting all appropriate graduate school acceptance papers to USACC G1, Accessions Division, (ATCC-PAS-A). Commissioning documents must be forwarded to USACC, G1 Accessions and Standards Division within 10 days commissioning for LTs selected for Ed Delay status (DL). This action is in addition to uploading commissioning documents to iPERMS within five days of commissioning.

b. Cadet Command will not publish Ed Delay orders or transfer control of any DL Officer to Human Resources Command (Officer Accessions) prior to receiving the below documents:

(1) DA Form 71 (Oath of Office)
(2) Appointment Memo with "Branch Unassigned"
(3) Chaplain Candidate Program Memo (If Applicable) or selection announcement
(4) DA Form 591 and one of the following supplemental forms:
(5) DA Form 591E (JA)
(6) DA Form 591G (MC, DC, VC, MS, SP)

(7) DA Form 591H (CH)
(8) DA Form 597 (ROTC Non-Scholarship Contract)
(9) DA Form 597-3 (ROTC Scholarship Contract)
(10) DD Form 4/1-4/3
(11) DD Form 2807-1 (Report of Medical History)
(12) DD Form 2808 (Report of Medical Exam)

**Documents Scanned and Archived

Mail to: Department of the Army, U.S. Army Cadet Command,1st Cavalry Regiment Road, Building 1002, Rm 150 ATTN: ATCC-PAS (Mr. James Tilburg), Fort Knox, KY 40121

J-6. Additional Information

a. Educational Delay applicants in the medical field should be aware of the Health Profession Scholarship Program (HPSP), the Army Dietetic Internship/Graduate Program in Nutrition, Army-Baylor University Doctoral Program in Physical Therapy and the Interagency Physician Assistant Program (IPAP). Visit the Medical Specialist Web site http://www.goarmy.com/amedd.html for more information. Cadets are reminded that many medical occupations require state licensure and certifications to serve in those healthcare specialties. Note: The Army Surgeon General requires all medical professionals graduate from accredited schools located in the United States and District of Columbia. Participation in educational delay does not guarantee that the student will be selected AD.

b. Participation in educational delay to attend law school does not guarantee that the student will be selected for the JAG Corps or for AD. Educational Delay officers in the first semester of their third year of law school (3L) must apply to the JAG Corps by the 1 November deadline. As part of the application, DL officer applicants must interview with an active duty Judge Advocate Field Screening Officer who submits a report to the board upon completion of the interview. Educational Delay officers may arrange for the interview through their law school's Career Service Director or by contacting the Field Screening Officer directly. For information about the JAG Corps, students should contact 1-888-550-2769 or refer to http://www.goarmy.com/jag.html

c. Chaplain Corps candidates must be accepted into the Chaplain Candidate program.

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

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

(3) Six months prior to their graduation, Chaplain Applicant must submit their application to be accessioned as a Chaplain Candidate.

(4) Once accessioned into the Chaplain Candidate Program, Ed Delay LTs will have six (6) years to complete all requirements for becoming fully qualified to serve as a chaplain and complete a single qualifying religious or theological graduate degree program of no less than 72 semester hours.

(5) Candidates must receive an ecclesiastical endorsement (DD Form 2088) from an endorsing agent registered with the AFCB. They must complete no less than two (2) years of professional, full-time civilian ministry experience (this can be completed during or after their graduate theological studies).

J-7. Extension for Professional Studies Admittance

a. An extension of admittance time to professional studies must be submitted if acceptance to professional studies is not gained by established cut-off date as indicated in Table 1-1.

b. Requests for extension to gain acceptance to professional studies must be submitted on a DA Form 4187 thru the PMS to their Brigade and forwarded to USACC G1, ACCESSIONS AND STANDARDS DIVISION for action.

c. Requests must indicate Request Extension of Education Delay and a specific date the individual anticipates notification of acceptance to the professional studies school in the remarks block of the DA From 4187.

J-8. Termination of DL

a. Requests for termination of DL must be submitted if acceptance to professional studies is not gained by established cut-off date as indicated in Table 1-1.

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

c. Requests must indicate Educational Delay Termination (DL Status to AD) in the remarks block of the DA From 4187. Chapter 11-2 provides the administrative procedures on how to submit a termination of DL.

d. Upon termination of the DL the LT will receive active duty or Reserve Forces Duty depending upon the needs of the Army at the time the delay is completed. USACC G1, Accessions and Standards Division will conduct a stand-by board based on information provided in the Branching Module and Accessions Management Sheet at the time of the Selection and Branching Board for their cohort.

e. Lieutenants completing DL must be accepted by the desired corps or be considered for a stand-by board. Final branch assignment, for terminations or completions, is determined by Human Resources Command, Officer Personnel Management Directorate, Accessions and Standards Division.

APPENDIX K – Army Nurse Corps

K-1. General Information

a. Nurse Candidates are not guaranteed Active Duty. Therefore, all Nurse Candidate Cadets must provide branch preferences for active duty and reserve forces duty prior to the DA/ROTC Selection and Branching Board.

b. Nurse Candidates must list AN as their first branch preference and ensure the academic major code is JXX in CCIMM.

c. Nurses are not eligible to participate in the Officer Incentives Programs (Branch, Graduate (DA suspended at this time), and Post Active Duty Service Obligation [ADSO]), also known as Career Satisfaction Program (CSP).

K-2. Army Nurse Selection

a. The selection sequence begins with component assignments. Public law and contractual obligations take precedence.

b. Nurse Candidates with an active (GRFD) contract will be selected for RD. If the GRFD is dedicated the Cadet/LT will be placed in the dedicated component.

c. Nurse Candidates without a Guaranteed Reserve Forces Duty (GRFD) contract requesting RD will be selected for RD in the preferred component, based upon OML and needs of the Army.

d. Senior Military College Nurse Candidates desiring active duty and recommended for active duty by the PMS will be selected for active duty IAW (Title 10 USC) upon passing the NCLEX.

e. Nurse Candidates will be selected by OML sequence for active duty until the available active duty allocations are exhausted.

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

K-3. DA/ROTC Regular Army Branching Board

a. Nurse Candidates will receive a National Order of Merit List number based on their Order of Merit Score (OMS) at the time of Component Selection.

b. Nurse Candidates will be placed on an Army Nurse Order of Merit List (ANOML) by Order of Merit Score. Nurses will be selected for active duty, with concurrence of USACC Chief Nurse, by OML until active duty allocations are exhausted.

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

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

b. PMS(s), Cadets and HRA(s) must sign and date to validate that all information is accurate and submitted in accordance with regulatory guidance.

c. The AMS is used to provide pertinent Cadet data to all accessions boards. It is located in the Branching Module of CCIMM.

d. The form is printed (hard copy) for the Educational Delay board. All other boards will view an electronic version.

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

K-5. Mandatory Accession Documents

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

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

c. Cadet Record Brief.

d. ROTC Cadet Accession Management Sheet.

K-6. BOLC-B Assignment Preference CC FM 218-R

a. The Assignment Preference Sheet (218-R) displays information pertaining to the Cadet/Lieutenants' preferences for initial assignment location, initial active duty dates and consideration for special duty. This form is filled out in the Branching Module of CCIMM. Inaccurate or incomplete information on the 218-R creates a need to publish amendments and disrupts the BOLC-B and summer camp assignment process. Information annotated in this module on the day following the suspense day is what determines availability for assignment.

b. PMS(s)/HRA(s) must ensure a brief explanation is specified in Part II Remarks section if the Cadet has requested an active duty date later than 30 days from their commissioning date. Assignment priority is: Green to Gold, Summer Camp Cadre, and OML ranking based on available seats.

c. Below are the steps required for entering data in CCIMM to update the Assignment Preferences. PMSs/HRAs will update 218-R data in CCIMM established cut-off date as indicated in Appendix B for December graduates and established cut-off date as indicated in Appendix B for Spring semester graduates.

d. Select BOLC Assignment Preferences in the Branching Module.

e. Select a Cadet using these steps.

(1) Open the Assignment Preferences section.

(2) Select the assignment preference choices from drop down menu.

(3) Open the Additional Information section.

(4) Update address if necessary.

(5) Update telephone number.

(6) Update enter active duty on/or about dates if necessary.

(7) Select the mode of travel (POV or Commercial Air).

(8) Select DO or DO NOT desire to serve as Cadre at Advanced Camp.

(9) Select DO or DO NOT desire to serve as Cadre at Basic camp.

(10) Select DO or DO NOT request consideration for JOINT DOMICILE. If select, "DO" – enter the information on the military spouse.

(11) Add any remarks in the Remarks section (i.e., any reason/event (wedding, vacation, etc.) that would preclude a Cadet from attending BOLC-B at a certain time. Include date(s) of event. If the school or Cadet is planning to request Gold Bar Recruiter (GBR) duty it must be annotated in the Remarks section. This declaration of intent is in addition to the official request as specified in this circular Chapter 10-Gold Bar Recruiter Program.

(12) CLICK "Submit" to save the data.

(13) Open the "Reports" section. Select "BOLC Assignment Preferences Sheet (218-R)".

(14) Select "Cadet".

(15) Review for accuracy/print if required/maintain signed copy.

K-7. Nurse Qualifications

a. Nurse Candidates will not be placed on Active Duty (AD) prior to passing of the National Council Licensure Examination (NCLEX). NCLEX test dates must be placed in CCIMM.

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

c. Nurse Candidates that fail the NCLEX or change their academic discipline selected for active duty will receive their branch, other than Army Nurse, through the normal branching process.

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

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

f. Nurse Candidates that wish to participate in the Gold Bar Recruiter Program (GBRP) must receive AD and pass the NCLEX. See paragraph Appendix M.

K-8. Administrative Procedures After National Council Licensure Examination

a. Once the NCLEX is passed the Brigade Nurse will verify the license and ensure CCIMM is updated to reflect the NCLEX pass date. After verification, the USACC Chief Nurse will request orders by email through Human Resource Command, Army Nurse Corps (AN) Branch. A copy of the email will be sent to USACC, Deputy Chief of Staff G1, ATCC-PAS. Once Human Resources Command publishes the request for orders (RFO), Accessions and Standards Division will publish and distribute the orders through CCIMM. The USACC Chief Nurse will be informed after the orders have been distributed.

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

c. Nurse candidates must sit for the NCLEX within 60 days of graduation and provide their NCLEX test date to assigned Brigade Nurse Counselor (BNC).

d. Once the NCLEX is passed and proof of active nursing license is confirmed; BNC's enter pass date in CCIMM and in coordination with the nurse candidate, will complete a list of desired first duty locations with the Clinical Nurse Transition Program (CNTP) and BOLC availability date they will attend.

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

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

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

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

(1) Name and last 4

(2) RN license number and state issued

(3) BOLC class attending

(4) Desired mode of transportation

(5) Contact information (to include email, phone and address)

(6) Assignment preferences in order of preference

(7) Any other important information (MACP, Dependents, etc.)

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

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

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

a. The Deputy Chief Nurse reviews all commission packets for accurate appointment documents and VHRs, requests all USAR orders, provides orders to the 2LT and reports NCLEX results to Human Resources Command (HRC). HRC will follow up with USAR unit to confirm licensure and second oath, changing status to "fully qualified" AN, and if appropriate revoking orders and acquiring a new VHR for any nurses who fail the NCLEX twice.

b. Nurses are no longer required to pass the NCLEX prior to receiving orders in the USAR. However, until NCLEX is passed, the nurse is not considered "fully qualified" and cannot attend BOLC.

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

(2) BNCs continue to track NCLEX results for USAR nurses after they begin drilling with the unit until successful completion of NCLEX or report of second NCLEX failure. BNCs will report 2X failure to Human Resources Command thru the Deputy Chief Nurse and Accessions and Standards Division.

(3) Nurses will always have VHRs indicating they are "branch unassigned" regardless of NCLEX status until they report to the USAR unit, license is verified by the unit, and a second oath is administered indicating branch assignment as Army Nurse Corps. BNCs will report 2X failure to Human Resources Command thru the Deputy Chief Nurse and Accessions and Standards Division.

(4) The USAR unit must withdraw the VHR/AN position and reassign a position and branch upon notification of 2X NCLEX failure. Coordinate with HRC (USARMY.KNOX.HRC.MBX.OPMD-OPD-RAA@MAIL/MIL) for action.

c. Once NCLEX is passed and proof of active nursing license is confirmed, BNC's notify Deputy Chief Nurse. School HRA's will forward a packet via email with the following documents to HRC (USARMY.KNOX.HRC.MBX.OPMD-OPD-RAA@MAIL/MIL) for RFO.

(1) Proof of NCLEX pass

(2) DA Form 71 annotating "Reserve Commission Officer"

(3) Appointment Memo annotating "Reserve Branch Unassigned"

(4) Discharge Order (reference USACC Regulation 145-9, 8 June 2016)

(5) DA 597 (cadet contract), 597-1 or 597-3 (if applicable)

(6) DD 4, DD 4/1, and 4/2 (if applicable)

(7) DD 2807 and 2808 (all three pages of both forms)

(8) HT/WT statement (if physical does not have HT/WT filled)

(9) Copy of USAR VHR

(10) Annotate "USAR Accessions (2LT last name)"

APPENDIX L – Reserve Forces Duty (Includes USAR and ARNG)

L-1. Reserve Selection and Changes.

a. The results of the current Fiscal Year (FY) Department of the Army/Reserve Officers' Training Corps (DA/ROTC) Selection and Branching Board Results is a by-name selection identifying the RD components Cadets have received and are final and binding upon approval by DA G1 DMPM (DAPE-MPO-AP).

b. The Department of the Army (DA) G1 records the distribution of RD Cadets based initially on the U.S. Army Reserve (USAR) G1 Unit Vacancy Hold Reports (VHR) and the Army National Guard of the United States (ARNGUS) Letters of Acceptance (LOA) reported by the National Guard Bureau on behalf of the State G1 Officer Strength Managers.

c. Cadets who do not submit a Unit VHR or LOA are provided a branch by the USAR/ARNG based upon the needs of the Component. All PMS(s) must counsel ARNG/USAR selected Cadets using the DA Form 4856 reflected in Figure L-2.

d. All requests for a RFD component change must be requested by the date reflected in Appendix B. Approval authority is DA G1 DMPM (DAPE-MPO-AP). Requests for RFD component change will only be considered if an exceptional circumstance exists as determined by the CG, USACC. CG, USACC may disapprove change requests between ARNG and USAR. USACC Brigade Commanders will forward change requests recommended for approval through CG, USACC to the DMPM (DAPE-MPO-AP). CG, USACC has delegated "disapproval authority" for duty status change requests to the Brigade Commanders and it **may not** be further delegated. USACC G1 ASD POC will coordinate any actions recommended for approval with the respective USACC, Assistant Chief of Staff for USAR or USACC Assistant Chief of Staff for the Army National Guard.

L-2. United States Army Reserve (USAR) Assignments.

a. Unit Assignment. Unit assignments will be based on a validated Unit Vacancy Hold Report. Cadets should work with their HRA(s) to review current USAR vacancies and contact the US Army Reserve G1 Initial Military Training (IMT) team at: usarmy.knox.hrc.mbx.opmd-ord-raa@mail.mil once a Cadet has selected up to three vacant positions. In the email provide the following: the vacancy number, the unit information, the branch, the position paragraph and line number and city/state. When this data is provided, it can take up to 14 days to receive notification that the vacancy has been held for the Cadet.

b. Branch Assignment. Cadets receive their branch assignment based on the paragraph and line number in the VHR. Cadets will contact the USAR G1 IMT for their BOLC date after they receive their VHR assignment. USACC does not make USAR branch assignments. Cadets should ensure branch choices in CCIMM does not include

AD, AR or FA branches if they desire to serve in the USAR. USAR Cadets should be informed that IN branch is only available in Guam, Hawaii or American Samoa. Contact Email: usarmy.knox.hrc.mbx.opmd-ord-raa@mail.mil

c. Unit Vacancy List must be used to identify all available USAR positions. Positions identified for fill will be placed on hold by the USAR G1 IMT Branch through e-mail at: usarmy.usarc.usarc-hq.mbx.accessionsdiv@mail.mil.

d. Vacancy control number will be issued guaranteeing an assignment to a specific position. This control number must be documented on all USAR Unit Vacancy Holds.

L-3. United States Army Reserve (USAR) Accession Packets

a. Accession packets for USAR selected officers are extremely important and must be managed with urgency following commissioning. USAR accession orders will not be back dated to accommodate delayed processing of commissioning documents.

b. HRA(s) must send the following documents to Human Resources Command (AHRC-OPD) no later than five working days from commissioning. Ensure you have verified the accuracy of all information on these documents to include social security numbers. When scanning, use the "smallest file size" option on the scanner and only send all documents listed below with your submission.

DOCUMENTS	REMARKS
DA Form 71 (Oath of Office)	USAR Commissioned Officers ONLY
Memorandum of Appointment	See USACC Reg. 145-9 Figure 3-2 for new Memorandum. Do not insert branch assigned.
Discharge Order to accept Appointment/Commission	Must be dated the day before appointment/commissioning.
Cadet Contract DA Form 597	DA Form 597-1 (non-scholarship 2 year) or 597-3 (scholarship) if applicable
Enlistment Contract DD Form 4 Series (DD 4/1 and 4/2)	Enlistment/Reenlistment Document Armed Forces of the United States
DD Form 2808 (Report of Medical Examination)	Physical exam must include height and weight. All 3 pages of DD2807. If ht/wt not completed supporting documentation required.
Vacancy Hold Report	Copy of UIC, paragraph, and line number unit confirmation generated thru Unit Vacancy Reporting System.

Figure L-1. USAR Accession Packet Contents

(1) Preferred Method Packet Delivery: Using Enterprise Email account, HRA must send packets to: HRC USAR Accessions team box email address and send emails encrypted. USARMY.KNOX.HRC.MBX.OPMD-OPD-RAA@MAIL.MIL

(2) In the subject line of your emails put **"USAR Accessions 2LT Last Name of Officer."** Please use a separate e-mail for each officer. Do not send same packet to multiple email accounts. If you have problems with USAR packets email Mr. George Bryson for assistance George.m.bryson.civ@mail.mil.

L-4. Army National Guard of the United States Assignments.

a. ARNG Cadets and ECP Lieutenants, who are accepted for ARNG service, are assigned to a branch by the State-JFHQ. USACC does not make ARNG branch assignments. The decision authority for ARNG branch assignments and changes is the State Adjutant General. Cadets who desire ARNG service must coordinate unit and branch availability with the appropriate State Officer Strength Manager (OSM).

b. If accepted for National Guard membership, PMS must assist the Cadet in obtaining a LOA from the State G1 Officer Strength Manager.

c. If the LOA is not submitted within 90 days of the release of the branching results, a branch will be provided by the state Officer Strength Manager.

d. The ARNG LOA is the source document which informs the Department of the Army that a Cadet will be accessed into the ARNG upon commissioning. Timely submission of an LOA mitigates the risk that a Cadet will be accessed in error by another component of the Army, which requires significant State OSM and NGB staff effort, time, and resources to correct each individual case. The ARNG LOA is the source document used by the NGB-HRR-O and State G1, OSM for projecting BOLC-B seats for LTs and scheduling available seats.

e. Dedicated ARNG GRFD Scholarship recipients are required to fulfill their military service obligation in the ARNG. They must obtain an LOA from an ARNG State OSM.

L-5. VHR/LOA Additional Requirements.

a. Aviation: The Unit Vacancy Hold Report/LOA must be accompanied by a Selection Instrument for Flight Training (SIFT) and Fort Rucker stamped physical. The Unit Vacancy Hold Report/LOA memorandum must reflect a flight status position.

b. Military Intelligence: Vacancy must clearly state MI AOC, 35 series.

c. Medical Service: Vacancy must be for 70B AOC only.

d. USAR Army Nurse: Must already have a BSN degree and a nursing license with the Unit Vacancy Hold Report. USAR Nurse Cadets will be designated as branch unassigned. The USAR and unit reserve the authority to verify license and complete second oath of office upon confirmation of all Army Nurse Appointment criteria.

e. USAR Unit Vacancy Hold Reports or ARNG LOAs are required for all Cadets (GRFD, those who request RD, and those who are not selected for AD and are either accepted by the ARNG or the USAR).

f. Letters of Acceptance (LOA) for the Army National Guard are now being populated through a secure LOA portal. The portal has limited access and only State OSMs have the ability to create LOAs. There is no requirement to forward or e-mail the LOA to the National Guard Bureau.

DEVELOPMENTAL COUNSELING FORM

For use of this form, see ATP 6-22.1; the proponent agency is TRADOC.

DATA REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY:	5 USC 301, Departmental Regulations; 10 USC 3013, Secretary of the Army
PRINCIPAL PURPOSE:	To assist leaders in conducting and recording counseling data pertaining to subordinates.
ROUTINE USES:	The DoD Blanket Routine Uses set forth at the beginning of the Army's compilation of systems or records notices also apply to this system.
DISCLOSURE:	Disclosure is voluntary.

PART I - ADMINISTRATIVE DATA

Name *(Last, First, MI)*	Rank/Grade	Date of Counseling
	Cadet	

Organization	Name and Title of Counselor
self explanatory	LTC Joe Ranger, PMS, University of XXXXXXXXX

PART II - BACKGROUND INFORMATION

Purpose of Counseling: *(Leader states the reason for the counseling, e.g. Performance/Professional or Event-Oriented counseling, and includes the leader's facts and observations prior to the counseling.)*

This is an event oriented counseling. You have either:
1) requested to enter the US Army Reserve (USAR) upon commissioning or
2) the DA/ROTC Component Selection process selected you to serve in the US Army Reserve (USAR).

Either way, you need to complete a Vacancy Hold Request (VHR) to secure a position in the unit you want (which will subsequently award you a Branch of your choice (if you meet qualifications) or US Army Reserve G1 IMT will assign you a branch based upon USAR Units within a geographic region where you state you will reside following graduation and commission. You must work to secure a BOLC-B course date and completion training within specific time requirements to become branch qualified.

PART III - SUMMARY OF COUNSELING

Complete this section during or immediately subsequent to counseling.

Key Points of Discussion:

o Your portion of the VHR process is simple. It should motivate you as it allows you to chose your branch (if a position is available and you qualify for the branch).
o The VHR is critical to you getting a branch you desire and obtaining a BOLC-B course date.
o Without this document the US Army Reserve (USAR) G1, Initial Military Training team will assign you a position in a branch based on needs of the USAR and in a location that is specified in your records.
o Your coordination with the SROTC program Human Resources Assistant (HRA) at your university/college is critical.
o I want you to have the VHR submitted by the end of November (for Cadets selected by the Component Selection process), or NLT_____ if you are deciding to serve in the USAR.
o Begin by obtaining a vacancy list and study what is available in the area where you will live. This list is available by contacting our SROTC HRA.
o You should watch the USAR accessions video on YOUTUBE to become familiar with the process and review the materials they have provided in this folder.
o Next you should complete the VHR sheet that prioritizes three different positions in the USAR.
o This request is then sent to the USAR G1, Initial Military Training team and they will reserve the position for you if it is still vacant.
o The email to use in order to return your Vacancy Hold Request is: usarmy usarc usarc-hq mbx accessionsdiv@mail.mil. To check the status of your VHR contact USARC IMT section at 910-570-8823.
o DO NOT get a letter of acceptance from a unit commander as that IS NOT a document that will secure the position for you and it will slow BOLC-B scheduling.
o You should contact our SROTC HRA and schedule some time to create your VHR. They will need a day or so get the vacancy listing so plan for that when you schedule your appointment.

o When you have completed the VHR, you can begin the process of obtaining a BOLC-B course date. Getting this training quota may make things smoother for you in the long run as it qualifies you for promotions through Captain and it is a condition that can allow you to compete for a full time position with the US Army Reserve.

o I advise you to look for the most recent Select Reserve Incentive Program (SRIP) to determine what branches may qualify you for either a cash bonus or tuition reimbursement for selecting a certain branch.

o Many Cadets are unaware the US Army Reserve has a program where you serve on Active Duty. The program is the Active Guard and Reserve (AGR). Each year there are dozens of opportunities but the key is to have completed your branch BOLC-B. (You can find more information on AGR on the HRC website.)

o The US Army Reserve also has a program that can help you find either a civilian job or obtain an internship with some very well-known companies. The Public, Private Partnership Office (http://www.usar.army.mil/P3) can assist with resumes, interview techniques, and obtaining an interview with several major corporations who are interested in hiring Army officers.

OTHER INSTRUCTIONS

This form will be destroyed upon: reassignment *(other than rehabilitative transfers)*, separation at ETS, or upon retirement. For separation requirements and notification of loss of benefits/consequences see local directives and AR 635-200.

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

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

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

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

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

Individual counseled remarks:

Signature of Individual Counseled: Date:

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

Signature of Counselor: Date:

PART IV - ASSESSMENT OF THE PLAN OF ACTION

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

Counselor: Individual Counseled: Date of Assessment:

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

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Figure L-2. USAR Counseling Form (Page 2 0f 2)

APPENDIX M – Gold Bar Recruiter (GBR) Programs

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

M-1. Responsibilities

a. U.S. Army Cadet Command G1, Accessions and Standards Division (USACC G1, ASD) will:

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

(2) Receive and process requests from the Professor of Military Science (PMS) or Brigades.

(3) Select eligible Lieutenants (LTs) for Gold Bar Recruiter (GBR) duty based on the individual requests for availability for "entry on active duty" reflected on the 218-R and eligibility, including Basic Officer Leader Course-Branch (BOLC-B) dates, duty status, and availability. USACC will also determine the start and end dates of GBR duty. GBR duty will not start on Friday, Weekend, or Federal Holiday. LTs selected for cadre for Advanced Camp or Basic Camp are NOT eligible for GBR duty.

(4) Issue and distribute appropriate active duty (AD) orders.

b. PMS(s) will:

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

(2) Verify school's GBR allocation with their BDE before sending GBR request to BDE or USACC G1, Accessions and Standards Division GBR Manager.

(3) Brief Second Lieutenant(s) on early termination of GBR duty if a BOLC-B vacancy becomes available.

(4) Submit requests in accordance with (IAW) this circular. NOTE: If the Lieutenant performs GBR duty at a school different from the commissioning school, that school will submit the GBR request and obtain coordination from the PMS at the commissioning school and annotate it on the GBR request.

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

(6) Process DA Form 31, Request and Authority for Leave, for Permissive Temporary Duty (PTDY) IAW AR 601-2, Army Promotional Recruiting Support Programs, and this circular.

REQUEST AND AUTHORITY FOR LEAVE
This form is subject to the Privacy Act of 1974. For use of this form, see AR 600-8-10.
The proponent agency is DCS, G-1. *(See instructions on reverse.)*

1. CONTROL NUMBER

PART I

2. NAME *(Last, First, Middle Initial)*	3. SSN	4. RANK	5. DATE
Doe, John A.	123-45-6789	2LT	20150206

6. LEAVE ADDRESS *(Street, City, State, ZIP Code and Phone No.)*	7. TYPE OF LEAVE	8. ORGN. STATION AND PHONE NO.
123 Main Street Collegetown, USA 12345 (888) 555-1234	☐ ORDINARY ☐ EMERGENCY ☑ PERMISSIVE TDY ☐ OTHER PTDY or Excess Leave	ROTC Unit Information

9. NUMBER DAYS LEAVE				10. DATES	
a. ACCRUED	b. REQUESTED	c. ADVANCED	d. EXCESS	a. FROM	b. TO
		NA	NA		

11. SIGNATURE OF REQUESTOR	12. SUPERVISOR RECOMMENDATION/SIGNATURE ☐ APPROVAL ☐ DISAPPROVAL	13. SIGNATURE AND TITLE OF APPROVING AUTHORITY

14. DEPARTURE

a. DATE	b. TIME	c. NAME/TITLE/SIGNATURE OF DEPARTURE AUTHORITY

15. EXTENSION

a. NUMBER DAYS	b. DATE APPROVED	c. NAME/TITLE/SIGNATURE OF APPROVAL AUTHORITY

16. RETURN

a. DATE	b. TIME	c. NAME/TITLE/SIGNATURE OF RETURN AUTHORITY

17. REMARKS
Cadet ID: -12345
Approved GBR dates from (GBR start date) to (GBR end date). Total Period of (#) days.
Commander Signature: _____(PMS) Commander Telephone Number: _____
Chargeable leave is from _____ to _____

PART II - EMERGENCY LEAVE TRANSPORTATION AND TRAVEL

18. You are authorized to proceed on official travel in connection with emergency leave and upon completion of your leave and travel will return to home station *(or location)* designated by military orders. You are directed to report to the Aerial Port of Embarkation *(APOE)* for onward movement to the authorized international airport designated in your travel documents. All additional travel is chargeable to leave. Do not depart the installation without reservations or tickets for authorized space required transportation. File a no-pay travel voucher with a copy of your travel documents or boarding pass within 5 working days after your return. Submit request for leave extension to your commander. The American Red Cross can assist you in notifying your commander of your request for extension of leave.

19. INSTRUCTIONS FOR SCHEDULING RETURN TRANSPORTATION:

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

M-2. General Information

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

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

M-3. Eligibility Criteria

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

(1) Be selected for AD.

(2) Have a RA Scroll Date in CCIMM.

(3) Be a volunteer.

(4) Be recommended by his/her PMS.

b. The following individuals are NOT ELIGIBLE:

(1) Cadets/Second Lieutenant(s) who have not yet accessed/boarded.

(2) Cadets/Second Lieutenant(s) who have been selected for Educational Delay (DL).

(3) Cadets/Second Lieutenant(s) who have a BOLC-B start date of October of next FY or later.

(4) Cadets/Second Lieutenant(s) who are participating in Summer Cadet Summer Training (Advanced and Basic Camps).

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

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

(2) Early Commissioning Program (ECP) Second Lieutenant(s) may be considered for GBR duty. The request must be submitted through Human Resource Command (HRC) and the same eligibility criteria apply.

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

(4) Army Nurse Corps (AN) Second Lieutenant(s) may serve as GBR(s) provided: AN Cadet receives Active Duty as their duty status and passed the National Council Licensure Examination for Registered Nurses (NCLEX-RN) within the required 60 days

after graduation. The Brigade Nurse Counselor will inform the USACC Chief Nurse when a 2LT passes the NCLEX-RN and ensure CCIMM is updated to reflect the NCLEX pass date. AN Officers attend the earliest possible BOLC-B class after passing the NCLEX-RN. If there is sufficient time prior to the earliest available BOLC-B, the USACC Chief Nurse will coordinate GBR duty status with the USACC, Deputy Chief of Staff, G1, Accessions and Standards Division, AN Branch HR Specialist and the Human Resources Command AN Assignments Officer. Approval is based on the needs of the Active Component Army Nurse Corps budgeted end-strength requirements and USACC fiscal year mission.

M-4. Administrative Procedures

a. The PMS will execute a Regular Army Oath – DA Form 71 and Regular Army Appointment Memorandum for all incoming GBR(s) on their first day of active duty. (Reference USACC Regulation 145-9.)

b. The PMS of the school where GBR duty will be performed requests a GBR by submitting a GBR request memo through USACC (ATCC-PAA). There is no requirement that GBR(s) work only at their alma mater, but they should be familiar with the school area in which they are working (e.g., could work in his/her home of record or hometown area). Prior coordination and agreement between both PMS(s) must be reflected in the memorandum requesting the GBR. GBR(s) will not commute more than 50 miles (one way) to perform duty. On the 218-R (BOLC Assignment Preferences Sheet) blocks 19A "proceed from physical address to BOLC/Camp" and block 19B "local physical address for GBR only" must be the same and be within 50 miles of the GBR duty location.

c. The Accessions and Standards Division GBR manager, will update the Cadet Command Information Management System (CCIMM) for those selected for GBR duty including the period of GBR duty after BOLC-B scheduling is finalized. Attendance at BOLC-B takes priority over GBR assignments. Starting and ending dates for Second Lieutenant(s) selected for GBR duty will be established by USACC after coordination with the school concerned. PMS(s) will not allow an officer to begin GBR duty until orders are complete or notified by USACC G1 ASD (No Exceptions).

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

e. The Army G1, Compensation and Entitlements Branch has clarified JTR, chapter 10, 104 16-D, Basic Allowance for Housing (BAH) for Second Lieutenant(s) assigned to GBR duty. Second Lieutenant(s) without dependents should receive BAH at the rate of PTDY location, without-dependent rate, if they are not assigned to government quarters. Married Second Lieutenant(s) should be paid BAH, at the dependents rate, for the physical address locality of their dependents.

Your School
Emblem Here

OFFICIAL
SCHOOL
LETTERHEAD

reply to
attention of:

YOUR SCHOOL UIC
1 Apr 15

MEMORANDUM THRU ? Brigade Headquarters, City, State, Zip Code

MEMORANDUM FOR Mr. James Apple, Accessions and Security Division (ATCC-PAA), G1, U.S. Army Cadet Command, Fort Knox, KY 40121-2725

SUBJECT: Request for Gold Bar Recruiter (GBR)

1. Request the below-named officer be designated as Gold Bar Recruiter for the unit indicated.

a. The following lieutenant will perform GBR duty for "your school name", "FICE".

(1) Doe, John, M., Cadet ID: -12345, AR, Commission date: 15 May XX, GBR duty from 1 May XX through 29 SEPT XX.

2LT Doe's BOLC date: 30 SEPT XX

2. Point of Contact is the undersigned at (555)555-555 or myemail.civ@mail.mil.

Name of PMS, APMS, ROO
Rank, BR
Professor of Military Science

Figure M-2. Example of AD GBR Request Memorandum

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

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

(2) Copies to individual's unit files.

g. The effective date of GBR duty is the established start date. The start date for AN Second Lieutenant(s) is established after results of the NCLEX-RN are received at USACC and start dates are coordinated between G1 Accessions and Standards Division, the Chief Nurse, and the AN Accession Officer.

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

i. In-processing of GBR(s) will be done electronically or by mail through the respective brigade headquarters. Travel in a TDY status to the brigade headquarters/installation is not authorized. Brigades will establish requirements and timelines for ROTC Program(s) to submit documents for in-processing.

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

k. Second Lieutenant(s) performing GBR duty in a PTDY status at a location where mission requirement necessitates TDY travel (i.e., events affecting our marketing and recruiting efforts that benefit the command) are authorized TDY travel. TDY orders can be issued moving the officer/2LT to the TDY location and return to the PTDY location or the PDS PMS(s) will be the approval authorities and control funding and orders completion.

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

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

(1) Field training exercises.

(2) Writing and developing lesson plans.

(3) Supply and logistics trips.

(4) Instruction of any type.

(5) CST (Advanced and Basic camps) visits.

(6) Placement of advertising (i.e., cannot sign contracts or obligate funds for advertising).

(7) Administrative duties for the ROTC unit, including research into distinguished alumni or other projects.

(8) Any type of TDY unless approved by brigade commanders in support of marketing and recruiting efforts benefiting the command.

(9) Performing duties of an investigation officer for disenrollment of Cadets.

(10) GBR(s) cannot be assigned functional roles/duties of a Cadet "contracting officer".

(11) GBRs are not authorized to drive a GSA vehicle.

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

o. Cadet Command Point of Contact (POC): USACC Deputy Chief of Staff, G1, Accessions and Standards Division (ATCC-PAA). G1 Accessions and Standards Division GBR Manager is Mrs. Melissa Lowery and may be contacted at (502) 624-6297, DSN 464-6297, or by emailing melissa.a.lowery5.civ@mail.mil.

Section II United States ARNG/Army Reserve Components

M-5. Responsibilities

a. USACC Assistant Chiefs of Staff for ARNG and USAR.

(1) Coordinate with USARC G1/ARNG G1 to secure funding for FY18 GBR duty.

(2) Act as executive agent for the Reserve Component (RC) and GBR program and serve as LNO between USACC, USARC, and NGB.

b. Brigades.

(1) Assign the ARNG Brigade LNOs as the Brigade GBR POCs.

(2) Nominations must be submitted to USACC RC LNO via complete DA Form 4187 (see appropriate OPORD Annex A for USAR or Annex B for ARNG).

(3) Ensure BDE GBR POCs create an even distribution of ARNG and USAR GBR's among the States in the Brigade footprint.

(4) Ensure BDE GBR POCs track all GBR issues.

(5) Ensure BDE GBR POCs report monthly to the RC GBR Manager regarding GBR's.

(6) Ensure program representative supervise the GBRs on a daily basis.

(7) GBR tour dates are expected to be between 1 November 2018 thru 30 September 2019 lasting for 120 (USAR) or 90 (ARNG) days. Exceptions for an earlier start date may be granted, but the start date must be at least 10 duty days (USAR) or 45 days (ARNG) after commissioning to allow for necessary post-commissioning processing. All requests for exceptions will be submitted via email through the Brigade GBR POC and must demonstrate a unique circumstance which justifies an early GBR start date. Approval is obtained through the office of the RCD GBR Manager. No GBR Lieutenant's tour will extend beyond 30 September 2019. The GBR must submit proof of BOLC date (i.e. email from leadership or career manager) to their Brigade along with DA 4187 and appointment order (if USAR GBR). Tour length could be shortened if an earlier BOLC date becomes available. Priority of selection for GBR duty is Dedicated ARNG/USAR, GRFD, non-scholarship SMP, and then all others. Priority of selection should then be given to Cadets who have BOLC start dates after 01 October 2019 or after their GBR duty is estimated to be completed to ensure full 90 day tours and the complete usage of funds.

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

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

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

(b) Verify the PMS has briefed the Second Lieutenant(s) on early termination of GBR duty if a BOLC-B vacancy becomes available, and submits amendment request to RC GBR Manager as soon as possible.

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

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

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

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

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

M-6. GBR Roles and limitations

a. GBR duty is a volunteer only program.

b. GBR(s) must not have performed GBR duties during the previous fiscal year or have already completed BOLC. Exceptions can be made for previous fiscal year GBR(s) if the BDE doesn't have adequate volunteers.

c. GBR Lieutenants must be commissioned and accessed as Army Reserve/ARNG officers, be assigned to an Army Reserve/ARNG unit, and (for USAR GBRs only) have an approved BOLC date.

d. GBR Lieutenants should perform recruiting duty at their commissioning host program, but exceptions may be granted if both the commissioning PMS and gaining PMS agree, and no alternative officers are available. Any exceptions to policy must be submitted to the USACC G1 Chief, Accessions and Standards Division for approval.

e. GBR Lieutenants must reside within a 50 mile radius of their place of duty.

f. Army Reserve Nurse Lieutenants must pass the NCLEX before being brought on tour. See Appendix K 9 for Army Nurse Corps requirements.

g. USAR/ARNG Second Lieutenant(s) branched MI must initiate their TS clearance with their unit before beginning a GBR tour.

h. GBRs on ADOS-AC may participate in training with their ARNG or USAR unit during scheduled AT/IDT periods, provided they volunteer to participate, and participation in AT or IDT does not interfere with the duties that the GBR performs under the authority of 10 U.S.C Section 12301(d). The first Colonel/O-6 in the chain of command under which the Service Member is performing active duty must approve participation in the training.

i. For further guidance please refer to USACC OPORD regarding Reserve and National Guard Gold Bar Recruiting (GBR) Program.

j. USACC ARNG Brigade Liaison Officers are Points of Contact:

Brigade	POC	Email	Phone
1 BDE & 6 BDE:	CPT Michael Hart	michael.d.hart12.mil@mail.mil	502-624-2073
2 BDE & 4 BDE	CPT Michael Herakovic	Michael.r.herakovic.mil@mail.mil	502-624-4914
3 BDE & 5 BDE	CPT Brandon Perkins	brandon.p.perkins.mil@mail.mil	502-624-4999
7 BDE & 8 BDE:	CPT Dakota Walker	dakota.m.walker.mil@mail.mil	502-624-1979

Figure M-3. Brigade ARNG Liaison Officers

PERSONNEL ACTION

For use of this form, see PAM 600-8; the proponent agency is DCS, G-1

DATA REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY: Title 10, USC, Section 3013, E.O. 9397 (SSN), as amended

PRINCIPAL PURPOSE: To request or record personnel actions for or by Soldiers in accordance with DA PAM 600-8

ROUTINE USES: The DoD Blanket Routine Uses that appear at the beginning of the Army's compilation of systems of records may apply to this system

DISCLOSURE: Voluntary; however failure to provide Social Security Number may result in a delay or error in processing the request for personnel action.

1. THRU *(Include ZIP Code)*	2. TO *(Include ZIP Code)*	3. FROM *(Include ZIP Code)*
BDE: (WHAT BDE DO YOU BELONG TO WITHIN CADET COMMAND)	US Army Cadet Command ATTN: ACoS - ARNG Fort Knox, KY 40121	School City, State ZIP Code UIC

SECTION I - PERSONAL IDENTIFICATION

4. NAME *(Last, First, MI)*	5. GRADE OR RANK/PMOS/AOC	6. SOCIAL SECURITY NUMBER
Doe, John M.	2LT/0-1	

SECTION II - DUTY STATUS CHANGE *(AR 600-8-6)*

7. The above Soldier's duty status is changed from N/A to _____ effective _____ hours, _____

SECTION III - REQUEST FOR PERSONNEL ACTION

8. I request the following action. *(Check as appropriate)*

☐	Service School *(Enl only)*	☐	Special Forces Training/Assignment	☐	Identification Card
☐	ROTC or Reserve Component Duty	☐	On-the-Job Training *(Enl only)*	☐	Identification Tags
☐	Volunteering For Oversea Service	☐	Retesting in Army Personnel Tests	☐	Separate Rations
☐	Ranger Training	☐	Reassignment Married Army Couples	☐	Leave - Excess/Advance/Outside CONUS
☐	Reassignment Extreme Family Problems	☐	Reclassification	☐	Change of Name/SSN/DOB
☐	Exchange Reassignment *(Enl only)*	☐	Officer Candidate School	☒	Other *(Specify)* ADT/ADOS - ARNG GBR
☐	Airborne Training	☐	Asgmt of Pers with Exceptional Family Members		

9. SIGNATURE OF SOLDIER *(When required)*	10. DATE *(YYYYMMDD)*

SECTION IV - REMARKS *(Applies to Sections II, III, and V) (Continue on separate sheet)*

Operation is in support of: ROTC Gold Bar Recruiter Duty

First Name: Last Name: MI:

Address of Officer (within 50 miles of duty):

.mil@mail.mil or .edu email only:

Home Phone: XXX-XXX-XXXX Cell Phone: XXX-XXX-XXXX Sex: X

DOB: YYYYMMDD Marital Status: X Number of Dependents: X

Duty Position Paragraph: XXX Duty Position Line Number: XX

Date of Rank: YYYYMMDD Pay-Entry Base Date: YYYYMMDD

Clearance Level: XXX Branch: XX MOS (Primary): XX

Mission Start Date: YYYYMMDD Mission End Date: YYYYMMDD Tour Length: 90 days

HRA at School, phone number, enterprise email: Mr. John Smith, (XXX)XXX-XXXX, XXXX.XXXX.civ@mail.mil

Commission Date: YYYYMMDD BOLC Start Date: YYYYMMDD (need to complete GBR duty prior to BOLC)

HIV Test Date: YYYYMMDD (must be within 2 yrs of ADOS start date)

Officer is IAW AR 600-9: Y/N Height: XX" Weight: XXX lbs. APFT Date: YYYMMDD (must be within 6 months)

PHA or Physical Date: YYYYMMDD (must be within 1 year of start date)

SECTION V - CERTIFICATION/APPROVAL/DISAPPROVAL

11. I certify that the duty status change *(Section II)* or that the request for personnel action *(Section III)* contained herein -

☐ HAS BEEN VERIFIED ☐ RECOMMEND APPROVAL ☐ RECOMMEND DISAPPROVAL ☐ IS APPROVED ☐ IS DISAPPROVED

12. COMMANDER/AUTHORIZED REPRESENTATIVE	13. SIGNATURE	14. DATE *(YYYYMMDD)*

DA FORM 4187, MAY 2014 SUPERSEDES DA FORM 4187, JAN 2000 AND REPLACES DA FORM 4187-1-R, APR 1995 Page 1 of 2

APD LC v1.02E3

Figure M-4. Example of ARNG GBR 4187

PERSONNEL ACTION

For use of this form, see PAM 600-8; the proponent agency is DCS, G-1.

DATA REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY: Title 10, USC, Section 3013, E.O. 9397 (SSN), as amended

PRINCIPAL PURPOSE: To request or record personnel actions for or by Soldiers in accordance with DA PAM 600-8.

ROUTINE USES: The DoD Blanket Routine Uses that appear at the beginning of the Army's compilation of systems of records may apply to this system.

DISCLOSURE: Voluntary; however failure to provide Social Security Number may result in a delay or error in processing the request for personnel action.

1. THRU *(Include ZIP Code)*	2. TO *(Include ZIP Code)*	3. FROM *(Include ZIP Code)*
US Army Cadet Command ATTN: ACoS - USAR Fort Knox, KY 40121	HQ, US Army Reserve Command ATTN: AFRC-PRM Fort Bragg, NC 28310	School City, State ZIP Code UIC

SECTION I - PERSONAL IDENTIFICATION

4. NAME *(Last, First, MI)*	5. GRADE OR RANK/PMOS/AOC	6. SOCIAL SECURITY NUMBER
	2LT/0-1	

SECTION II - DUTY STATUS CHANGE *(AR 600-8-6)*

7. The above Soldier's duty status is changed from NA to _____ effective _____ hours. _____

SECTION III - REQUEST FOR PERSONNEL ACTION

8. I request the following action: *(Check as appropriate)*

☐	Service School *(Enl only)*	☐	Special Forces Training/Assignment	☐	Identification Card
☐	ROTC or Reserve Component Duty	☐	On-the-Job Training *(Enl only)*	☐	Identification Tags
☐	Volunteering For Overseas Service	☐	Retesting in Army Personnel Tests	☐	Separate Rations
☐	Ranger Training	☐	Reassignment Married Army Couples	☐	Leave - Excess/Advance/Outside CONUS
☐	Reassignment Extreme Family Problems	☐	Reclassification	☐	Change of Name/SSN/DOB
☐	Exchange Reassignment *(Enl only)*	☐	Officer Candidate School	☒	Other *(Specify)* ADT/ADOS - USAR GBR
☐	Airborne Training	☐	Asgmt of Pers with Exceptional Family Members		

9. SIGNATURE OF SOLDIER *(When required)*

10. DATE *(YYYYMMDD)*

SECTION IV - REMARKS *(Applies to Sections II, III, and V) (Continue on separate sheet)*

Operation is in support of: ROTC Gold Bar Recruiter Duty

First Name: Last Name: MI:

Address of Officer (within 50 miles of duty):

.mil@mail.mil or .edu email only:

Home Phone: XXX-XXX-XXXX Cell Phone: XXX-XXX-XXXX Sex: X

DOB: YYYYMMDD Marital Status: X Number of Dependents: X

Duty Position Paragraph: XXX Duty Position Line Number: XX

Date of Rank: YYYYMMDD Pay-Entry Base Date: YYYYMMDD

Clearance Level: XXX Branch: XX MOS (Primary): XX

Mission Start Date: YYYYMMDD Mission End Date: YYYYMMDD Tour Length: 90 days

HRA at School, phone number, enterprise email: Mr. John Smith, (XXX)XXX-XXXX, XXXX.XXXX.civ@mail.mil

Commission Date: YYYYMMDD BOLC Start Date: YYYYMMDD (need to complete GBR duty prior to BOLC)

HIV Test Date: YYYYMMDD (must be within 2 yrs of ADOS start date)

Officer is IAW AR 600-9: Y/N Height: XX" Weight: XXX lbs. APFT Date: YYYMMDD (must be within 6 months)

PHA or Physical Date: YYYYMMDD (must be within 1 year of start date)

SECTION V - CERTIFICATION/APPROVAL/DISAPPROVAL

11. I certify that the duty status change *(Section II)* or that the request for personnel action *(Section III)* contained herein -

☐ HAS BEEN VERIFIED ☐ RECOMMEND APPROVAL ☐ RECOMMEND DISAPPROVAL ☐ IS APPROVED ☐ IS DISAPPROVED

12. COMMANDER/AUTHORIZED REPRESENTATIVE	13. SIGNATURE	14. DATE *(YYYYMMDD)*

DA FORM 4187, MAY 2014 SUPERSEDES DA FORM 4187, JAN 2000 AND REPLACES DA FORM 4187-1-R, APR 1995 Page 1 of 2 APD LC v1.00ES

Figure M-5. Example of USAR GBR 4187

APPENDIX N – Appointment Checklist, USACC Form 145-5-1, 31 Mar 15

OFFICER APPOINTMENT CHECKLIST

For use of this form, see USACC Regulation 145-5 and 145-9. The proponent agency is ATCC-PAS.

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

Cadet seeking Appointment: (Last, First, MI)_____

SSN:_____ Proposed Date of Appointment: _____

Host Program _____

Academic Program:_____

☐ Cadet is on a SECDEF signed officer nomination scroll authorizing appointment into:
1. Reserve of the Army for most Cadets Signed Date:_____
2. RA for Green to Gold ADO/CST Cadre/GBRs Signed Date:_____
3. AMEDD for 2LTs selected as Army Nurses or for the Medical Service Corps: Signed Date _____

☐ Cadet is a United States Citizen.

☐ Cadet requires no waivers. If a waiver(s) was required, it has been approved. (*Age, civil conviction, RE Code, dependency, etc.*)
1. Type of waiver:_____ Approval Date: _____
2. Type of waiver:_____ Approval Date: _____
3. Type of waiver:_____ Approval Date: _____

☐ Cadet has a qualified physical. Date:_____ (less than 2 years old)

Medical Exam (SF Fm 88 & 93) or DODMERB Fm 2351 and 2492, 2808 and 2807-1, and medical waiver (if applicable) on hand and ready for iPERMS. (Cadet verifies medical condition has not changed since physical and is not currently on medical profile)

☐ Cadet has completed all Military Science requirements. (CLC, Military History, etc.)

☐ Cadet has a "SECRET" security clearance. Date Granted:_____
- MI/CY branched Cadets – Top Secret initiated (Active Duty only)
- OD (EOD) Cadets – Top Secret initiated (Active Duty only)
- Cadet verifies he/she is not currently pending legal action or have a date to appear in court.

USACC Form 145-5-1, 31 March 2015 Ver 1.00

- 5.

☐ Cadet meets age requirements.

☐ Cadet passed an Army APFT within 60 days of commission/meets AR 600-9.

1. APFT Date: _____
2. Ht:_____Wt:_____BF%_____ ☐ GO ☐ NO GO
3. Memorandum from the PMS regarding compliance with height/weight standards and APFT results.

☐ Bachelors Degree conferred in: _____ Date:_____

☐ Urinalysis completed with a negative result within 90 days of commission.

1. Date of Urinalysis: _____
2. Date results received and verified:_____

☐ If SMP, coordination for ARNG or USAR discharge has been made for the day prior to appointment. SMP Contract -DA Fm 4824-R USAR or NGB Fm 594-1 as applicable is on hand and ready for iPERMS.

☐ If selected for commissioned service in the ARNG or USAR, provide the following:

1. LOA or VHR: _____
2. UIC: _____
3. Paragraph: _____
4. Line Number: _____
5. Branch/AOC: _____

☐ If required, Cadet meets minimum English Aptitude (ECL or OPI) for appointment.

I validate, as the appointment recommending and validation officer, that Cadet_____, (Last, First, MI) meets all eligibility requirements for appointment.

Name

Rank, Branch

Professor of Military Science

_____

(Electronic Signature) (CAC Enable)

USACC Form 145-5-1, 31 March 2015 Ver 1.00

APPENDIX O – Active Duty Service Obligation

O-1. Active Duty Service Obligations (ADSO)

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

b. General - The Secretary of the Army approved the concept of a menu of options for increasing the career opportunities of high potential officers on active duty. Currently there are two options. Cadets may request to participate and be selected in both options. The GRADSO program is suspended for FY19. Cadets that wish to be considered for the Branch and/or Post ADSO Program(s) must complete the appropriate U.S. Army Cadet Command Supplemental Service Agreement for each ADSO Program they desire. Cadets may be considered for 2 branches indicated on CC Form 597-B MAR 2014 and 2 posts as indicated on CC Form 597-P MAR 2014. Cadets will only incur the ADSO for the branch and/or post that is approved. These agreements are available at www.career-satisfaction.army.mil and must be signed by the Cadet and ROTC PMS/APMS prior to being entered into CCIMM and the execution of the Department of the Army DA/ROTC Selection and Branching Board. Previous versions of these agreements are not authorized.

c. Branch for ADSO (CC Form 597-B MAR 2014)

(1) This program allows Cadets to obtain a primary or alternate Basic Branch of choice in exchange for an additional 3-year ADSO. Each branch will be considered for which a "Branch for ADSO" was executed and the Cadet will only be held to the 3-year obligation for the Basic Branch requested and received.

(2) Cadets interested in this program will sign the U.S. Army Cadet Command Supplemental Cadet Service Agreement, CC Form 597-B MAR 2014, Branch for Active Duty Service Obligation Program. Professor of Military Science (PMS) or Assistant Professor of Military Science (APMS) must also sign CC Form 597-B MAR 2014, Branch for ADSO as the ROTC Official.

(3) The DCS, G1, will review the requests and approve as many as possible. Any Cadet volunteering for this program who is not selected will be branched through the normal branching process. Their contract addendum will be voided, and they will not incur the additional ADSO.

(4) Cadets selected for this program may volunteer for the Branch Detail Program. Their Branch Detail request will be considered as currently practiced. If a Cadet did not volunteer for the Branch Detail Program and a Branch ADSO was required to receive their Basic Branch, the Branch ADSO will be voided. If a Cadet is a Branch Detail Program volunteer who received their Basic Branch with a Branch ADSO and is subsequently Branch Detailed into their requested Detail Branch, they will incur a 3-yr obligation for the Basic Branch requested and received. If a Cadet is a Branch Detail

Program volunteer; who received their Basic Branch with a Branch ADSO; and is subsequently Branch Detailed into a Detail Branch they did not request, they will not incur a 3-year obligation for the Basic Branch and the contract addendum will be voided. See examples below for clarification.

(a) Example 1: Cadet does not volunteer for branch detail and receives Signal Corps during the Selection and Branching Board with a Branch for Service ADSO. The Signal Corps Branch ADSO is voided.

(b) Example 2: Cadet receives Signal Corps during the Selection and Branching Board with a Branch for Service ADSO, volunteers for Branch Detail into Infantry and receives Armor; the Signal Corps Branch ADSO is voided.

(c) Example 3: Cadet receives Signal Corps during the Selection and Branching Board with a Branch for Service ADSO, volunteers for Branch Detail into Infantry and receives Infantry, the Signal Corps Branch ADSO is binding and the Cadet will incur a 3-year obligation for receiving the Basic Branch of Signal Corps.

(5) Nurse Candidates may not participate in the Branch for ADSO Program.

d. Post for ADSO (CC Form 597-P MAR 2014)

(1) This program allows Cadets to obtain a primary or alternate duty assignment of choice in exchange for an additional three year ADSO. Each assignment will be considered for which a "Post for ADSO" was executed and the Cadet will only be held to the 3 year obligation for the duty assignment requested and received.

(2) The CG, USACC, will survey all Cadets selected for active duty assignment for interest in this program. Cadets interested in this program will sign the U.S. Army Cadet Command Supplemental Service Agreement, CC Form 597-P MAR 2014, Post for ADSO Program. Professor of Military Science (PMS) or Assistant Professor of Military Science (APMS) must also sign CC Form 597-P MAR 2014, Post for ADSO Program as the ROTC Official. The Cadet will incur the additional ADSO if the HRC-OPD assignment officer can align the Cadet with that assignment based on the Cadet's branch, date of availability, and unit requirements. Cadets volunteering for this program who do not receive the assignment requested will receive their assignments through the normal process, their contract addendums will be voided, and they will not incur the additional ADSO.

(3) Cadets selected for Active Duty (AD) that receive a basic branch of Army Nurse (AN), Medical Service (MS), Medical Specialist (SP) or Aviation (AV) may not participate in this program.

(4) Cadets selected for Educational Delay (DL) may not participate in this program.

(5) Nurse Candidates may not participate in the Post for ADSO Program.

(6) If a Cadet fails to be commissioned as projected in their Post for ADSO Program Agreement, AHRC- OPD may not be able to hold the requested post assignment. If the post cannot be held, the Cadet will be reassigned by AHRC-OPD through the normal assignment process and their contract addendum will be voided.

(7) Cadets not participating in this program will receive assignments from AHRC-OPD through the normal assignment process.

e. Completion of the initial Cadet ADSO will satisfy the terms of the Cadet's service agreement and the Cadet will not incur an additional financial obligation. The increased ADSO, whether for graduate school (*not available for this cohort*), branch, post or dual will be served consecutively and will begin on the day after the officer's initial ADSO is completed. Note: The Career Incentives Programs are applied uniquely to Cadets branching into Aviation. The ADSO for Graduate School is served concurrently (at the same time) as the flight training ADSO, making the Graduate School option essentially free for Aviators. Only the top 20% of Aviators who volunteer will be allowed to participate in the Graduate School Program.

f. Dual ADSO program. This program allows Cadets to be selected for two different ADSO options (Branch-Post). If selected for two ADSO options Cadets will incur a 6 year ADSO (3 years for each option).

g. These agreements are available at www.career-satisfaction.army.mil and must be completed for each ADSO Program participating in prior to the DA/ROTC Selection and Branching Board. Previous versions of these agreements ARE NOT AUTHORIZED. Guidance for processing agreements is provided in paragraph 2 below.

h. The School Program HRA(s) are required to have the Cadet requesting either a Branch ADSO (CC Form 597-B) or Post ADSO (CC Form 597-P) to sign and date the contract as well as have the PMS or his/her designated Representative sign and date the contract before entering the information into CCIMM. HRA(s) are not to sign in the absence of the PMS. Once entered into CCIMM the Program HRA will add a hard copy of the contract to the Cadets local 201 file. Once Official Branching Board results are released it will identify that population of Cadets, by name, who received their Branch because of the ADSO. HRA(s) will then upload each signed and dated contract into the AMRDEC Safe site IAW instructions found in O-2 below and prior to 1 Oct 2018 for Branch ADSO and 45 Dec 2018 for Post ADSO. Additionally, programs are responsible for adding a hard copy of the Branch ADSO contract(s) to the Cadets Accession packet to be reviewed by the Brigade S1 prior to the Branching Board. Cadets will only be considered for the Branches and or Post choices that are in CCIMM, it is critical that the Cadet, the HRA, the PMS, verify that the information in CCIMM matches the Cadets choices as annotated on the ADSO contracts. In the event a SROTC Program fails to ensure a Branch ADSO is uploaded and on file with USACC HQs, we will request it following the release of the Branching Board results. A new branch will be assigned to the Cadet in accordance HQDA directed branching process; without a Branch for ADSO consideration, if the BrADSO contract is not provided to G1 ASD by the extended

suspense date. Post ADSO contracts will be completed the same way as the Branch ADSO and due to USACC G1 NLT 31 Jan 2019. Examples are:

(1) If Cadet desires Infantry as their 1st Branch of choice or Armor as their 2nd Basic Branch of choice then ensure that the signed/dated Branch ADSO contract accurately reflects these choices before is entered into CCIMM.

(2) If Cadet desires Fort Carson, CO as their 1st Post of choice or Fort Hood, TX as their 2nd Post of choice ensure that the signed/dated Post ADSO contract accurately reflects these choices before it gets entered into CCIMM. Failure to provide approved Post for ADSO agreement will result in removal from approved Post and reassignment to a new location as directed by HRC.

i. U.S. Army Cadet Command Supplemental Cadet Service Agreements are addendums to the original Cadet contract and become part of the Cadet's permanent Official Military Personnel File as confirmation of contracting, obligation and agreements. All uses of these forms are internal to the U.S. Army. Upon commission, these agreements are required to be loaded into iPERMS in accordance with AR 600-8-104 and Cadet Command Regulation 145-9. Completed U.S. Army Cadet Command Supplemental Cadet Service Agreements, (CC Form 597-B and CC Form 597-P), will be maintained in the participating Cadet's local military personnel records until iPERMS upload is verified.

j. Proper execution of each Active Duty Service Obligation is a legal binding requirement. Failure to provide the ADSO agreement(s) will result in a revocation of required branch or post ADSO agreement(s).

O-2. ADSO Contract Instructions

a. Contracts should only be downloaded from: http://www.career-satisfaction.army.mil.

(1) Select "ROTC".

(2) Select "CONTRACTS AND SIGN UP INSTRUCTIONS".

(3) Select and download the type of contract such as Branch of Choice, Graduate School, or Post of Choice. Fill out entirely to include FULL SSN.

b. FY19 ROTC Selection and Branching Board - (ADSO) Contract Accountability Requirements: All ADSO Contract Addendums, (CC Form 597-B, CC Form 597-G and CC Form 597-P, now called Career Satisfaction Program (CSP) Contract Addendums, are to be uploaded on https://safe.amrdec.army.mil/SAFE/.

c. Scan the ADSOs to a file location on your computer so you can upload them from the browser option on the web site.

d. Scan in ".tiff" format as a single contract, NOT separate scans with one page per scan. If you cannot adjust your loading parameters to ".tiff", use ".pdf". Ensure the naming of your file includes the social security number of the Cadet's ADSO you are sending. Note examples:

(1) **BRADSOYG2019123456789INAR** for Branch ADSO (Entire SSN and Branch Acronym)

(2) **GRADSOYG2019123456789** for Grad ADSO (Entire SSN) Suspended until further notice.

(3) **PADSOYG2019123456789** for Post ADSO (Entire SSN)

e. From this location simply select "Click Here" under "CAC Users" located in the middle of your screen on the left side.

f. You will be prompted to select a certificate. Select your DOD EMAIL certificate and then "OK".

g. You will be prompted to enter your CAC pin and the following:

(1) Type in your name in the "Your Name:" block.

(2) Type in your email address in the "Your Email Address:" block.

(3) Confirm your email address in the "Confirm Your Email Address" block.

h. In "Files:" line, select "Browse" and locate the ADSO you wish to down load. Limit your file to 5 Cadet ADSO's at a time. Reminder: Include the entire SSN on the contract and in the file name. The site you are loading the contracts on is secure and within PII constraints.

i. Add the description of your file in the "Description of File(s)" block.

j. Once the file is selected check the block "Privacy Act Data".

k. Add the following email addresses: tommy.g.sadberry.civ@mail.mil and mark.g.sireno.civ@mail.mil in the "Provide an email address to give access to:" block and select "Add": (You should notice the address you just added appears in the "Recipients List:" block).

(1) Note: Please include both email addresses. These files are only available for 14 days and will drop off the system. If you only send the file to one addressee and that person is not available during at the time allotted, you will be required to re-load the contracts.

(2) Note: Pay close attention to the examples provided in paragraph 1 above when naming the files as this is how we retrieve the files.

l. Under "Email Setting, select "Notify me when file(s) are downloaded" and" Require CAC for Pick-up (all recipients will need to log in with a CAC to download file(s))".

m. Select the blue "Upload" button.

APPENDIX P – Cadet Accession Actions Procedures

This chapter provides guidance and examples on Cadet Personnel Actions submitted as a result of the annual Selection and Branching Board results, non-selection to post graduate schools/Termination of Educational Delay, or other unexpected situations that impact duty status. The suspense to have branch change/duty status change requests resulting from the annual Selection and Branching Board USACC, G1, Accessions and Standards Division due to administrative errors is 14 December 2018. Reference AR 25-50 for using and preparing a memorandum.

P-1. Branch and Duty Status Change Authorities

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

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

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

d. All actions must be submitted through the proper chain-of-command (i.e., through brigade to USACC) and received at USACC within published deadline dates in Appendix B. Late submission of any actions or those forwarded to USACC G1, Accessions and Standards Division without supporting documentation will not be favorably considered.

P-2. Categories of Cadet Accession Actions

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

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

(2) ARNG to USAR or USAR to ARNG.

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

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

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

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

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

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

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

c. Uniformed Services University of the Health Sciences (USUHS) Application: Cadets who desire to apply for admission to the USUHS must submit a memorandum to the Commander, US Army Cadet Command requesting permission to apply. This is a requirement of the USUHS Admissions Office. See Figures P-3 – P-5.

P-3. Administrative Procedures

a. All Cadet Accession actions must be routed through the Brigade prior to submission to USACC G1, Accessions and Standards Division. Any action sent from the PMS/HRA directly to USACC G1 will be returned without action. Cadet Actions need to clearly state the basis or justification for the request to include attached appropriate supporting documents.

b. School/Brigade HRA responsibilities: Cadet Action packets will have a minimum of the documents listed below or returned to the Brigade S-1 (POC) without action.

c. All email and attachments containing personally identifying information (PII) must be encrypted with a CAC for transmission. In addition, transmit all actions on a secure army.mil email account.

(1) DA Form 4187 - Must have the Cadet's ID, signature, Last 4 SSN, and PMS signature.

(2) PMS Endorsement Memorandum may be returned if the DA Form 4187 does not completely explain the reason for the request.

(3) Brigade Commander Endorsement Memorandum must specifically state the reason why the Commander is recommending approval if forwarding to CG, USACC G1 for further action. Brigade Commander has the authority to disapprove a component change request and return to ROTC Program PMS.

(4) Valid Vacancy Hold Report or Letter of Acceptance (Component Change/Duty Status Change Requests).

(5) Non-availability letter from a state's Officer Strength Manager reflecting that no Lieutenant or Captain positions exist in the specific State requested.

(6) Copy of the signed Accessions Management Sheet referenced in paragraph 5-5.b.

c. Accessions and Standards Division, HRA responsibilities:

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

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

(3) Accessions and Standards Division HRA will ensure CCIMM Personnel Actions Tab is updated to reflect the current status of each action. The status of an action may be viewed in CCIMM. Cadre or Staff may direct questions to Accessions and Standards Division Chief, Deputy, or HRA. Cadets should never contact USACC Accessions and Standards Division POCs or any other agency for status of actions. An Accessions and Standards Division Point of Contact roster is published with each annual board results release email and posted on USACC IKrome.

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

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

P-4. Cadet Personnel Action Examples

a. Branch Change Request – USACC Accessions and Standards Division only processes branch change requests for active duty selectees. See Table 10-1 for reasons a DA Form 4187 must be initiated. Reserve Forces Duty selectees (USAR and ARNG) are assigned their branches by the USAR or ARNG. Any Reserve Forces branch change request must be submitted to the appropriate component or ARNG State Officer Strength Manager.

PERSONNEL ACTION

For use of this form, see PAM 600-8; the proponent agency is DCS, G-1.

DATA REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY: Title 10, USC, Section 3013, E.O. 9397 (SSN), as amended

PRINCIPAL PURPOSE: To request or record personnel actions for or by Soldiers in accordance with DA PAM 600-8.

ROUTINE USES: The DoD Blanket Routine Uses that appear at the beginning of the Army's compilation of systems of records may apply to this system.

DISCLOSURE: Voluntary; however failure to provide Social Security Number may result in a delay or error in processing the request for personnel action.

1. THRU *(Include ZIP Code)*	2. TO *(Include ZIP Code)*	3. FROM *(Include ZIP Code)*
Commanding General United States Army Cadet Command 1st Cavalry Regiment Road Fort Knox, Kentucky 40121-5123	Commanding General U.S. Army Human Resources Command 1600 Spearhead Division Avenue Fort Knox, Kentucky 40121-5001	ROTC Program

SECTION I - PERSONAL IDENTIFICATION

4. NAME *(Last, First, MI)*	5. GRADE OR RANK/PMOS/AOC	6. SOCIAL SECURITY NUMBER
Smith, John E.	Cadet/Cadet ID#	000-00-1234

SECTION II - DUTY STATUS CHANGE *(AR 600-8-6)*

7. The above Soldier's duty status is changed from _____ to _____ effective _____ hours, _____

SECTION III - REQUEST FOR PERSONNEL ACTION

8. I request the following action: *(Check as appropriate)*

☐	Service School *(Enl only)*	☐	Special Forces Training/Assignment	☐	Identification Card
☐	ROTC or Reserve Component Duty	☐	On-the-Job Training *(Enl only)*	☐	Identification Tags
☐	Volunteering For Overseas Service	☐	Retesting in Army Personnel Tests	☐	Separate Rations
☐	Ranger Training	☐	Reassignment Married Army Couples	☐	Leave - Excess/Advance/Outside CONUS
☐	Reassignment Extreme Family Problems	☐	Reclassification	☐	Change of Name/SSN/DOB
☐	Exchange Reassignment *(Enl only)*	☐	Officer Candidate School	☒	Other *(Specify)* Branch Change
☐	Airborne Training	☐	Asgmt of Pers with Exceptional Family Members		

9. SIGNATURE OF SOLDIER *(When required)*	10. DATE *(YYYYMMDD)*

SECTION IV - REMARKS *(Applies to Sections II, III, and V) (Continue on separate sheet)*

1. The U.S. Army Cadet Command (USACC) recommends the following Cadet for a branch change approval to receive a branch allocation or change. This organization understands that branch requests and changes are filled based on the current needs of the Army. The relative merit of the Cadet, his/her preference, and organizational leadership recommendations for special branching will be overall considerations when processing the allocation request.

Name/Cohort / Order of Merit (OML) Position: Smith, John E. / Cohort 2019 / # of #
Branch Preferences (In Order): MI AR FA TC EN MP IN CM QM OD AD AG SC MS CY FI
Branch Detail: Volunteer / Non-Volunteer Branch Detail Preference in Order: IN / AR / CM / FA
Graduation/Commission Date: 11 May 2019 / 12 May 2019

2. Background/reason for branch change request: (Provide a narrative reason for request signed by Cadet/2LT)

3. Cadet Smith meets all requirements for commission into the Active Duty ranks of the United States Army with no limitations, including branch and service qualification standards in addition to conduct and academic requirements.

SECTION V - CERTIFICATION/APPROVAL/DISAPPROVAL

11. I certify that the duty status change *(Section II)* or that the request for personnel action *(Section III)* contained herein -

☐ HAS BEEN VERIFIED ☒ RECOMMEND APPROVAL ☐ RECOMMEND DISAPPROVAL ☐ IS APPROVED ☐ IS DISAPPROVED

12. COMMANDER/AUTHORIZED REPRESENTATIVE	13. SIGNATURE	14. DATE *(YYYYMMDD)*
PMS		

DA FORM 4187, MAY 2014 SUPERSEDES DA FORM 4187, JAN 2000 AND REPLACES DA FORM 4187-1-R, APR 1995 Page 1 of 2 APD LC v1.03E3

Figure P-1. Example of Branch Change Request (page 1 of 2)

15. NAME OF INDIVIDUAL	16. SSN
Smith, John E.	000-00-1234

ADDENDUM - RECOMMENDATIONS FOR APPROVAL/DISAPPROVAL

AUTHORITY	a. TO	b. FROM
	Director, Officer Personnel Management (OPMD) 1600 Spearhead Division Avenue Fort Knox, KY 40121-5001	CG, U.S. Army Human Resources Command 1600 Spearhead Division Avenue Fort Knox, KY 40121-5001

c. ACTION: ☐ APPROVED ☐ DISAPPROVED RECOMMEND: ☐ APPROVAL ☐ DISAPPROVAL

d. NAME *(Last, First, Middle)*	e. RANK	f. DATE *(YYYYMMDD)*
g. TITLE/POSITION	h. SIGNATURE	

i. COMMENTS

AUTHORITY	a. TO	b. FROM

c. ACTION: ☐ APPROVED ☐ DISAPPROVED RECOMMEND: ☐ APPROVAL ☐ DISAPPROVAL

d. NAME *(Last, First, Middle)*	e. RANK	f. DATE *(YYYYMMDD)*
g. TITLE/POSITION	h. SIGNATURE	

i. COMMENTS

AUTHORITY	a. TO	b. FROM

c. ACTION: ☐ APPROVED ☐ DISAPPROVED RECOMMEND: ☐ APPROVAL ☐ DISAPPROVAL

d. NAME *(Last, First, Middle)*	e. RANK	f. DATE *(YYYYMMDD)*
g. TITLE/POSITION	h. SIGNATURE	

i. COMMENTS

AUTHORITY	a. TO	b. FROM

c. ACTION: ☐ APPROVED ☐ DISAPPROVED RECOMMEND: ☐ APPROVAL ☐ DISAPPROVAL

d. NAME *(Last, First, Middle)*	e. RANK	f. DATE *(YYYYMMDD)*
g. TITLE/POSITION	h. SIGNATURE	

i. COMMENTS

DA FORM 4187, MAY 2014

Page 2 of 2
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Figure P-1. Example of Branch Change Request (page 2 of 2)

b. Component Change/Duty Status Change Request –Includes same basic documents as a branch change request with the addition of a VHR or LOA (USAR to ARNG and ARNG to USAR). See Table P-1 for specific reasons for Cadet Actions and required statements that must be included in the remarks section required statements that must be included in the remarks section

PERSONNEL ACTION

For use of this form, see PAM 600-8; the proponent agency is DCS, G-1.

DATA REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY:	Title 10, USC, Section 3013, E.O. 9397 (SSN), as amended
PRINCIPAL PURPOSE:	To request or record personnel actions for or by Soldiers in accordance with DA PAM 600-8.
ROUTINE USES:	The DoD Blanket Routine Uses that appear at the beginning of the Army's compilation of systems of records may apply to this system.
DISCLOSURE:	Voluntary; however failure to provide Social Security Number may result in a delay or error in processing the request for personnel action.

1. THRU *(Include ZIP Code)*	2. TO *(Include ZIP Code)*	3. FROM *(Include ZIP Code)*
Commander, X Brigade US Army Cadet Command	HQDA, Office of the Deputy Chief of Staff, G-1 (DAPE-MPO-AP), 300 Army Pentagon, Washington, DC 20310-0300	ROTC Program

SECTION I - PERSONAL IDENTIFICATION

4. NAME *(Last, First, MI)*	5. GRADE OR RANK/PMOS/AOC	6. SOCIAL SECURITY NUMBER
Smith, John E.	Cadet	000-00-1234

SECTION II - DUTY STATUS CHANGE *(AR 600-8-6)*

7. The above Soldier's duty status is changed from _____ to _____ effective _____ hours. _____

SECTION III - REQUEST FOR PERSONNEL ACTION

8. I request the following action: *(Check as appropriate)*

☐	Service School *(Enl only)*	☐	Special Forces Training/Assignment	☐	Identification Card
☐	ROTC or Reserve Component Duty	☐	On-the-Job Training *(Enl only)*	☐	Identification Tags
☐	Volunteering For Overseas Service	☐	Retesting in Army Personnel Tests	☐	Separate Rations
☐	Ranger Training	☐	Reassignment Married Army Couples	☐	Leave - Excess/Advance/Outside CONUS
☐	Reassignment Extreme Family Problems	☐	Reclassification	☐	Change of Name/SSN/DOB
☐	Exchange Reassignment *(Enl only)*	☐	Officer Candidate School	☒	Other *(Specify)* Duty Status Change (Active Duty to Reserve Forces Duty)
☐	Airborne Training	☐	Asgmt of Pers with Exceptional Family Members		

9. SIGNATURE OF SOLDIER *(When required)*	10. DATE *(YYYYMMDD)*
Signature	

SECTION IV - REMARKS *(Applies to Sections II, III, and V)* *(Continue on separate sheet)*

1. I am requesting a Duty Status Change from United States Army Active Duty (AD) to the United States Army National Guard (ARNG) ( ) Initials OR United States Army Reserves (USAR)( )Initials.

2. I understand that a ARNG - Letter of Acceptance (LOA) validated by the State G-1 Officer Strength Manager (OSM) or a USAR-Vacancy Hold Report (VHR) must accompany this request and is attached ( ) Initials.

3. I understand that a Duty Status Change is not Guaranteed and must be approved by the Department of the Army G-1, Director of Military Personnel Management (DAPE-MP). ( )Initials.

4. My component of preference priority is (Initial appropriate component):
   a. Active Duty ( )
   b. U.S. Army Reserve ( )
   c. U.S. Army National Guard ( )

5. I am requesting a recommendation of component change from AD to ARNG or USAR due to circumstances indicated in the attached Cadet statement and PMS memorandum.

SECTION V - CERTIFICATION/APPROVAL/DISAPPROVAL

11. I certify that the duty status change *(Section II)* or that the request for personnel action *(Section III)* contained herein -

☐ HAS BEEN VERIFIED ☒ RECOMMEND APPROVAL ☐ RECOMMEND DISAPPROVAL ☐ IS APPROVED ☐ IS DISAPPROVED

12. COMMANDER/AUTHORIZED REPRESENTATIVE	13. SIGNATURE	14. DATE *(YYYYMMDD)*
Insert PMS signature block/School	Signature	

DA FORM 4187, MAY 2014 SUPERSEDES DA FORM 4187, JAN 2000 AND REPLACES DA FORM 4187-1-R, APR 1995 Page 1 of 2 APD LC v1.0328

Figure P-2. Example of Component Change Request (page 1 of 2)

15. NAME OF INDIVIDUAL	16. SSN
Smith, John E.	000-00-1234

ADDENDUM - RECOMMENDATIONS FOR APPROVAL/DISAPPROVAL

AUTHORITY	a. TO	b. FROM

c. ACTION: ☐ APPROVED ☐ DISAPPROVED RECOMMEND: ☐ APPROVAL ☐ DISAPPROVAL

d. NAME *(Last, First, Middle)*	e. RANK	f. DATE *(YYYYMMDD)*

g. TITLE/POSITION	h. SIGNATURE

i. COMMENTS

AUTHORITY	a. TO	b. FROM

c. ACTION: ☐ APPROVED ☐ DISAPPROVED RECOMMEND: ☐ APPROVAL ☐ DISAPPROVAL

d. NAME *(Last, First, Middle)*	e. RANK	f. DATE *(YYYYMMDD)*

g. TITLE/POSITION	h. SIGNATURE

i. COMMENTS

AUTHORITY	a. TO	b. FROM

c. ACTION: ☐ APPROVED ☐ DISAPPROVED RECOMMEND: ☐ APPROVAL ☐ DISAPPROVAL

d. NAME *(Last, First, Middle)*	e. RANK	f. DATE *(YYYYMMDD)*

g. TITLE/POSITION	h. SIGNATURE

i. COMMENTS

AUTHORITY	a. TO	b. FROM

c. ACTION: ☐ APPROVED ☐ DISAPPROVED RECOMMEND: ☐ APPROVAL ☐ DISAPPROVAL

d. NAME *(Last, First, Middle)*	e. RANK	f. DATE *(YYYYMMDD)*

g. TITLE/POSITION	h. SIGNATURE

i. COMMENTS

DA FORM 4187, MAY 2014

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Figure P-2. Example of Component Change Request (page 2 of 2)

c. Stand By Board Request – Includes same basic documents as a branch change request. All supporting documentation to confirm basis for request must be attached as appropriate. See Figures P-1 and P-2 for required information that must be included on these actions and when a Stand-By Board is required.

d. Uniformed Services University of the Health Sciences Request. See examples of the Cadet Request and chain of command endorsements at Figures P-3 thru P-5.

Reason for DA Form 4187	**Items to include in Section IV REMARKS** from **Table P-2**
Change from Active Duty to USAR	9 or 11, 3, 13, 16
Change from Active Duty to ARNG	9 or 11, 3, 14, 16
Change from USAR to ARNG	9 or 11, 3, 13, 16
Change from ARNG to USAR	9 or 10 or 11, 3, 14, 16
Stand-By Board for eligibility change	1, 3, 4, 5 or 6, 7, 8 if desired, (13 or 14), 16
Stand-By Board for earlier graduation	2, 3, 4, 5 or 6, 7, 8 if desired, (13 or 14), 16
Stand-By Board for Education Delay Termination	2, 3, 4, 5 or 6, 7, 8 if desired, (13 or 14), 16
Stand-By Board for NCLEX failure	16, 3, 4, 5 or 6, 7, 8 if desired, (13 or 14), 16
Stand-By Board for administrative error	9, 3, 4, 5 or 6, 7, 8 if desired, (13 or 14), 16
Stand-By Board for exceptional circumstance	11, 3, 4, 5 or 6, 7, 8 if desired, (13 or 14), 16
*Note: Item numbers are listed in chart in order of placement on DA Form 4187. Ensure Cadet signs and dates blocks 9 & 10. PMS should only use recommend approval or disapproval in block 11.	

Table P-1. DA Form 4187 Section IV – Remarks/Types of Cadet Pers Actions

1. I am requesting a Stand-By board as I was not eligible for selection and branching at the time of the Board. ( ) Initials
2. I am requesting a Stand-By board due to an earlier graduation date. ( ) Initials
3. My component preference priority is: a. Active Duty ( ) b. U.S. Army Reserve ( ) c. Army National Guard ( ) ( ) Initials
4. I request selection for the following branches by the indicated preference order: AD( ) AG( ) AN( ) AR( ) AV( ) CM( ) EN( ) FA( ) FI( ) IN( ) MI( ) MP( ) MS( ) OD( ) QM( ) SC( ) TC( ) ( ) Initials
5. I further request consideration for my branch with a Branch with Active Duty Service Obligation for my: (include b. only if desired) a. first branch preference of ( ) ( ) Initials b. second preference of ( ) ( ) Initials
6. I DO NOT wish consideration for my branch with a Branch with Active Duty Service Obligation. ( ) Initials
7. I understand that to be considered for Aviation I must have a SIFT score higher than 40 and an approved flight physical dated not later than 26 September 2018. ( ) Initials.
8. I volunteer for Branch Detail to AR ( ) CM ( ) FA ( ) IN ( ) if assigned to a basic branch of Air Defense, Adjutant General, Finance, Military Intelligence, or Signal Corps. ( ) Initials
9. I am requesting a Duty Status Change from United States Army Active Duty (AD) to the United States Army National Guard (ARNG) ( ) Initials **OR** United States Army Reserves (USAR) ( ) Initials.
10. I am requesting a reconsideration of component from ( ) to ( ) due to inability to find a position in the ARNG with appropriate supporting documents attached: (explain the error) ( ) Initials
11. I am requesting a reconsideration of component/branch from ( ) to ( ) due to an exceptional circumstance as indicated below with appropriate supporting documents attached: (explain the circumstance) ( ) Initials
12. I am requesting a change from educational delay to: (indicate by preference number) a. Active Duty ( ) b. USAR ( ) c. ARNG ( ) ( )Initials
13. I understand that a Unit Vacancy Hold Report (UVHR) validated by the USAR G1 must accompany this request and is attached. ( ) Initials
14. I understand that a Letter of Acceptance (LOA) validated by the State G1 Officer Strength Manager (OSM) must accompany this request and is attached. ( ) Initials
15. I understand that a duty status change is not guaranteed and must be approved by the Department of the Army G1, Director Military Personnel Management (DAPE-MP) ( )Initials
16. I am requesting a Stand-By board due to NCLEX failure (s). Documentation of NCLEX failure is attached. ( ) Initials

Table P-2. DA Form 4187 Section IV – Remarks

OFFICIAL SCHOOL LETTERHEAD

OFFICE SYMBOL DATE

MEMORANDUM THRU

Professor of Military Science, University of Some State, official address,
Somewhere, Some State, 12344
Commander, X Brigade, U.S. Army Cadet Command, Brigade Address
Somewhere, Some State 12345-0000
Commander, U.S. Army Cadet Command, Building 1002, 204 1st Cavalry Regiment Road
Fort Knox, Kentucky 40121-5123

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

SUBJECT: Request for Approval to Apply for Admission to the Uniformed Services University of Health Sciences (USUHS)

1. I, (FName, MI, LName), Cadet ID Number, request approval to apply for admission to the School of Medicine, USUHS.

2. The following information is provided.

a. I am a citizen of the United States.

b. I am 22 years of age. Therefore, I will not be more than 30 (if enlisted) years of age as of 30 June in the year of matriculation (*or if commissioned*: I am 22 years of age. Since I will be more than 30 years of age as of 30 June in the year of matriculation, a waiver may be requested up to 35).

c. I consider myself to be in good health.

d. I meet the academic qualifications specified for USUHS School of Medicine admission.

e. I am motivated to pursue a medical career in the Uniformed Services.

f. I do not have a remaining active duty obligation.

3. If selected and I have a Regular appointment or a Reserve appointment in a pay grade above second lieutenant (AR 600-8-2 applies), I understand I must tender a resignation contingent upon acceptance of a regular component commission as a second lieutenant in one of the Uniformed Services. If selected and I am enlisted in a component of the Army (AR 635-200 applies). I agree to accept appointment in the Regular component of one of the Uniformed Services as a second lieutenant.

4. The USUHS has informed me that USUHS application materials submitted are governed by the Privacy Act 1974.

(Cadet Signature Block)

Figure P-3. Cadet Memo Requesting Permission to Apply to USUHS

OFFICIAL SCHOOL LETTERHEAD

OFFICE SYMBOL DATE

MEMORANDUM THRU

Commander, X Brigade, U.S. Army Cadet Command, Brigade mailing address, Somewhere, Some State 12345-0000
Commander, U.S. Army Cadet Command, Building 1002, 204 1st Cavalry Regiment Road, Fort Knox, Kentucky 40121-5123

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

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

1. I recommend *(FName, MI, LName)*, Cadet ID Number, be given approval to apply to USUHS. I certify no administrative or disciplinary actions are pending on this applicant.

2. Any questions you have regarding this matter please contact the undersigned at 555-555-1212.

(PMS Signature Block)

Figure P-4. PMS Endorsement Memo USUHS Application Request

OFFICIAL BRIGADE LETTERHEAD

OFFICE SYMBOL DATE

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

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

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

1. I recommend *(FName, MI, LName)*, Cadet ID Number, be given approval to apply to USUHS. I certify no administrative or disciplinary actions are pending on this applicant.

2. Any questions you have regarding this matter please contact the undersigned at 555-555-1212.

(Bde Cdr Signature Block)

Figure P-5. Bde Cdr Endorsement Memo USUHS Application Request

APPENDIX Q - ROTC Accessions Division - Frequently Asked Questions

Accessions Branch

Q: I want to change my duty status/component from Army Reserve, to Active Army?
A: This action is best completed immediately following the annual accessions and branching board. If commissioned, submit DA Form 4187, Personnel Action, through your USAR unit directly to their Headquarters for approval/disapproval. If not commissioned, submit DA Form 4187 through the chain of command to Headquarters, Cadet Command (USACC), for approval/disapproval.

Q: I understand that my branch decision is final. What if I still want to change my branch after I go on Active Duty (AD)?
A: You must complete 3 years of active duty time before being eligible to submit the request.

Q: I know I have missed the window for requesting an Educational Delay but I have a chance to get into medical school. Can I still submit my packet?
A: You may submit for an Educational Delay under the following conditions: (1) It is more than 60 days before your active duty report date. (2) You have a Letter of Acceptance from the medical graduate school. (3) You have passing test scores for the professional degree program MCAT, VCAT, LSAT, etc.

Q: I have been selected for a Reserve Component but did not receive a branch. What do I do?
A: You have 30 days after the official release date of component notification to obtain a by-name Vacancy Hold Report or a Letter of Acceptance from a unit of your choice or you will be selected for a branch based on the needs of the Army.

Q: If branched into the USAR, can I switch to the ARNG if I get a letter of acceptance (LOA) from a National Guard unit?
A: You must submit a DA Form 4187, including a LOA, requesting the change through appropriate channels to HQDA, G1 DMPM. The request must be submitted within 30 days following the annual Selection and Branching Board and meet the specified criteria for duty status changes. The LOA or VHR does not guarantee the request will be approved by HQDA Director of Military Personnel Management.

Q: Can I switch branches with another Cadet?
A: You cannot switch branches with another Cadet. The Selection and Branching board results are binding and informal swaps or exchanges are not authorized. Numerous individual factors are considered in the branching process.

Q: I was in the top 20% and received my 3rd choice (Basic Branch MI with no detail branch). Can I change to a basic branch of MI and a detail branch of IN?
A: No. The DA Selection and Branching Board detail assignments are binding.

Q: Can a Cadet be released from branch detail if it is a branch they did not request?
A: No they cannot – DA Board detail assignments are binding.

Q: I was commissioned at the end of ADVANCED CAMP and desire to change my duty status from the ARNG. Can I submit a DA Form 4187 to USACC?
A: Once commissioned, you must submit a request through your ARNG unit directly to their higher headquarters for approval/disapproval.

Q: How does the branch detail program work?
A: If you were selected for a branch detail during the ROTC Branching Board (i.e., Basic branch is Military Intelligence and Detail branch is Armor), you will serve a period of three years in the detail branch. You will proceed to your detail branch basic course. Upon arrival at your initial duty station, you will serve approximately 36 months in your detail branch. Upon completion of the detail branch assignment, you will be notified to attend a technical course in your basic branch. You will attend a basic branch training course in a TDY status and, upon completion of that training, will return to your duty station and serve 12 to 34 months in your basic branch. This information will be reflected on the PCS orders for Cadets with a branch detail.

Q: Can I request more than one Active Duty Service Obligation (ADSO) option?
A: Yes.

Q: Can a Cadet submit a Branch for Active Duty Service Obligation (ADSO) request for each branch they desire?
A: A Cadet can submit a Branch for ADSO request for any two branches (but only two) that they desire.

Q: Can a Cadet submit a Branch and a Post for Active Duty Service Obligation (ADSO) requests at the same time?
A: Yes, you can request two ADSO options.

Q: If a Cadet received their branch because of their OML ranking in the top 45% of allocations, is their Active Duty Service Obligation (ADSO) contract void and can they submit another Post for ADSO request?
A: Yes.

Q: What are the distribution requirements for Active Duty Service Obligation (ADSO) contracts?
A: Cadets that wish to participate in the Branch or Post for ADSO Program must complete the appropriate U.S. Army Cadet Command Supplemental Service Agreement for each ADSO Program they want to be considered for. Cadets may be considered for 2 branches indicated on CC Form 597-B MAY 2012 and 2 posts as indicated on CC Form 597-P MAY 2012, found in this Appendix O. Cadets will only incur the ADSO for the branch and/or post that is approved. These agreements are available at www.career-satisfaction.army.mil and must be signed by the Cadet and ROTC

PMS/APMS prior to the Department of the Army (DA)/ROTC Selection and Branching Board for each ADSO Program participating in. Previous versions of these agreements ARE NOT AUTHORIZED. PMS/HRA will ensure upon release of the DA/ROTC Selection and Branching Board results, each approved ADSO agreement will be uploaded onto the https://safe.amrdec.army.mil/safe/ site within 30 days. Upload instructions are located on page Q-15 and Q-16 of this appendix.

Q: How come I'm not reporting for active duty until November when I was commissioned in May?
A: The Basic Officer Leader's Course Scheduling Conference establishes the number of quotas for BOLC-B to be given to each quota source (including Cadet Command). Each BOLC-B class has a maximum number of lieutenants it can support based on instructors, training equipment, funding, etc. With over 2,500 Cadets commissioning during the summer months from Cadet Command alone, the Army cannot train them all at once. This in turn leads to the BOLC wait-time for training.

Q: When can I expect my assignment location and orders?
A: USACC, G1, ACCESSIONS AND STANDARDS DIVISION, in conjunction with Human Resources Command, is continually trying to improve the orders process to ensure that Cadets are notified as soon as possible. ACCESSIONS AND STANDARDS DIVISION staff members have an established goal to provide orders to Cadets no later than 45 days prior to their departure date (excluding December graduates). Not all branches work on the same timeline; therefore, some branches may receive orders earlier than others.

Security Division

Q: Which Cadets require T5 Investigations?
A: Cadets accessed with a control branch of MI, CY, and OD (EOD).

Q: What is required for a T5 investigation?
A: If the Cadet has an open T3 investigation, contact the USACC G33, Security Division Brigade POC and request the investigation be upgraded to a T5. If theT3 investigation has closed, contact the USACC G33, Security Division Brigade POC and request for expedited adjudication. Once the T3 investigation has been adjudicated the PSM will submit a request for a T5 investigation via PSIP. If the Cadet was selected for Reserve Forces Duty the National Guard or USAR will request the T5 investigation to be initiated. USACC SROTC Program will assist the Cadet (USAR or ARNGUS) with completing fingerprints.

Q: What is the deadline for submitting a T5 investigation request?
A: The suspense date established by USACC is 3 December. Cadre/Staff at the ROTC Program should verify CCIMM to ensure the PSM has entered the T5 submission date.

Q. What does SAC stand for in JPAS under Investigation Summary?

A. SAC is a Special Agency Check is the term used for fingerprints, and indicates they have been uploaded to JPAS/DISS. Fingerprints are valid for 120 days.

Q. What does No Determination Made and Loss of Jurisdiction mean in JPAS under Adjudication Summary?
A. It means that the investigation has not been adjudicated. Do not initiate a new investigation. Immediately contact the USACC G33, Security Division Brigade POC request adjudication of the investigation.

Q. What are the steps to report credible derogatory information?
A. First ensure an SIR has been completed, complete a DA FM 5248-R and submit to HQ, USACC G33 Security Division with supporting documents.

Q. What does it mean when an Incident Report is RED lined in JPAS with a date?
A. This means there has been a report of credible derogatory information uploaded to JPAS and to the DOD CAF and that the clearance has been placed into a suspended status in CCIMM. The clearance is not valid until a DA 5248-R final with all supporting documentation has been submitted to the DOD CAF and has been fully adjudicated and the clearance is re-granted.

Q. Does HQ, USACC grant security clearances?
A. All security clearances are granted by the Department of Defense Consolidated Adjudication Facility (DOD CAF).

APPENDIX R – Class 1A Flight Physical Command Policy

DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY CADET COMMAND & FORT KNOX
1ST CAVALRY REGIMENT ROAD
FORT KNOX, KENTUCKY 40121-5123

REPLY TO
ATTENTION OF

ATCC-ZM 29 March 2018

MEMORANDUM THRU Brigade Commanders, U.S. Army Cadet Command

FOR Professors of Military Science, U.S. Army Cadet Command

SUBJECT: FY18 – Requirements for Class 1A Flight Physicals at Cadet Summer Training

1. Purpose: To establish the minimum requirements of Cadets to receive Flight Physicals while attending the Advanced Camp (AC).

2. Background Discussion: In an effort to reduce the number of Class 1A Flight Physicals administered at AC during the transitioning of medical support from Fort Lewis, WA to Fort Knox, KY, the below requirements were established. Despite these restrictions the number of 1A Physicals have doubled since FY 2014. PMSs should strictly monitor the Cadets who request a flight physical. It is imperative that PMSs do not routinely advise all Cadets to take a Class 1A Flight Physical. Given the significant increase in Flight Physicals performed at AC, these requirements will remain in place.

3. Eligibility Requirements to take Class 1A Flight Physical at AC:

a. Cadets must be in the current accession year group that will be considered for branching by the DA/ROTC Selection and Branching Board.

b. Basic Camp (BC) Cadets are not authorized a Class 1A Flight Physical.

c. Cadets enrolled in ROTC programs located more than 125 miles from the nearest medical treatment facilities and have a SIFT score of 50 or more are authorized to complete a Class 1A Flight Physical at AC. Exceptions will be considered and granted by the Command Surgeon, USACC on a case by case basis.

d. Cadets must indicate the desire to branch aviation by requesting aviation in the top three active duty branch preferences prior to annual Selection and Branching Board. This requirement applies to End of Camp Commissionees desiring aviation, provided they otherwise meet commissioning requirements.

e. Flight Training Qualification Tests:

(1) As of 1 January 2013, the Alternate flight Aptitude Selection Test (AFAST) has been replaced with the Selection Instrument for Flight Training (SIFT). ASD, DCS, G1, USACC will no longer accept an AFAST score.

ATCC-ZS
SUBJECT: Requirements for Class 1A Flight Physicals at Cadet Summer Training

(2) Fifty (50) is the minimum qualifying SIFT score required to be eligible to receive the flight physical at AC. Cadets with a qualifying SIFT score of 40-49 can receive a flight physical at their home station nearest military medical treatment facility.

(3) NLT 10 May 2018, the Cadet's SIFT score must be entered in the CCIMMS Training Module.

f. Counseling:

(1) The PMS will counsel Cadets who are requesting a Class 1A Flight Physical at AC using the attached memorandum template.

(2) NLT 10 May 2018, the completed counseling and a copy of the SIFT score must be loaded into the SharePoint CST 2018 Cadet Medical Record at https://army.deps.mil/army/cmds/USACC-CST-Medical/dashboards/default.aspx

(3) The SharePoint CST 2018 Cadet Medical Record must also be updated to CST18 CMR Flight Requested YES.

g. Cadet must be 18 months or less from projected commissioning date.

4. Cadets who fail to meet any of the requirements listed in paragraph 3a-g above will not be given a Class 1A Flight Physical at AC.

5. The POC for information regarding exceptions and scheduling of CST Flight Physicals is Mrs. Ashly Rumery, Command Surgeon Assistant at (502) 626-3323, ashly.r.rumery.civ@mail.mil. The POC for information accessions process requirements is Mr. McKinley, ASD Management Analyst, DCS G1 at (502) 624-1402.

CHRISTOPHER P. HUGHES
Major General, USA
Commanding

Encl

DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY CADET COMMAND & FORT KNOX
1ST CAVALRY REGIMENT ROAD
FORT KNOX, KENTUCKY 40121-5123

REPLY TO
ATTENTION OF

ATCC-xx

Date

MEMORANDUM FOR Command Surgeon, USACC, Fort Knox KY, 40121

SUBJECT: Request for Class 1A Flight Physical at Advanced Camp (AC)

1. I am requesting a Class 1A Flight Physical for _____ (Cadet's full name) from the _____ (School Name).

2. Cadet _____ took the Selection Instrument for Flight Training (SIFT) on _____(date) with a score of _____.

3. SIFT Score was entered in CCIMS Training module on _____ (date).

4. Cadet is not attending Basic Camp (BC) during Cadet Summer Training (CST) 2018.

5. Cadet does not have a medical waiver or medical determination on record.

6. Cadet is commissioning NLT 18 months after flight physical is taken.

7. Cadet is enrolled in a ROTC program located more than 125 miles from the nearest medical treatment facilities and has a SIFT score of 50 or above.

8. I have discussed with this Cadet his/her desires to branch aviation and based on his/her performance as the Cadets' PMS he/she has demonstrated the potential to branch aviation.

9. Point of contact is the undersigned at email and phone number.

PMS NAME
Rank, Branch
Title

APPENDIX S – Army Scholarships, and Fellowships

S-1. Applicability

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

S-2. Objective and General Information:

a. Fellowships and scholarships are available to active duty service members to enhance educational opportunities and training of military personnel. The overall objective is to address workforce competency gaps, fulfill anticipated Army requirements and contribute to future capabilities. Commander, Human Resources Command is responsible for career management; to include tracking key performance and selection milestones of participants in these scholarship/fellowship programs to include those covered under the newly instituted CSA Warrior Scholar Program.

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

c. Cadets/Regular Army Officers from ROTC and USMA may <u>apply for permission to compete for and accept</u> fellowships and scholarships.

d. ADSO: Time spent attending one of these specified graduate programs <u>will not be credited</u> toward fulfilling an initial ROTC ADSO. Cadets must sign an ADSO agreement and provide with the application request.

e. Applicable Fellowships and Scholarships: The following programs will serve as a baseline for inclusion in the CSA Warrior Scholar Program: Rhodes, Marshall, Truman, Hertz, East-West, Rotary, Gates, Mitchell, Fulbright, Schwarzman, Yenching (research with focus on Chinese culture), Churchill, National Science Foundation, Soros, Lincoln Laboratory at MIT or Northeaster, Deutscher Akademischer Austauschidientst (DAAD), Graduate Education for Minorities In Engineering and Science (GEM), and Knight Hennessy Scholarship. Information and application requirements of these various educational opportunities should be available through the Cadets' academic counselors.

S-3. Administrative Procedures/Responsibilities:

a. Any Cadet, selected for active duty, who desires to apply to one of the scholarship/fellowship graduate programs listed in paragraph S-2d above must receive approval from CG, Human Resources Command, Ft. Knox, KY. In August 2017 CG, Human Resources Command adjusted the application administrative procedures and only requires one packet with four critical enclosures for the FY19 Cohort.

Enclosures include: signed ADSO statement, award letter from Sponsor, acceptance letter from academic institute, and completion certificates from required training.

b. PMS/HRA Responsibilities:

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

(2) PMS/HRA notify USACC G1, Accessions and Standards Division POC as soon as a Cadet has informed you of their desire to apply for one of the applicable graduate scholarships or fellowships. (Email or telephonic notification is acceptable. Requested information is Cadet Name, Cadet ID#, Assigned Branch/Branch Detail and specific scholarship/fellowship.)

(3) PMS/HRA ensure Cadet completes required training and provide certificates. (Anti-Terrorism Training, SERE_EUCOM training, ISOPREP_Completion_EUCOM) The officers' request for orders cannot be published if they have not completed this training and provided specific certificates.

(4) The PMS will sign the Cadet Scholarship/Fellowship Memorandum that must be submitted to CG, Human Resources Command. This memorandum with enclosures must be routed through Brigade Commander to USACC G1, Accessions and Standards Division point of contact. Some award sponsors may not make a final selection until late April. The application should arrive to USACC G1, Accessions and Standards Division no later than 1 March. Those cases where the final award is not given until late April must be coordinated with the G1, Accessions and Standards Division POC on a case by case basis.

(5) PMS/HRA and Cadet must be aware that some scholarships/grants may be awarded in foreign countries with unique and restrictive personnel security concerns for Department of Defense personnel. DoD and or the scholarship foundation may not allow the "military" status of a student or participation in certain designated countries. It is the Cadre's responsibility to assist the Cadet in determining any restrictions and to obtain a written statement from the awarding scholarship foundation specifically stating that they will allow an active duty military member to participate in the program awarded.

(6) The PMS/HRA and Cadet must be aware of how important it is for these officers to in-process Active Duty correctly prior to departing CONUS. The PMS or HRA and 2LT must initiate a conference call with the USACC G1, ASD POC, Mrs. Kayla Link, to discuss instructions in military orders and ensure the officer understands where and when "active duty" in-processing will begin. Again, it is critical that the officer does NOT depart CONUS without formally being in-processed into the Regular Army: to include execute DA Form 71,RA Oath of Office, be issued military Common Access

Identification (CAC), initiate a military pay record, and complete in-processing on the Ft Jackson, SC Student Detachment website. http://usasd.armylive.dodlive.mil/in-processing/.

c. Cadet Responsibilities:

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

(2) Appendix F-3 paragraph 911) of this circular explains that Cadets are to inform Cadre why they may be unavailable to attend BOLC within 30 days of graduation and commission. The Cadet must specify on the 218-r that they are competing for Army Scholarships and may not be available to attend BOLC.

(3) Cadet is responsible to notify and provide the Professor of Military Science all information in accordance with AR 621-7, paragraphs 2-7 and 2-8. The application packet format is consolidated into one packet. See example provided at Figure S-1. The ADSO agreements are provided at Figures S-2 and S-3.

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

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

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

d. USACC G1, Accessions and Standards Division (ATCC-PAA) is the Command Point of Contact for information and coordination. POCs are listed below:

(1) Mrs. Jill Berry, Deputy Chief, Accessions and Standards Division, 502-624-5651, email address: jill.m.berry2.civ@mail.mil.

(2) Ms. Kayla Link, ASD, Human Resources Specialist, 502-624-5374, email address: kayla.a.link.civ@mail.mil.

UNIVERSITY LETTERHEAD

ATCC-XXX

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

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

SUBJECT: Cadet Scholarship/Fellowship Application

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

a. Name:

b. SSN:

c. Branch:

d. Email Address:

e. Source And Date Of Commissioning:

f. Name of Scholarship/Fellowship:

g. Purpose Of Scholarship/Fellowship:

h. Conditions, If Any, of Scholarship/Fellowship:

i. Name And Location Where Study/Training Will Take Place:

j. Field Of Study and Degree To Be Awarded:

k. Length Of Award:

OFFICE SYMBOL
SUBJECT: Cadet Scholarship/Fellowship Application

l. Can This Scholarship/Fellowship Be Deferred? I So For How Long:

m. Start and End Date Of Academics:

n. REQUESTED REPORT DATE:

o. NAME/PHONE NUMBER/EMAIL ADDRESS/DUTY TITLE/DUTY LOCATION OF IN-COUNTRY POC: (ONLY IF TRAVELING OVERSEAS):

p. NAME/RELATIONSHIP & LOCATION OF DEPENDENTS, if any:

2. Point of contact, this memorandum, is (name/email address/phone number).

(Professor of Military Science)
4 Encls **SIGNATURE BLOCK OF AUTHORIZED REPRESENTATIVE**
1. Signed ADSO Statement
2. Award letter from sponsor
3. Acceptance letter from academic institution
4. Certificate(s) from required training
   IAW DoD Foreign Clearance Guide (if traveling overseas)

Figure S-1. Cadet Scholarship/Fellowship Application (2 pgs)

ACTIVE DUTY SERVICE OBLIGATION (ADSO)/UTILIZATION TOUR STATEMENT

(One-Year Civilian Scholarships IAW AR 350-100, paragraph 3-4)

I understand that participating in a one-year designated civilian education program following commissioning, I will acquire a separate ADSO for a period at least three times the length of the education or training. I understand that I will begin to serve my initial ADSO and the separate civilian education ADSO on the first day my civilian education program is complete. I further understand that only two-years, of my civilian education ADSO, will be served concurrently and one-year will be served consecutively with my initial ADSO. My total ADSO in the U.S. Army will be five years, following successful completion of my one-year civilian education.

_____
(Print full name)

_____
(Signature)

_____
(Rank) ***(Branch)*** ***(SSN)***

_____
(Date)

Figure S-2. ADSO (One-Year if applicable) Enclosure 1

ACTIVE DUTY SERVICE OBLIGATION (ADSO)/UTILIZATION TOUR STATEMENT

(Two-Year Civilian Scholarships IAW AR 350-100, paragraph 3-4)

I understand that participating in a two-year designated civilian education program following commissioning, I will acquire a separate ADSO for a period at least three times the length of the education or training. I understand that I will begin to serve my initial ADSO and the separate civilian education ADSO on the first day my civilian education program is complete. I further understand that my civilian education ADSO and my initial ADSO will be served concurrently. My total ADSO in the U.S. Army will be six years, following successful completion of my two-year civilian education.

_____
(Print full name)

_____
(Signature)

_____
(Rank) ***(Branch)*** ***(SSN)***

_____
(Date)

Figure S-3. ADSO (Two-Year if applicable) – Enclosure 1

APPENDIX T– PMS/HRA Accessions Quick Brief and Suspenses

*** Please copy and use for quick overview - Cadet Briefings

FY19 Accessions (Branching) Process

1. **OML Model calculates Order of Merit Scores which are rank ordered to create the ROTC National OML**
2. **The ROTC National OML is used to determine duty status (Active Duty or Reserve Duty)**
3. **Active Duty (AD) and Reserve Duty (RD) files are divided into:**

- GRFD go RD
- Volunteer RD go RD
- Those below the Active Duty Allocation Line go RD
- SMC go AD if requested by Cadet and recommended by PMS
- Medal of Honor dependents go AD, if requested
- Nurses are not guaranteed AD
- Active Duty Green-to-Gold must go AD/Cannot compete for Ed Delay
- Female Cadets desiring IN/AR branches must request; all others do not list.

4. **Service Component (AD, RD) will be released to field first**
5. **Field finalizes Branch and ADSO selections in CCIMM**
6. **Active Duty Board branches in following sequence:**
   a) Top 10% get first Branch choice, guaranteed
   b) By OML, branch up to 40% of each Branch Allocations without BrADSO
   c) By OML branch up to 55% of each Branch Allocation with BrADSO
   d) Branch remainder with DA Branch Model to meet needs of Army.
   ** DABM will start consideration at branch preference 1 thru 17
7. **Reserve Duty branches in the following sequence:**
   a) Assigns Component (USAR or ARNG) and Branch to those with a valid unit Vacancy Hold Report (VHR)/Letter of Acceptance (LOA)
   b) Those without a VHR/LOA will not receive a branch until a VHR/LOA is received.
   c) 30 days after release of Branching Board results those without a VHR/LOA will receive Component/Branch based on the needs of the Army.

FY19 OML Model

1. Academic Outcomes (40%)
   - Accessions GPA (cumulative through junior year) (31)
   - Academic Discipline (4) ADM3 = 2 pts; ADM4 = 4 pts; ADM5 = 2pts
   - Language/Cultural Awareness (5)

2. Leadership Outcomes (45%)
   - PMS Experience Based Observations
     - MS III Cadet OER, PMS Rating of Potential (14)
     - MS III Cadet OER, PMS Ranking of Performance (7)

   - Advanced Camp Performance
     - Platoon Potential Rating (15)
     - RECONDO (1)

   - Cadet Training/Extracurricular Activities (5)

   - Maturity & Responsibility (3)
     - F/T Employment
     - P/T Employment
     - SMP Member

3. Physical Outcomes (15%)
   - APFT
     - Campus (most current fall semester) (3)
     - Campus (most current spring semester) (3)
     - Advanced Camp (6)

   - Athletics
     - Varsity, Intramural, or Community Team (3)

2018 Accessions Suspense/Timeline (FY19 Accessions Cohort)

Suspense dates are set with a view toward giving Programs maximum time to obtain/complete required documentation, while allowing time for Brigades and USACC G1, Accessions And Standards Division to review files before the National OML is established and prepare for the HQDA/ROTC Branching Board. **These are the maximum NO LATER THAN suspense dates.** Brigade Commanders have the authority to require their Programs to meet earlier suspense dates.

Suspense Date(s)	FY 18/19Accessions Cohort Timeline for Required Actions (Cadets Graduating and Commissioning between 1 Oct 2018 and 30 Sep 2019, and EOCC Cadets that receive commission following Advanced Camp completion during Summer 2018)	G1 ASD	Brigade	Program (University)
1 Jun 2018	o All FY18 DL selectees provide proof of admittance to medical, law or seminary schools. o Extension requests for FY18 DL selectees.			X
1 Jun 2018	o GRFD **Non-scholarship** Revocation Requests submitted thru USACC (120 days prior to commission)			X
15 Aug 2018	Cohort Master Roster sent to Brigades for review and correction	X		
20 Aug 2018	Talent Management branch match data released to Cadets	X		
18 Sep 2018	o Cadet and PMS comments entered o Host Schools complete CCIMM inputs for FY19 Cohort to include branch preferences o Hardcopy Ed Delay application packets due to G1 Accessions and Standards Division o ADSOs entered o OML Component and Branch Selection Input Complete and locked by program o Bde S-1 annotate "Bde Review Date" o 218-Rs due for December graduates		X	X
18 Sep 2018	CCIMM OML Data locked by G1, ASD, ORSA	X		
26 Sep 2018	Release Component Selection results	X		
1 Oct 2018	o Cutoff for Aviation qualification by Fort Rucker o All PMS(s) must have completed counseling for all Cadets selected for RFD (USAR or ARNGUS). (*Use DA Form 4856 at Appendix L.*)			X
2-4 Oct 2018	Educational Delay Board	X		
14 Nov 2018	o Release Branching Board and Educational Delay results o Receive RFOs from HRC for December Graduates. o Accessions and Standards Division begins publishing orders for December Graduates o Upload ADSOs for RA (active duty) selectees	X X X		X
3 Dec 2018	o **ALL Cadets selected for CY, MI and OD (only EOD) branches MUST have T5 initiated.** This suspense specifically applies to Active Component. o For USAR & ARNGUS see para 2-8 c (2)-(3) for specific admin procedures. SROTC Programs will assist Cadet with fingerprints			X
4-6 Dec 2018	BOLC-B Scheduling Conference	X		
14 Dec 2018	o Last day to request Component or Branch changes due to administrative errors or exceptional circumstances o LOA or VHR for all RFD (NG and USAR) Cadet.			X X X
22 Jan 2019	o Last day to update spring graduates 218-R in CCIMM	X		
1 Mar 2019	o Receive RFOs from HRC and Accessions and Standards Division publish orders o Last day for Active Duty Selectees' to provide packet for Army Scholarship/Fellowship Requests		X	X
1 Apr 2019	Last day to request RD Component Change			X