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Headquarters, U.S. Army Cadet Command
1st Cavalry Regiment Road
Fort Knox, Kentucky 40121-5123

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Functional Area

RESERVE OFFICERS' TRAINING CORPS ACCESSIONS FISCAL YEAR 2020

FOR THE COMMANDER:

OFFICIAL:

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History. This publication is an expedited revision of the 1 Mar 2019 USACC Cir 601-20-1, annual revision impacting the accessions process and procedures of the Fiscal Year 2019 and 2020 cohorts. Less than ten percent has been changed and does not impact organizations outside the proponent.

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 Changes

USACC Regulation 601-20-1
RESERVE OFFICERS' TRAINING CORPS ACCESSIONS FISCAL YEAR 2020

This is an Expedited Revision, dated 31 July 2019.

- Appendix N – Revised USACC Form 145-51, changed Officer Appointment Checklist APFT Sentence from "Cadet passed an Army APFT within 60 days of commission/meets AR 600-9" to "Cadet passed an Army APFT within 130 days of commission/meets AR 600-9."; which aligns with USACC Regulation 145-9.

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Chapter 1 – Introduction

1-1. Purpose

This circular supports the annual Senior Reserve Officers' Training Corps (ROTC) accessions process. It provides prescribed policies, operating tasks, and procedural steps governing the annual accessions process in a chronological sequence. 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 - FY 19/20 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. ROTC School Program Human Resources Assistants (HRA) are responsible for having daily operational working knowledge of the accessions process, regulations and policies relating to CCIMM data verification, entry, and accuracy.

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

g. Meet deadlines identified in the FY 19/20 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. Cadets must be offered the opportunity to review, validate accuracy, and sign the Accessions Management Sheet (AMS) prior to the annual component and branching processes. In addition, each active component Cadet must be offered an opportunity to review for accuracy and sign the CC Form 218-R, BOLC-B Assignment Preference Sheet.

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, Selection Instrument for Flight Training (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) 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. Non-Scholarship 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).

(6) Ensure the BOLC-B Assignment Preference Sheet (CC Form 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. If officer cannot attend scheduled BOLC-B PMS/HRA must ensure CCIMM is annotated, notify USACC G1, Accessions and Standards Division immediately and follow up with a Change/Delete Report.

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

(9) CC Form 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 Form 218-R for reference once validated.

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

1-6. Brigade Responsibilities

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

b. Ensure accuracy of SROTC Battalion(s)' 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 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 2020 Accessions Cohort

2-1. Fiscal Year (FY) 2020, Accessions Zone

a. All Cadets and Early Commission Program (ECP) LTs who have successfully completed Advanced Camp and will graduate with a baccalaureate or higher degree and commission between **1 October 2019 and 30 September 2020** will be accessed during the FY20 accessions process. Contracted Cadets that earn a baccalaureate degree during the time indicated above are part of the accession FY20 year group and are not permitted to pursue a masters or higher degree. A baccalaureate degree is the minimum required degree to receive a commission from ROTC.

b. Cadets who commission following Advanced Camp 2019 will be included in the FY 19 Cohort due to the increased Active Component accession mission for FY 19 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 may be re-boarded <u>if</u> their graduation and commission date migrates one full school year (two semesters) based on the needs of the Army at the time of migration. They will retain their original OMS score and remain in their original Cohort.

2-2. Component Selection and Branching Procedures

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

(1) Regular Army selectees are branched based on Army requirements using the 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 USAR or State ARNG 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 FY20 Cohort will occur at the Cadet's request using the normal branching process. As of date of this publication, 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 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. Only Cadets who are qualified to compete for Aviation Branch should list AV in their branch preferences in CCIMMs. Aviation is not a required branch.

(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. There will be no reconsideration for missed or late flight physicals and/or testing. 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. Based on the limited number of allocations, requests for timeline extensions are not authorized.

d. **Aviation and Cyber are not required branch preferences**. Cadets may select up to 17 branches. All FY20 Cohort cadets should not list Aviation and Cyber branches as a preference if they are not qualified and do not desire to compete for those branches. Therefore, most male Cadets will list a minimum of 15 branches *(omitting AV and CY if not qualified to compete).* Most female Cadets will list a minimum of 13 branches *(omitting IN, AR branches IAW opt-out policy. if not qualified to compete and do not desire to compete for that branch).*

2-4. Electronic Accession File Preparation/Checklist

_____a. School SROTC Battalion(s) 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 Digital File prepared by School Program using the forms in CCIMM and supporting documentation. HRA will route the packet(s) through your respective Brigade S1 to USACC G1 ASD utilizing the Global Electronic Approval Routing System (GEARS). Packets are to be uploaded as one single document. Refer to Appendix J and Figure **J-1** for more detailed instructions.

_____c. Brigades will review Ed Delay packets for accuracy and completeness, then upload the completed packet into GEARS to Mr. Tommy Sadberry (tommy.g.sadberry.civ@mail.mil) and Mr. Christopher Bujarski (christopher.m.bujarski.civ@mail.mil).

_____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 2019 and 30 Sep 2020, must have accession files marked as "OML Component and Branch Selection Input Complete" NLT 24 September 2019 in the Branching Module of CCIMM. This does not include End of

Camp Commission candidates. A separate Operations Order will be published for those Cadets that commission immediately following Advanced Camp 2019 completion. 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 pending medical or civil issues that otherwise prevent them from commissioning. **Example 1**: A female Cadet/2LT will not go through the accession process if she is pregnant at the time of selection and branching. **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 "OML Component and Branch Selection Input Complete" will not go before the ROTC Selection and 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/ROTC Stand-By Board. Files submitted to a Stand-By Board will be integrated into the National OML using .5 markings. Cadets must be checked as "OML Component and Branch Selection Input Complete" in the Branching Module of CCIMM.

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

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

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

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

b. Cadets may request branch or duty status changes if an administrative error was made in their accession file which would have resulted in a different branch/duty status, 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 traumatic event such as 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 supporting 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. All must be completed by the date identified in Appendix B.

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

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

(2) Military Junior Colleges (MJC) ONLY: GRFD Scholarship revocation requests must go to the Secretary of the Army for approval in accordance with Title X, Section 2107a. MJC Cadets interested in requesting a revocation of a GRFD Scholarship must submit the request 120 days prior to commissioning and must be approved prior to commission. Accessions and Standards Division, HQs, Cadet Command, G1 does not process nor action GRFD revocation requests. Point of Contact for a GRFD revocation is: RMID, Incentives Division Room 26, HQs, Cadet Command, 204 1st Cavalry Regiment Road, Building 1002, Fort Knox, KY.

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. CG, Center of Initial Military Training (CIMT) is the functional proponent for all Initial Military Training policy and execution guidance.

b. USACC Accessions and Standards Division (ASD) will obtain BOLC-B class quotas and first duty assignments for Regular Army active duty (RA) selectees; notify Brigades and School SROTC Battalion(s); and issue appropriate initial AD Permanent Change of Station (PCS) orders. AMEDD branches, Army Nurse Corps and Medical Service, BOLC-B class quotas are managed by CG, Human Resources Command. ASD will publish AD PCS orders for these officers.

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 applies to Active Component officers and 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. Furthermore it would allow a ROTC Green to Gold Active Duty Obligor 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. The attachment program is completed by the active duty orders published by USACC G1 ASD once the officer is commissioned by the SROTC Battalion(s). The officer should execute both the Reserve of the Army Oath of Office and The Regular Army Oath of Office upon commissioning.

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

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

(1) The Personnel Security Officer Admin (PSOA) will verify U.S. Citizenship (to include adoptive parents' 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, adoption decree with the adoptive parent's birth certificate or adoptive parent's naturalization certificate).

(2) The PSOA 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. PSOA(s) must take a relationship with all contracted Cadets in both JPAS/DISS systems. In JPAS ensure the appropriate person category is selected and take an "Owning" relationship if a NON-SMP Cadet or a "Servicing" relationship if a SMP Cadet. 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 forward to the USACC G33 Personnel Security Branch POC for your Brigade and upload.

(3) The PSOA 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 PSOA 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 Form from PSIP are followed.

(4) Upon completing the SF86 EQUIP Form 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 PSOA for filing in the Cadets file. PSIP will verify the SF86 EQUIP Form, submit to OPM, and email all listed requesters that the SF86/EQUIP Form has been submitted to the OPM. The PSOA will download an archival copy of the SF86/EQUIP Form to review for any credible derogatory information and take appropriate action if discovered, file and maintain in the Cadet file. The PSOA 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 Directive12 (HSPD12). Fingerprints (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 selected for Active Duty whose basic branch and control branch is Military Intelligence (MI), Cyber (CY), or Ordnance (OD) (EOD Selects Only) prior to commission date.

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

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

(3) 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 Battalion(s) to complete fingerprints. The Army National Guard will initiate the T5.

(4) 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 T5 investigations initiated prior to commission and will receive assistance from their SROTC Battalion(s) to complete fingerprints. The USAR G2 will initiate the T5 in direct coordination with the Cadet. Once the T5 questionnaire is available for completion, the Cadet is responsible to complete SF86//EQUIP Form within 7 calendar days.

(5) The PSOA 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 be 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 PSOAs 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 Public Law 108-136, National Defense Authorization Act 2004 and Department of the Army Directive 1000.13v2, enclosure 4.

b. Upon entering junior year in college, all Army contracted Cadets will be issued a Common Access Card (CAC) with an expiration date three years from the issue date. Army contracted Cadets commissioned to 2LT will maintain their current CAC until reporting to their respective Basic Officer Leaders Course. At that time, they will issued a CAC with the appropriate rank. Cadets will no longer receive a DD Form 2 (green Teslin). The above CAC information is in accordance with Military Personnel Message (Milper 18-213). The proponent is Army Human Resources Command and point of contact is Mr. John Ellerbe, 502-613-8472 or email at john.w.ellerbe.civ@mail.mil.

c. USACC Cadre and staff should contact USACC G1, Accessions and Standards Division first if a contracted Cadet or newly appointed 2LT has an issue or question about the recently revised Army CAC policy for ROTC Cadets. Points of Contact are Louis Dercqu, 502-624-5258 or email, louis.r.dercqu.civ@mail.mil, or Jill Berry, 502-624-5651, or email 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, 6 Sep 2018

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
Army Substance Abuse Program Drug Testing Program Prevention and Education
(Rapid Action Revision dated 20 Dec 13)

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 2058, (prescribed in Appendix H)
State of Legal Residence Certificate

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

CAC – Common Access Card

CST – Cadet Summer Training

CH – Chaplain Corps

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

ECC – Early Commissioning Program

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

ED – Educational Delay (also abbreviated “DL”)

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

i**PERMS** – 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 – Outcome Metrics List

PMS – Professor of Military Science

PSOA – Personnel Security Officer Admin

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

T5 – Tier 5 Investigation for TS/SCI Access

TRADOC – Training and Doctrine Command

USAR – United States Army Reserve

VCAT – Veterinary College Admission Test

VHR – Vacancy Hold Report

APPENDIX B – FY 19/20 Accessions Suspense Timeline

Suspense dates are set with a view toward giving SROTC Battalion(s) maximum time to complete required documentation, while allowing time for Brigades and G1, ASD to review files before the National OML is established and prepare for the **HQDA/ROTC** Branching Board. **These are the maximum <u>NO LATER THAN</u> suspense dates.** Brigade Commanders have the authority to require their SROTC Battalion(s) to meet <u>earlier</u> suspense dates.

Suspense Date(s)	FY20 Accessions Cohort Timeline for Required Actions: (Cadets Graduating and Commissioning between 1 Oct 2019 and 30 Sep 2020). This does not include End of Camp Commission candidates.	G1 ASD	Brigade	Program (Universit
1 Jun 2019	o All FY 19 DL selectees provide proof of admittance to medical, law or seminary schools o Extension requests for FY 19 DL selectees			X X
3 Jun 2019	o GRFD **Non-scholarship** Revocation Requests submitted thru USACC RMID (120 days prior to component selection)			X
15 Aug 2019	Cohort Master Roster sent to Brigades for review and correction	X		
Aug 2019	Reference Separate OPORD for End of Camp Commission Candidate instructions			X
20 Aug 2019	Talent Management branch match data released to Cadets	X		
24 Sep 2019	o Cadet and PMS comments entered o Host Schools complete CCIMM inputs for FY20 Cohort to include branch preferences o Ed Delay Applications-<u>electronic packets</u> due to G1 ASD o ADSOs entered o OML Component and Branch Selection Input Complete and locked by program o Bde S-1 annotate "Bde Review Date" o CC Form 218-R due for December graduates		 X X	X X X X X X
24 Sep 2019	CCIMM OML Data locked by G1, ASD, OML Manager	X		
1 Oct 2019	Release Component Selection results	X		
2-3 Oct 2019	o Educational Delay Board – **Changed to electronic files see Appendix J for specific instructions.**	X		
7 Oct 2019	o Cutoff for Aviation qualification by Fort Rucker o Deadline for all PMS(s) to complete counseling for all Cadets selected for RFD (USAR or ARNGUS). *Use DA Form 4856 at Appendix L.* ***Note deadlines for December and Spring grads to obtain VHR/LOAs.*** o Hard copy Branch ADSO contracts due to USACC G1 ASD			X X X

21-25 Oct 2019	RA Branching Board	X		
Suspense Date(s)	**FY20 Accessions Cohort Timeline for Required Actions: (Cadets Graduating and Commissioning between 1 Oct 2019 and 30 Sep 2020). This does not include End of Camp Commission Candidates.**	**G1 ASD**	**Brigade**	**Program Universi**
13 Nov 2019	o Release Branching Board and Educational Delay results o Receive RFOs from HRC for December Graduates o G1 ASD begins publishing orders for Dec Graduates	X X X		
1 Dec 2019	o Deadline for RFD Dec Graduates to obtain LOA or VHR for all RFD (ARNGUS and USAR)			X
3 Dec 2019	o ALL Cadets selected for CY, MI and OD (only EOD) branches MUST have T5 initiated. o For USAR & ARNGUS see para 2-8 c (3)-(4) for specific admin procedures.			X
2-4 Dec 2019	BOLC-B Scheduling Conference	X		
13 Dec 2019	o Last day to request Component or Branch changes due to administrative errors or exceptional circumstances			X
21 Jan 2020	o Hard copy Post ADSO contracts due to USACC G1 ASD			X
21 Jan 2020	o Last day to update spring graduates CC Form 218-R in CCIMM	X		
2 Mar 2020	o Receive RFOs from HRC and G1 ASD publish orders o Last day for Active Duty Selectees' to provide packet for Army Scholarship/Fellowship Requests	X	X	X
15 Mar 2020	o Deadline for RFD Spring Grads to attain LOA or VHR for all RFD (NG and USAR)			X
1 Apr 2020	o Last day to request RD Component Change			X

FY 19/20 Accessions Suspense Timeline- continued

APPENDIX C – Professor of Military Science (PMS) Checklist

Professor of Military Science (PMS) Administrative Responsibilities (Check Appropriate Response)			
Yes	**No**	**N/A**	**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, ASD NLT 7 October 2019 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. Exceptions will not be granted for late or incomplete Flight Physicals.
			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 suspense specified on Appendix B Timeline.
			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 date in Appendix B. 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)' 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. (See DA PAM 600-4 dated 6 Sep 18 AMEDD Specialties)
			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) /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.
			Ensure accurate baccalaureate degree and major in CCIMM Accessions TAB.
			3. Prior to the start of the accessions process, the PMS will brief/counsel Cadets to ensure they understand:
			Ensure all Cadets are briefed on the ROTC OML Model, National Component Selection OML, 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. Branch ADSO indication in CCIMM should not occur unless the PMS has a signed Branch ADSO at time of CCIMM entry. Failure to provide a Branch ADSO will result in loss of assigned branch; if received as a result of the Branch ADSO.
			Review the Accessions Management Sheet (AMS) with Cadet to ensure data is correct, signed and dated by the Cadet and PMS/APMS. Provide a copy of the AMS and Branch ADSO, if requested, and maintain on file.
			Remind GRFD scholarship Cadets about the restrictions on revocations of GRFD contracts. **Very restricted and requires Sec Army approval**. (POC: Lead HQs Action Office is USACC, RMID)
			Distinguished Military Graduate (DMG) is the top 20% of the National Outcome Metrics List. (Note: USACC DCS G1, ATCC-PAS will prepare and disseminate DMG certificates to SROTC Battalion(s) for presentation.)
			Be aware of Nurse Cadets' special requirements for commissioning and licensure. Not all AN officers will access in the Regular Army/Active Component. 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 BOLC Phase I. Applicants must meet the age requirement to be older than 18, but must be actively involved in flight training by age 32. If Cadet 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 Cadets are aware that those on dedicated **MJC GRFD Scholarships** CAN request revocation of GRFD and request AD. Revocation requests must be submitted **120 days prior to commission date and approved prior to commission.** (POC: Lead HQs Action Office – USACC RMID)

Professor of Military Science (PMS) /Administrative Responsibilities –pg. 3			
Yes	**No**	**N/A**	**(Check Appropriate Response)**
			Following Component Selection ensure all RFD (USAR & ARNG) Cadets are counseled using DA Form 4856 at Appendix L NLT 1 Oct 19. When counseling ARNG Cadets be aware to modify terminology from USAR to ARNG.
			Ensure Cadets selected for: USAR obtain a Unit Vacancy Hold Report and ARNG obtain a Letter of Acceptance by established suspense date. (Specifically include GRFD scholarship Cadets). Counsel Cadets on how to obtain VHR/LOA and 90 day rule.
			Following Component Selection ensure all RFD (USAR & ARNG) Cadets are counseled using DA Form 4856 at Appendix L NLT 1 Oct 19. 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.
			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 :
			Notify Cadet in writing of assigned component, active component branch results, and ADSO selection, within 48 hours of official release.
			Ensure assignment preferences (CC Form 218-R) data is entered correctly in CCIMM by established suspense date. Ensure inclusion of any extenuating circumstances affecting BOLC-B more than 30 days from appointment and CST attendance if applicable
			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 19 (Appendix B) if the subject has an eligibility determination of Secret. T5 investigations for Cadets selected for RFD and branched MI, CY or OD (EOD) will be processed IAW paragraph 2-8c (3) and (4) of this Circular. See para 2-8c.
			PMS must submit Change and Deletion report to USACC G1, Accessions and Standards Division, (appropriate ASD 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. Update CCIMM with correct date. Submit a Change/Deletion Report to G1 ASD via GEARS. (See Figure C-1 example).

Professor of Military Science (PMS) /Administrative Responsibilities –pg. 4			
Yes	**No**	**N/A**	**(Check Appropriate Response)**
			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 SROTC Battalion(s) must ensure the pre and post commission documents are uploaded IAW policy.
			The PSOA will print the CCIMM Security Clearance page and use it as the clearance verification source document for accessions purposes. PSOA 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. ✓ Ensure all 2LTs are aware of AR 190-11 Physical Security of Privately Owned Weapons (POW) and Ammunition. Each installation requires Soldiers to register POWs immediately on arrival or it may be done prior to entering the gates. Specifically brief each CST 2LT Cadre that Ft Knox Regulation 190-11 governs procedures for Ft Knox military members. ✓ Each CST 2LT must complete POW registration form, FK Form 2759-E, that may be found on Ft Knox Garrison website.

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 – submit via GEARS

APPENDIX D – ROTC Outcome Metrics List (OML) Model

D-1. The Outcome Metrics 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 changed for FY20 Cohort and the FY20 Cohort will access using the OML Model depicted in Figure D-1.

c. The OML Process

(1) Step 1 - Throughout the year the ROTC host Battalion(s) 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 SROTC Battalion(s) 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. Upon completion of the OML Component and Branch Selection Input Complete box in CCIMM, the PMS or HRA must print the Accession Management Sheet (AMS), if not already done, and ensure it is signed by the PMS and Cadet/2lt, and provide a signed copy to the Cadet/2LT. 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 <u>documented proof from a school official</u>, 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 HQs, USACC G1, Accessions and Standards Division, OML Administrator for assistance.

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

(4) Language/Cultural Awareness (5%)

(a) The ROTC OML Model awards points to Cadets who major in foreign languages, successfully complete approved strategic foreign language courses and associated cultural studies. The Cultural Understanding and Leadership Program (CULP) "training" events have nothing to do with the Culture and Language OML points reflected in the Academic section of the OML Model. 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 Culture and Language OML Points			
Arabic	Estonian	Latvian	Slovene
Azerbaijani	Georgian	Lithuanian	Somali
Balinese	Haitian-Creole	Macedonian	Swahili
Bambara	Hausa	Malay/Malaysian	Tagalog
Bantu	Hebrew-Modern	Mongolian	Tajik
Bengali	Hindi	Pashto	Tamil
Bosnia	Hungarian	Persian-Afghan (other)	Telegu
Bulgarian	Igbo	Persian-Dari	Thai
Burmese	Indonesian	Persian-Farsi	Tibetan
Cambodian (Khmer)	Isizulu	Polish	Turkish
Chechen	Japanese	Portuguese	Turkmen
Chinese Mandarin	Javanese	Punjabi	Uighur
Chinese-Cantonese	Kanarese	Romanian	Ukrainian
Chinese-Gan	Kazakh	Russian	Urdu
Chinese-Wu	Korean	Serbian	Uzbek
Croatian	Kurdish	Serbo-Croatian	Vietnamese
Czech	Kyrghyz	Slovak	Wolof
			Yoruba

Table D-1. Critical Lanaguage List for Culture and Language OML Points

(b) The break out of Culture and Language OML points are found in the academic section of the OML Model 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 Culture and Language OML points. 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 Culture and Language OML points in the academic section of the ROTC OML Model.

(c) Culture and Language OML points are listed below and explain the exact criteria for what data should be entered into CCIMM to be awarded Culture and Language OML points. Do not confuse Cultural Understanding and Leadership Program (CULP) “training events” with the academic category of the ROTC OML Model Culture and Language OML 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 in that year and taken at least one course in that language in each of the semester/quarters for that academic year. To enter a language as a major for year 3 "YR3" the language must be the declared academic major for the Cadet going before the board, and correspond to the student's academic major entered in CCIMM. 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 must 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 Culture and Language OML 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 Culture and Language OML points 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 Culture and Language OML points awarded based on whether the academic school is semester or quarter system.

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

CULTURE AND LANGUAGE ITEMS	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. Culture (Study Abroad on college transcripts) and Language Items

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 Performance Rating (15%), Cadet Performance at Advanced Camp will be evaluated and points awarded in the OML based on the Platoon Tactical Officers' rating on the Advanced Camp Evaluation Form (CC Form 1059). The rating will focus on an individual's performance.

(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.

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 academic school year. Green to Gold Active Duty Obligor Cadets ARE NOT authorized points for a Full-Time employment. If an entry is made, HQs, USACC G1, ASD OML administrator, will manually remove the acquired points and adjust the OMS.

(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 academic school 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. Green to Gold Active Duty Obligor Cadets ARE NOT authorized points for a Part-Time job. If an entry is made, HQs, USACC, ASD OML administrator, will manually remove the acquired points and adjust the OMS.

(d) Green to Gold Active Duty Obligors may NOT earn points for a full-time or part-time job for solely being an active duty Soldier. In addition, Green to Gold ADOs may not have private sector employment while in the ROTC program in accordance with guidance provided by Commander Student Detachment, Ft Jackson, South Carolina.

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

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

(a) The most recent Fall on Campus APFT annotated in CCIMM at the time of accession consideration will be used for OMS. (3%)

- For example, a Cadet does not complete ROTC until completing Advanced Camp, the most recent fall and spring APFT annotated in CCIMM during MSIV will now be captured instead of the MSIII as traditionally done.

- Another example, a Cadet completes MSIII, does not have a fall MSIII on Campus APFT due to injury, leave of absence etc. The most recent fall on campus

APFT annotated in CCIMM will either be from the MSII year or the APFT annotated in CCIMM following Advanced Camp, if taken prior to the suspense for CCIMM data for accession. This is designed to benefit all Cadets as they may want to improve their most recent fall on campus APFT and maximize OMS points. As a caution, the most recent fall APFT will be counted, regardless whether the score improved or declined.

- If a Cadet is a "Stand-By" due to meeting requirements early or late, the most recent on campus fall APFT annotated in CCIMM will be used for OMS.

(b) The most recent Spring on campus APFT annotated in CCIMM at the time of accession consideration will be used for OMS. (3%)

- Example, a Cadet completes MSIII, does not have a MSIII spring on Campus APFT due to injury, leave of absence etc. The most recent spring on campus APFT for points will be from the MSII year annotated in CCIMM will be used for OMS.

- If a Cadet is a "Stand-By" due to meeting requirements early or late, the most recent on campus spring APFT annotated in CCIMM will be used for OMS.

(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 <u>are not</u> to be awarded as athletics. See Table D-4.

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

Table D-4. OML Model

D-3. OML Model Data

a. Through CCIMM, ROTC host school Battalion(s) 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 Accessions 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 to review the accuracy of this information; therefore, they must ensure each entry is true and correct, sign their individual AMS with their PMS/APMS, and obtain a copy of the AMS for their record.

1. **Academic Outcomes** **(40%)**
   - Accessions GPA (cumulative through junior year) **(31.0)**
   - Academic Discipline **(4.0)** ADM4 = 4 pts; ADM3/5 = 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 Performance 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. FY20 Outcome Metrics List (OML) 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). The Cadet OER is pending revision for simplification and will be replaced by the Campus Evaluation Report (CER) with a projected implementation for cohorts FY21-22.

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 bullet comments 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 board members of the Regular Army Branching board; 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. BDE	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)*	a6. SIGNATURE		a7. DATE *(YYYYMMDD)*
SELF EXPLANATORY			
b1. NAME OF SENIOR RATER *(Last, First, Middle Initial)*	b2. RANK	b3. POSITION	b4. PHONE NUMBER
SELF EXPLANATORY			
b5. EMAIL ADDRESS *(.gov or .mil)*	b6. SIGNATURE		b7. DATE *(YYYYMMDD)*
SELF EXPLANATORY			

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 inthat 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.

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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 17 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

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. Detailed preparation information regarding the AMS is listed below.

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

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

d. The AMS must be included in the Educational Delay application IAW Appendix J.

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

Figure F-1. Accessions Management Worksheet (Page 1 of 4)

ACCESSIONS MANAGEMENT SHEET (AMS)

Section I: ADMINISTRATIVE DATA

Cadet ID:		Cadet Name:			
SSN (Last 4):					FICE
Gender:		Host School:			
REDCAT:		Academic School:			
Height:					
Weight:		Graduation Date:			
Body Fat:		Commissioning Date:		OPAT Qual:	
Status:		Scholarship Type:		SIFT Score:	
Status Date:		GRFD Control #:		Flight Physical:	
		GRFD Type:		Date:	
		SMP Unit UIC:		Outcome Metrics Score:	

Section II: ACADEMIC OUTCOMES

Academic Major:

Degree Code:		ADM:		ADM OMS:	
CIP:		Accession GPA:		GPA OMS:	
		CLA+ Score:		CLA+ OMS:	

LCA:

	Points Earned	Max Points
Strategic Language Major:		45
Non-Strategic Language Major:		30
Strategic Language Courses:		45
Non-Strategic Language Courses:		27
Study Abroad:		30
Totals:		225

LCA OMS:

Section III: LEADERSHIP OUTCOMES

Cadet OERs:

MSL 3 PMS Rating of Potential: PMSP OMS:

MSL 3 PMS Ranking: OF PMSR OMS:

CST Senior Rating of Potential: COER OMS:

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
	Extracurricular Points:		285

Total Training & Extracurricular Points: Training & Extracurricular OMS:

ROTC CDT CMD FORM 67-9-1, JULY 18 (REPLACES ALL PREVIOUS VERSIONS) Unclassified // FOUO Page 1 of 4

Figure F-1. Accessions Management Worksheet (Page 2 of 4)

Section III: LEADERSHIP OUTCOMES (Continued)

Maturity and Responsibility:

	# of Years	Points Earned	Max Points
Full-Time Job:			60
Part-Time Job:			30
USAR/NG/SMP:			30
Maturity & Responsibility Points:			60

Maturity & Responsibility OMS: _____

Section IV: PHYSICAL OUTCOMES

Fall APFT Score:		Fall APFT OMS:	
Spring APFT Score:		Spring APFT OMS:	
Camp APFT Score:		Camp APFT OMS:	
RECONDO Score:		RECONDO OMS:	

Athletics:

	Points Earned	Max Points
Community Athletics:		15
Intramural Athletics:		30
Varsity Team:		60
Totals:		60

Athletics OMS: _____

Section V: ACCESSIONS PREFERENCES

1st Duty Preference: _____
2nd Duty Preference: _____

Educational Delay:

Applicant: _____
Branch: _____
Degree: _____
Major: _____
Test Type: _____

_____ _____

Active Duty Branch Preferences:

1st:		7th:		13th:	
2nd:		8th:		14th:	
3rd:		9th:		15th:	
4th:		10th:		16th:	
5th:		11th:		17th:	
6th:		12th:		18th:	

Branch ADSO: _____ 1st: _____ 2nd: _____
Post ADSO: _____ 1st: _____ 2nd: _____

Reserve Component Branch Preferences:

1st	2nd	3rd	4th	5th	6th

Detail Volunteer: _____ 1st: _____ 2nd: _____
3rd: _____ 4th: _____

EOD:
Volunteer: _____ Interview Date: _____
Qualified: _____

Cyber:
Qualified: _____ Interview Date: _____

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Figure F-1. Accessions Management Worksheet (Page 3 of 4)

Cadet Comments:

PMS Comments:

Section VI: STATEMENT OF VERIFICATION

I, , have validated all entries on this form and verify that all entries are true and correct. I further understand that the discovery of an error after I have provided my signature below does not constitute a submission of reconsideration for an administrative error and my component and branching information will remain as verified as of the date provided below. I also understand that it is my responsibility to ensure I have a signed copy of this form for my record.

(Cadet Signature) (Date)

PMS/APMS First Name, MI, Last Name (Printed)

PMS/APMS Signature (Witness) (Date)

Section VII: ACCESSIONS VALIDATION

OML Component and Branch Selection Input Complete Indicator:
Brigade Reviewed Date:

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Figure F-1. Accessions Management Worksheet (Page 4 of 4)

Section VIII: EVALUATION

MSL 3 Performance Evaluation Comments (Rater)

MSL 3 Performance Evaluation Comments (Senior Rater/PMS)

CST Performance Evaluation Comments (Rater)

CST Performance Evaluation (Senior Rater)

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

c. Cadet Record Brief.

d. 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 Form 218-R

a. The Assignment Preference Sheet (CC Form 218-R) displays information pertaining to the Cadets/Lieutenants' preferences for initial assignment location, initial active duty dates and consideration for special duty (CST Cadre or Gold Bar Recruiter duty). This form is filled out in the Branching Module of CCIMM. Inaccurate or incomplete information on the CC Form 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. BOLC course 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. PMS(s) or HRA(s) must update CC Form 218-R data in accordance with CCIMM by the established cut-off date(s) as indicated in Appendix B for December graduates and Spring semester graduates.

(1) **Select** BOLC Assignment Preferences in the Branching Module.

(2) **Select** Cadet.

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

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

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

(6) **Update** address to proceed to BOLC from as necessary.

(7) **Update** telephone number.

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

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

(10) **Select** DO or DO NOT desire to serve as Cadre at Advanced Camp. (Note: CG, USACC directed CST 2019 is a mission priority. If CST 2LT Cadre TDA requirements are not met by volunteers; regardless of non-volunteer status, 2LTs will be selected based on BOLC dates and information in the CC Form 218-R "Remarks" section. See item (13) below.)

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

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

(13) **Annotate in the Remarks section** (i.e., any reason/event such as competing for Army Scholarship program (Fulbright, Marshall, etc.), personal wedding, volunteer for CST Cadre duty or Gold Bar Recruiter, etc.) that would preclude a Cadet from attending BOLC-B at a certain time. Reference paragraph F-3b above, the PMS must ensure each Cadet provides a clear explanation with a valid justification (include date(s) of event or reason) for unavailability to enter active duty within 30 days of graduation/appointment or serve as CST 2LT Cadre.

(14) If the PMS concurs with this Cadet/2LT serving as a GBR it should be indicated in the Remarks section. The Gold Bar Recruiting Program is a volunteer special duty where the Cadet indicates their desire to volunteer for GBR duty. Keep in mind that BOLC attendance has priority over GBR duty. This declaration of intent is in addition to the official request as specified in this circular Appendix M, 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.")**

(15) **CLICK "Submit**" to save the data.

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

(17) **Select "Cadet**".

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

BOLC Assignment Preferences Sheet (218-R)
PART I - GENERAL INFORMATION

1. NAME: Doe, John R. **2. SSN:** XXX-XX-1234 **3. GRADE:** 2LT
4. BRIGADE: 2nd **5. SEX:** M **6. RACE:** C - White **7. PPN:** BC **8. MARITAL STATUS:** S
2. DUTY: AD **10. BASIC BRANCH:** FA **11. CONTROL BRANCH:** FA
12. ACADEMIC MAJOR: ENC - Government Civil **13. GRAD DATE:** 12-May-2018 **14. COMM DATE:** 12-May-2018
15. SECURITY CLEARANCE: Yes **16. DATE OF PHYSICAL Advanced Camp:** 16-Jul-2017
17. FULL NAME OF BATTALION: UNIVERSITY OF NEW HAMPSHIRE WILDCAT
18a. BN ADDRESS: 45 COLLEGE ROAD ZAIS HALL DURHAM, NH 038243583
18b. PMS POC: LTC KYLE D JACKSON **PHONE #:** **FAX #:** 6038628952

19a. PROCEED FROM PHYSICAL ADDRESS TO BOLC/CAMP:
(No PO Box or Military Base)
288 CAST ROAD APT S-15
DURHAM, NH 03824

9125416719

19b. LOCAL PHYSICAL ADDRESS FOR GBR ONLY:
(No PO Box or Military Base)
288 CAST ROAD APT S-15
DURHAM, NH 03824

9125416719

20. Cadet/Lieutenant's E-Mail Address: john.r.doe.mil@mail.mil
21. Cadet/Lieutenant's AKO E-Mail Address:

PART II - PREFERENCES/OTHER INFORMATION

1. Assignment Preferences (List in order of Preference, must be 4 Overseas):

1. FORT BRAGG, NC
2. ITALY
3. EUROPE
4. FORT DRUM, NY
5. FORT STEWART, GA
6. FORT SAM HOUSTON, TX
7. FORT CARSON, CO
8. HAWAII
9. FORT JACKSON, SC
10. BELGIUM

2. I desire to enter active duty on/or about: 9. 1st: 31-Jul-2018 2nd: 01-Aug-2018 3rd: 01-Sep-2018
3. I desire the following additional training: **(X) AIRBORNE** **( ) RANGER** **( ) OTHER**
4. I will travel to BOLC by **(X) POV** **( ) COMMERCIAL AIR**
5. I Do Not desire to serve as a Summer Cadre.
6. I Do Not request consideration for a JOINT DOMICILE assignment (if yes, indicate: name, SSN, grade, branch and location of spouse)

REMARKS

I want to enter active duty more than 30 days after commissioning because I am getting married 10 July 2018 and the wedding and honeymoon are already paid for. We will return from the honeymoon 20 July 2018. Would liek to go to next available BOLC class.

OFFICIAL USE ONLY

SCH-KNOX
SCH-BOLC
TVL ADDRESS-KNOX
TVL ADDRESS-BOLC
KNOX-BOLC

I certify the above information is correct and current.

SIGNATURE OF CADET	Date	Date Last Edited
		15-Apr-2018

Control Branch	Year Class	Course Number	BOLC Report Date	BOLC End Date
FA - Field Artillery	18-008	2-6-C20B	20-Sep-2018	20-Feb-2019

CC FM 218-R, 9/20/2018 Unclassified // FOUO

Figure F-2. BOLC Assignment Preference Sheet, CC Form 218-R

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

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) +2nd (spring) + summer (if applicable) terms.

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

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

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

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.

h. 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 Battalion'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.

f. For ARNG iPERMS upload, contact the state iPERMS Domain Manager or HR Specialist. National Guard Contacts can be located at: https://www.hrc.army.mil/asset/16988

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 except for the SF86 EQUIP Form that must be scanned no later than 90 days of contracting.

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 EQIP Form	SF 86 (Request for Security Clearance) Must be scanned no later than 90 days of contracting.
DA Form 705	Army Physical Fitness Test
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 with the exception of the final official transcripts which must be uploaded no later than 30 days after graduation and commissioning.

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.)
DMG/DMS Certificate	Designation of DMS/DMG (Memo or Certificate) if applicable
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 is approved by USACC G1.
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	Official Transcript /original w/ degree conferred /scan to iPERMS no later than 30 days following appointment or sooner if available from University
OPAT Record 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 (only if applicable)
*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 ensuring that Cadet's/LT's pre-commissioning and post-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. There are two exceptions to the above timeline standards. The SF86 EQUIP Form must be scanned no later than 90 days after contracting. The official transcripts reflecting a conferred or completed degree must be scanned no later than 30 days following graduation and commission. Both of these exceptions conform to current SROTC Battalion(s) operational timelines.

b. Pre-commissioning documents must be uploaded within ten days of the event and commissioning documents must be uploaded within five working days of commission. All applicable DA Form 591 (Educational Delay) documents will be uploaded into iPERMS upon approval of DL Board and graduate school acceptance but NLT 1 June of the COHORT Year Group unless a 6 month extension has been approved by USACC G1, Accessions and Standards Division. The only exception is the SF86 Form that must be loaded no later than 90 days from contracting.

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 ensure Ed Delay orders assigning the officer to HRC (AHRC-ORD-A) are published and transferred to the appropriate representatives Human Resources Command. All lieutenants' documents have the same standard regardless of assigned component. 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. (All Revocation actions and supporting documents must be submitted thru Brigade S1 to G1 ASD via GEARS.) Once the revocation action is complete the decision memorandum must be iPERMed with all new commission documents as applicable. If the appointment is not repeated the Cadet is disenrolled from the program in accordance with AR 145-1 and USACC Pamphlet 145-4.

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

a. All SROTC Battalion(s) 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), and other pertinent information that may have impact on computation of service, separation from military, and transportation expenses.

b. The term “home of record” means the place (city and state or country) recorded as the home of the individual when commissioned, reinstated, and appointed, reappointed, enlisted, reenlisted, inducted, or ordered into the relevant tour of active duty.

c. Review AR 600-8-104 for the use of home of record. The “home of record” can only be changed if there is a break in service. Home of Record is used as an accounting term by the military to determine a number of military benefits, such as travel allowances, transportation expenses, and travel time to report to duty. Home of Record and “domicile” or “State of legal residence” may or may not be the same location. **Caution**: SROTC Battalion(s) should not mandate that the newly appointed officer use “home of record” and “domicile” as the same location unless it is appropriate on a case-by-case basis.

d. The term “domicile” or “state of legal residence” mean the same. It is the military member’s true, fixed, and permanent residence, the place where, while you are absent from it due to military orders, intend to return upon separation from the military. The service member may show intent of residence by holding a driver’s license using that address, and registered to vote in that district. Military members must declare domicile location based on Tax Reform Act of 1976, Public Law 94-455. Because a service member may have “legal residence” or “domicile” in one state, but stationed in a different state, the Service Members Civil Relief Act, allows military members to pay taxes, register vehicles, and vote in their “state of legal residence” or “domicile”. DD Form 2058, State of Legal Residence Certificate, requires the officer to declare legal residence/domicile (city, county, and state) for purposes of withholding State income taxes from military pay. The intent is not to change legal residence to avoid paying taxes. Military members may change legal residence by visiting their local finance office and completing a DD Form 2058.

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 (OMS). The scores are then rank ordered to create the ROTC National Outcome Metrics List (NOML). Cadets in the Top 20% of the National OML are designated as Distinguished Military Graduates (DMGs).

b. FY20 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, SROTC Battalion(s) are responsible for locking the "OML Component and Branch Selection Input Complete" box, printing the AMS and ensuring the PMS/APMS and Cadet sign the AMS validating the information on the form and providing the Cadet with a copy of the signed AMS.

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 Army Nurse Corps, 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 branch if there is a requirement within their desired geographical area after graduation. Nursing majors may be branched in other branches based on the available branches in the geographic location they intend to reside. However, priority will be given to those desiring to branch Army Nurse Corps.

(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) twice 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 2019 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 2019 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 1 December for Fall graduates or 15 March for Spring graduates.

f. Once DA G1, Director of Military Personnel Management (DMPM) validates the Active Duty (AD) and Reserve Forces Duty allocations, the OML results are released to the Brigades for announcement. Following the Component release, Cadets selected for Active Duty will be branched IAW HQDA G1, Director of Military Personnel Management Accessions Guidance and HQDA G1 (DMPM) Regular Army Branching Board Memorandum of Instruction. The Cadet's CCIMM accession records with branch preferences and Active Duty Service Duty Obligation (ADSO) contracts must be completed no later than the deadline indicated in Appendix B.

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 Outcome Metrics 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.

(e) Do not select Cadets for Cyber (CY) that have not been interviewed and accepted for consideration to CY. Interview are normally conducted at Advanced Camp and prior to accession data deadline.

(f) Do not select Cadets for Aviation (AV) that do not have a Class 1A Flight Physical on file in AERO NLT 1 Oct 2019. Exceptions for late submission of a flight physical are not authorized.

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

(a) The DABM will consider all Branches the Cadet/LT is medically qualified, up to 17 Branches for males and 15-17 Branches for females (Armor and Infantry remain opt-in branches for females.) Cadets may only be considered for Aviation with a qualifying SIFT score and qualified Class 1A Flight Physical. Both requirements must be completed by suspense date indicated in Appendix B FY19/20 Accessions Timeline.

(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) 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. Based on HQDA guidance donor branches have been added: Adjutant General, Finance, Military Intelligence, Military Police, Signal Corps, with additional branches consisting of *Engineer, *Ordnance, *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. The RA Branching Board will take the Cadets'/LTs' talents, skills, and branch preferences into consideration. Cadets considered for their 3rd or 4th branch detail preference will be considered as non-volunteers.

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 by volunteers. 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) 2LTs 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 degree graduation.

e. End of Cadet Summer Training (CST) commissionees may request to be considered for Educational Delay status. The End of CST commissionee Ed Delay applications are added to the roster of applicants and considered by 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) Research Psychology (Doctoral in Research, Behavioral, or Experimental 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. The Ed Delay board is now “Digital”. The contents of the (DL) packet(s) are to be routed through your respective Brigade S1 to USACC G1 ASD utilizing the Global Electronic Approval Routing System (GEARS). Packets are to be uploaded as one single document and in the order listed in **Figure J-1** below. Once Brigade S1 has pre-screened the packets they will be uploaded into GEARS and notifications sent to Mr. Tommy Sadberry (tommy.g.sadberry.civ@mail.mil) and Mr. Christopher Bujarski (christopher.m.bujarski.civ@mail.mil) HQs USACC G1, Accessions and Standards Division. See Appendix B for suspense date.

b. Brigade S1 will pre-screen the completed packets and ensure that the following documents were included and in the correct order as per **Figure J-1** below prior to submitting to USACC G1 ASD. Any packet(s) submitted that are not placed in the correct order, and or have errors will not be processed for submission to the Ed Delay board for consideration and will be returned to the Brigade S1 without action until corrected and returned to USACC G1 ASD before the published suspense date.

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All Educational Delay (DL) requests are to be routed through your respective Brigade S1 to USACC G1 ASD utilizing the Global Electronic Approval Routing System (GEARS). Any (DL) Request sent directly to USACC G1 ASD will be returned without action. The contents of the (DL) packet(s) are to be uploaded as one single document and in the order as laid out below:				
Order of Documents	**Name of Required Document**	**Chaplain**	**JAG Corps**	**AMEDD**
1	Accessions Management Sheet (Signed and Dated by Cadet and PMS)	X	X	X
2	Official Transcripts with school Registrar's Seal (NO Exceptions)	X	X	X
3	Graduate Studies Admissions Test Results (LSAT, MCAT, GRE, etc.)		X	X
4	Letter of Intent/Essay	X	X	X
5	Letter(s) of Recommendation	X	X	X
6	Letter of Ecclesiastical Approval from Faith Group (Chaplain Only)	X		
7	Letter(s) of Acceptance from Graduate School	X	X	X
8	Any other documents that the Cadet feels may enhance their packet (Do not go overboard)	X	X	X

Figure J-1. Educational Delay Request packet required documents

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) following commissioning and submission of all required graduate school acceptance documents. Commissioning documents for Ed Delay selectees must be scanned into iPERMS IAW Appendix H instructions and forwarded to USACC, G1 Accessions and Standards Division within 10 days of commissioning.

b. Cadet Command G1, Accessions and Standards Division 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:
- DA Form 591E (JA).
- DA Form 591G (MC, DC, VC, MS, SP).
- DA Form 591H (CH).
- DA Form 597 (ROTC Non-Scholarship Contract).
- DA Form 597-3 (ROTC Scholarship Contract).
- DD Form 4/1-4/3.
- DD Form 2807-1 (Report of Medical History).
- DD Form 2808 (Report of Medical Exam).

**Documents Scanned into iPERMS and uploaded in GEARS.

Upload documents into GEARS and route to: Mr. Tommy Sadberry (tommy.g.sadberry.civ@mail.mil) and CC Mr. Christopher Bujarski (christopher.m.bujarski.civ@mail.mil).

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 also be accepted into the Chaplain Candidate program.

(1) Applicants must have a baccalaureate degree of not less than 120 semester hours (with a minimum 2.5 GPA) and be accepted into a full-time 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 indicated in Appendix B, FY 19/20 Accessions Suspense Timeline.

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 school in the remarks block of the DA From 4187. See Appendix P, Tables P-1 and P-2.

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 Appendix B.

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. Appendix P-3 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 for: Branch, Graduate (DA suspended at this time), and Post Active Duty Service Obligations [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 Outcome Metrics 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 Outcome Metrics 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/APMS and Cadet must sign and date to validate that all information is accurate and submitted in accordance with regulatory guidance.

c. The AMS is used to provide pertinent Cadet data 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.

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

K-5. Mandatory Accession Documents

a. Official transcripts from the school the Cadet/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 will include memorandum explaining any difference between the cumulative GPA on transcript and the data in CCIMM as depicted on the Cadet Record Brief

(CRB) (i.e., recalculation of GPA if ROTC/military science classes are not included in cumulative GPA or transfer credit) if applicable. This is not an HRA function and requires direct communication from the responsible PMS.

c. Cadet Record Brief.

d. ROTC Cadet Accession Management Sheet signed by the PMS/APMS and Cadet. Forms signed by other than those indicated are not authorized.

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

a. The Assignment Preference Sheet (CC Form 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 CC Form 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/ADOs, Summer Camp Cadre, and OML ranking based on available seats. If the PMS has a volunteer for Gold Bar Recruiter duty it should be annotated in the remarks section and an application should be forwarded IAW this circular Appendix M. BOLC-B attendance is the first priority.

c. Below are the steps required for entering data in CCIMM to update the Assignment Preferences. PMSs/HRAs will update CC Form 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 Appendix M Gold Bar Recruiter (GBR) Programs.

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

(13) Open the "Reports" section. Select "BOLC Assignment Preferences Sheet (CC Form 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). The Nurse Candidates must sit for the NCLEX within 60 days of graduation and 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 process. 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 selected for active duty that fail the NCLEX twice or change their academic discipline 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. 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.

d. 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 when available for the BOLC date they will attend. The following information will be sent to Deputy Chief Nurse for assignment and AD orders:

(1) Name and last 4.

(2) RN license number and state issued.

(3) BOLC class attending.

(4) Desired mode of transportation.

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

(6) Assignment preferences in order of preference.

(7) Date of physical and date of last APFT.

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

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

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

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

a. The Deputy Chief Nurse assists with 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 a USAR officer’s degree is confirmed, the BN HRA will forward the Cadet’s packet via email with the following documents to HRC (USARMY.KNOX.HRC.MBX.OPMD-OPDRAA@MAIL/MIL) for RFO. Once NCLEX is passed and proof of active nursing license is confirmed, BNC’s will notify Deputy Chief Nurse.

(1) DA Form 71 annotating “Reserve Commission Officer”.

(2) Appointment Memo annotating “Reserve Branch Unassigned”.

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

(4) DA 597 (Cadet contract), 597-1 or 597-3 (if applicable).

(5) DD 4, DD 4/1, and 4/2 (if applicable).

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

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

(8) Copy of USAR VHR.

(9) 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 obtain a VHR or LOA prior to commission may be branched by their perspective component USAR or State ARNG without regard to Cadet/2LT preference. All PMS(s) must counsel ARNG/USAR selected Cadets using the DA Form 4856 reflected in Figure L-2, and ensure that ARNG accessed Cadets have their required LOA to a State/Territory no later than the suspense published in Appendix B.

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) BOLC-B accessions team via email at: **usarmy.usarc.usarc-hq.mbx.accessionsdiv@mail.mil.** The USACC G1 ASD publishes an updated Accessions USARC ROTC Accessions POC Roster with each Component Selection Results. It is best for Cadet to have 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. USAR Cadets receive their branch assignment based on the paragraph and line number in the VHR. **Cadets must 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.

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. When requesting a VHR from IMT the following information should be provided by the Cadet:

- Full Name, (Last, First, MI)
- Full SSN
- Unit Data (UIC, Unit Name, Position Title, Branch, or AOC, City, State).
- Please select three positions
- Vacancy Control Number (7 digit number (VCN) on the Vacancy List provided
- Projected commission date.
- Completed Advanced Camp/CST – Yes/No
- RC GRFD – Yes/No
- Dedicated USAR/ARNG – Yes/No
- OPAT results
- Early Commissioning Program – Yes/No

d. HRA(s) should advise USAR selected officers to provide the above information no later than the deadline annotated in Appendix B.

e. Vacancy control numbers 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. Verification of signed Reserve Forces Scroll status must be validated prior to commission. Ensure that the “conferred” degree completed academic transcript is uploaded to IPERMS as soon as the University will release if not provided IAW within timelines indicated in Appendix H.

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 DD Form 2807. 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). To prevent issues from occurring during the officer promotion process, ensure that the "conferred" degree/ completed academic transcript is uploaded to IPERMS as soon as the University will release if not provided IAW within timelines indicated in Appendix H.

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 Component Selection results, a branch will be provided in accordance with state/territory branching process thru each respective 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.

DA FORM 4856, JUL 2014 PREVIOUS EDITIONS ARE OBSOLETE. Page 1 of 2
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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 USACC policies and procedures.

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

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

- Notification of desire to serve as GBR as reflected on the CC Form 218-R remarks section.

- Ensuring Cadet Summer Training 2LT Cadre TDA requirement is filled. LTs selected for cadre for Advanced Camp or Basic Camp are NOT eligible for GBR duty.
- Ensuring all Basic Officer Leader Course-Branch (BOLC-B) quotas have been met.

(4) Issue and distribute appropriate active duty (AD) orders. USACC G1 ASD will also determine the start and end dates of GBR duty and given the opportunity to “access/on-board” active duty at Ft Knox, KY. GBR duty will not start on Friday, Weekend, or Federal Holiday

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.)*
123 Main Street
Collegetown, USA 12345
(888) 555-1234

7. TYPE OF LEAVE
☐ ORDINARY ☐ EMERGENCY
☑ PERMISSIVE TDY ☐ OTHER
PTDY or Excess Leave

8. ORGN, STATION, AND PHONE NO.
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 prior to date of expected accession onto Active Duty.

(3) Be a volunteer.

(4) Be recommended by his/her PMS.

(5) Have a minimum of 45 working days to perform GBR duties prior to departing for BOLC-B.

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. Administrative Guidance: 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:

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

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

(c) Normally AN Officers attend the earliest possible BOLC-B class after passing the NCLEX-RN. AN officers may volunteer and serve as GBRs if there is sufficient time prior (minimum of 45 days and no more than 140 days) to the earliest available BOLC-B.

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

M-4. Administrative Procedures

a. USACC G1 will execute a Regular Army Oath – DA Form 71 and Regular Army Appointment Memorandum for all incoming GBR(s) during on-boarding at Fort Knox, KY, on their first day of active duty. (Reference USACC Regulation 145-9.) If the officer accesses onto active duty at campus the PMS will execute the Regular Army Oath, ensure all HR and Pay actions are completed in accordance with Command and Brigade policies for any other cadre member assigned to the SROTC.

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 CC Form 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.

DEPARTMENT OF THE ARMY
PROGRAM OR SCHOOL LETTERHEAD
CITY STATE ZIP

REPLY TO
ATTENTION OF

OFFICE SYMBOL

MEMORANDUM THRU XX Brigade, United States Army Cadet Command, City, State, ZIP.

MEMORANDUM FOR Commander, United States Army Cadet Command, ATTN: G1, Accessions and Standards Division (ATCC-PAA), Fort Knox, KY 40121-2725

SUBJECT: Request for Gold Bar Recruiter

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

(a) Last Name, First Name:
(b) Cadet ID:
(c) Control Branch:
(d) Commission Date:
(e) BOLC Report Date:
(e) Requested GBR Dates:

2. Point of contact is the undersigned at email & phone number.

NAME OF PMS
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 is as follows:

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

(2) Copies to individual's unit files.

g. The effective date of GBR duty is the established start date. The start date for AN 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 work days and a maximum of 140 total days. Leave taken during GBR duty will be counted against the number of days GBR duty is performed and must be specified on the DA Form 31. Exceptions to the minimum and maximum number of days will not be considered.

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

j. Utilization. GBR(s) are not stand-alone recruiters and must work under the direct supervision of an officer. They can be sent alone on some missions 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 15 passenger van.

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 FY20 GBR duty.

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

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

(4) 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).

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

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

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

(8) Ensure each program representative has a designated daily supervisor for the GBRs.

(9) GBR tour dates are expected to be between 1 November 2019 thru 30 September 2020 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 2020. 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.

(10) 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.

(11) 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 v1.03ES

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 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 - 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 v1.03ES

Figure M-5. Example of USAR GBR 4187

APPENDIX N – Appointment Checklist, USACC Form 145-5-1, 24 July 19

ARMY OFFICER APPOINTMENT CHECKLIST

For use of this form, see USACC Regulations 145-4 and 145-9 and USACC Circular 601-20-1. The proponent agency is ATCC-PAS

DATA REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY: 10 USC 2101, 2103, 2104, 2107, 2111, 5 USC 301.

PRINCIPAL PURPOSE(s): Provides data for the administration, ensuring applicants and recipients are eligible IAW this and other applicable regulations.

ROUTINE USES: To verify all eligibility requirements for appointment as a commissioned officer as outlined in AR 135-100.

DISCLOSURE: Disclosure is voluntary. However, failure to provide complete information and provide responses will suspend the eligibility for appointment as a commissioned officer.

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

Cadet seeking appointment: (Last, First, Mi)

DoD ID: Proposed Date of Appointment

Host Program:

Academic Program:

☐ Cadet is on a signed officer nomination scroll authorizing appointment into: (All Active Component Selectees will have 2 scrolls and AMEDD will have 3 scrolls.)
1. Reserve of the Army for all Cadets (to include G2GADOs): Signed Date:
2. Regular Army scroll for all Cadets selected for Active Duty: Signed Date:
3. AMEDD for 2LT's selected as Army Nurse or Medical Service Corps: Signed Date:

☐ Cadet is a United States Citizen.

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

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

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

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

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

☐ Cadet meets age requirements.

☐ Cadet passed an Army APFT within 130 days of commission/meets AR 600-9.

1. APFT Date:
2. Ht (in): Wt: BF% ☐ GO ☐ NO GO
3. Memorandum from the PMS regarding compliance with height/weight standards and and APFT results.

USACC Form 145-5-1 (revised) 24 July 2019 **Appendix N**

☐ Bachelors Degree conferred: _____ Date: _____

☐ Urinalysis completed with a negative result within 120 days of commission IAW USACC CoS Memorandum Subject: Interim Change to USACC Regulation 600-85, dated 27 Nov 18.
Date of urinalysis _____ Date results received and verified _____

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

☐ If selected for commissioned service in the ARNG or USAR, provide the following:
1. LOA or VHR: _____
2. UIC: _____
3. Paragraph: _____
4. Line Number: _____
5. Branch/AOC: _____

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

I validate, as the appointment recommending and validation officer, that Cadet _____ meets all eligibility requirements for appointment.
last, first, MI

_____

_____

Signature Block, ex: John E. Doe
LTC, AR
Professor of Military Science

USACC Form 145-5-1 (revised) 24 July 2019 **Appendix N**

Appointment Checklist, USACC Form 145-5-1, 24 July 19, pg. 2

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 FY20. 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 and dated by the Cadet and ROTC PMS/APMS prior to being entered into CCIMM and NLT the established cut-off date as indicated in Appendix B. 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 and date 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 and date the 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 Chemical; however, 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 and date 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 and date 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) 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.

(6) 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 will add a hard copy of the contract to the Cadets local 201 file. HRA(s) or designated representative from the Program will then upload each signed and dated contract into the AMRDEC Safe site IAW instructions found in O-2 below NLT 1 OCT 2019. Additionally, SROTC Battalion(s) 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 contract(s). In the event a SROTC Battalion(s) 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 8 Jan 2020. Examples are

(1) If Cadet desires Fort Carson, CO as their 1st Post of choice or Fort Hood, TX as their 2nd Post of choice then 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.

(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. FY 20 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 scanned/attached and emailed to Mr. Tommy Sadberry tommy.g.sadberry.civ@mail.mil and Ms. Melissa Lowery

Melissa.a.lowery5.civ@mail.mil (ensure that you ENCRYPT as these contracts contain PII).

c. Recommend that you scan and save the ADSOs to a file location on your computer so you can easily retrieve and upload them, upon approval, into iPerms if the Cadet(s) are charged the ADSO in the branching and or assignment process.

d. Scan and save in ".tiff" format as a single contract, NOT separate scans with one page per scan or as multiple contracts in one document. 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) **BRADSOYG2020123456789INAR** for Branch ADSO (Entire SSN and Branch Acronym)

(2) **GRADSOYG2020123456789** for Grad ADSO (Entire SSN) Suspended until further notice.

(3) **PADSOYG2020123456789** for Post ADSO (Entire SSN)

e. Please include both email (encrypted) addresses as we both share the responsibility of collecting ADSO contracts and it will expedite the process.

f. Note: Pay close attention to the examples provided in paragraph (1) above when naming the files as this is how we save the files on our end.

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 is reflected Appendix B FY19/20 Accession Suspense Timeline. Reference AR 25-50 for guidance on military correspondence 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 and 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 and digitally signed 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 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)*
☐	Airborne Training	☐	Asgmt of Pers with Exceptional Family Members		Branch Change

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

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	SIGN HERE	

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 v1.03ES

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
APD LC v1.03ES

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 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)* 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)*
SIGN HERE	

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	SIGN HERE	

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 v1.03ES

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

Page 2 of 2
APD LC v1.03ES

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 if Nurse student)
Change from Active Duty to ARNG	9 or 11, 3, 14, (16 if Nurse student)
Change from USAR to ARNG	9 or 11, 3, 13, (16 if Nurse student)
Change from ARNG to USAR	9 or 10 or 11, 3, 13, (16 if Nurse student). If NG does not have an open 2LT position Cadet needs letter from NG OSM stating reason
Stand-By Board for eligibility change	1, 3, 4, 5 or 6, 7, 8 if desired, (13 or 14), (16 if Nurse student)
Stand-By Board for earlier graduation	2, 3, 4, 5 or 6, 7, 8 if desired, (13 or 14), (16 if Nurse student)
Stand-By Board for Education Delay Termination or Extension for Professional Studies Acceptance /not to exceed 6 months	2, 3, 4, 5 or 6, 7, 8 if desired, (13, 14, or 17), (16 if Nurse student)
Stand-By Board for NCLEX failure	16, 3, 4, 5 or 6, 7, 8 if desired, (13 or 14), (16 if Nurse student)
Stand-By Board for administrative error	9, 3, 4, 5 or 6, 7, 8 if desired, (13 or 14), (16 if Nurse student)
Stand-By Board for exceptional circumstance	11, 3, 4, 5 or 6, 7, 8 if desired, (13 or 14), (16 if Nurse student)
*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 Personnel 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. ( ) Initia/s
17. I am requesting an Extension for Professional Studies Acceptance to (insert appropriate school). I estimate to receive the acceptance notification by (insert date).

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 – Army Scholarships, and Fellowships

Q-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.

Q-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: 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.

Q-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 FY 19 Cohort.

Enclosures include: signed ADSO statement, award letter from Sponsor, acceptance letter from academic institute, and completion certificates from required training that will

accompany the Cadet Scholarship/Fellowship Memorandum with Brigade Commander endorsement

b. PMS/HRA Responsibilities:

(1) PMS/SROTC Cadre should inform Cadets of the opportunity to have approval to complete graduate studies 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.)

(1) 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.

(2) 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.

(3) 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. Department of Defense and/or the scholarship foundation may not allow the "military" status of a student or participation in certain designated countries. It is the Cadre's responsibility to assist the Cadet in determining any restrictions and to obtain a written statement from the awarding scholarship foundation specifically stating that they will allow an active duty military member to participate in the program awarded.

(4) 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: execution of DA Form 71, RA Oath of Office, issued military Common Access Identification Card (CAC) depicting lieutenant rank, initiate a military pay record, and complete in-processing on the Ft Jackson, SC U.S. Army Student Detachment website: http://usasd.armylive.dodlive.mil/in-processing/.

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 CC Form 218-r that they are competing for Army Scholarships and may not be available to attend BOLC. Cadets that request to compete for Army Scholarship must recognize that they are doing so in lieu of being considered for BOLC seat.

(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 Battalion(s) and Brigade S2/3 POC prior to commissioning and loss of Cadet CAC card. Required training includes: Anti-Terrorism Training, SERE_EUCOM training, ISOPREP_Completion_EUCOM.

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

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

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

(8) Cadet is responsible for determining the following in-country information for Country Clearance consideration:

(a) US Government Military member or Department of Defense Civilian in Country of program attendance.

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

(c) Lodging address while residing in Country.

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 Q-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 Q-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 Q-3. ADSO (Two-Year if applicable) – Enclosure 1

APPENDIX R - 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 should try to obtain a VHR (USAR) 30 days after the official release date of component notification to obtain a by-name Vacancy Hold Report or a Letter of Acceptance (ARNGUS) 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: If you have not commissioned you must submit a DA Form 4187, including a LOA, requesting the change through USACC chain of command. 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. They may submit a Branch ADSO and Post ADSO. The deadlines are listed in Appendix B.

Q: Can a Cadet submit a Branch for Active Duty Service Obligation (ADSO) request for each branch they desire?
A: A Cadet may submit a Branch for ADSO request for their first two branch choices. They only may submit two Branch ADSOs.

Q: Can a Cadet submit a Branch and a Post for Active Duty Service Obligation (ADSO) requests at the same time?
A: Yes, you may request two ADSO options. The deadlines are listed in Appendix B.

Q: If a Cadet received their branch because of their OML ranking in the top 40% 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 in Appendix O, page 113.

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 (exceptions include: December graduates and early Spring/ April and early May 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). See paragraph 2-8c.

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, refer to paragraph 2-8c (2). Once the T3 investigation has been adjudicated the PSOA will submit a request for a T5 investigation via PSIP. If the Cadet was selected for Reserve Forces Duty the ARNGUS or USAR will request the T5 investigation to be initiated. USACC SROTC Battalion(s) will assist the Cadet (ARNGUS or USAR) 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 PSOA has entered the T5 submitted date to OPM 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).