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Fort Knox, Kentucky 40121-5123

USACC Pamphlet 145-1-1

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**PROCEDURES FOR ESTABLISHING, RECLASSIFYING OR DISESTABLISHING A
SENIOR RESERVE OFFICERS' TRAINING CORPS (SROTC) UNIT**

FOR THE COMMANDER:

OFFICIAL:

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History. This publication is a new U.S. Army Cadet Command pamphlet.

Summary. This pamphlet provides implementation guidance and procedures to establish, reclassify or disestablish a SROTC unit in accordance with established regulation and policy contained in Department of Defense Instruction (DoDI) 1215.08 and Army Regulation (AR) 145-1.

Applicability. This pamphlet applies to U.S. Army Cadet Command Headquarters, Brigades and SROTC Units.

Proponent and Exception Authority. The proponent for this pamphlet is the USACC Deputy Chief of Staff, G-5.

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Supplementation. N/A

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, ATTN: ATCC-SI, Fort Knox, KY 40121-5123.

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Chapter 1 - Introduction

1-1. Purpose

This pamphlet provides implementation guidance for regulation and policy contained in the Department of Defense Instruction (DoDI) 1215.08 and AR 145-1 and describes procedures to establish, reclassify or disestablish a SROTC unit or program relationship. The pamphlet explains the USACC approach to evaluate proposed establishment, reclassification or disestablishment actions based on the most efficient allocation of limited resources to meet the needs of the Army.

1-2. References

a. DoDI 1215.08 Senior Reserve Officers' Training Corps (ROTC) Programs, 7 March 2018

b. Army Regulation 145-1 (Senior Reserve Officers' Training Corps Program: Organization, Administration, and Training), 6 September 2011

1-3. Explanation of Terms

Acronyms and special terms are explained in the Glossary.

1-4. Responsibilities

a. The Chief of Staff will –

(1) Ensure staff integration in support of Brigades and SROTC programs.

(2) Synchronize staff analysis and evaluation of requests to establish, reclassify or disestablish SROTC units or program relationships.

b. The Proponent will –

(1) Serve as the proponent for this pamphlet and associated USACC policies and implementation guidance related to program establishment, reclassification, disestablishment and annual viability assessment.

(2) Lead the USACC analysis of requests to establish, reclassify or disestablish SROTC units or program relationships and coordinate these actions across the HQs staff.

(3) Provide a recommendation to the USACC Commanding General and, where applicable, coordinate commander's position with TRADOC and the ASA(M&RA).

c. The Staff Judge Advocate will provide a written legal opinion for all proposals to establish, reclassify or disestablish a SROTC unit.

d. All USACC organizations will comply with implementation guidance outlined in this pamphlet. Brigades and SROTC units may provide this pamphlet to educational institutions considering establishment, reclassification or disestablishment of SROTC units for informational purposes.

Chapter 2 – Army SROTC Unit and Relationship Establishment

2-1. Policy

a. The Secretary of the Army (SECARMY) is the approval authority for establishment of all Army SROTC host units, including proposals intended for Army National Guard manning and execution.

b. All requests to establish a new host SROTC unit are routed through the Assistant Secretary of the Army for Manpower and Reserve Affairs (ASA(M&RA)) to the SECARMY for staffing. The ASA(M&RA), through TRADOC, will direct USACC to evaluate all SROTC host unit establishment requests.

c. The Commanding General (CG), USACC is the approval authority for establishing SROTC extension units, cross-town and consortium agreements. The CG may delegate the authority to establish cross-town agreements to the USACC Brigade Commanders.

2-2. SROTC Program Units and Relationships

a. An Army SROTC program is the aggregate of affiliated SROTC units (host, extension) and relationships (crosstown and consortia) led by one PMS. The SROTC program is the base unit for assessment and resource allocation. SROTC programs are assigned to a Brigade.

b. The term program is inclusive of the on and off campus Military Science curriculum; the Cadet Battalion organization and enrolled Cadets/registered students; scholarship (2-year, 3-year, and 4-year) allocation; Cadet incentives; and assigned cadre and staff (includes military, civilian, contractor personnel; OPCON 104th TD (USAR) military personnel and OPCON ARNG military or MILTECH personnel).

c. SROTC program faculty constitute the military science department on their associated university or college and are aligned in accordance with that institution's academic department rules for supervision and integration into the educational institution's governance processes.

d. There are two types of SROTC program units:

(1) Host unit: A unit located at an institution that has a formal contract agreement (DA 918A - Agreement for Establishment and Maintenance of an Army Senior Reserve Officers' Training Corps Unit) with the SECARMY to maintain an SROTC unit on its

campus. Cadets at this institution attend classes and activities on their own campus. A host unit is manned with full-time staff assigned to that institution.

(2) Extension unit: A unit located at an institution that has a formal contract agreement (DA 918A) with both a host unit and with the CG, USACC to maintain a SROTC presence on campus extended from the host unit. Cadets at this institution attend classes and activities on their own campus. An extension unit is manned with full-time staff assigned from the host unit.

e. There are two Army SROTC program relationships:

(1) Cross-town (Institution): The designation given an institution that has an agreement with either the supporting host or Extension Unit and with the supporting Brigade, which enables students to enroll in the SROTC program. Cadets at this institution attend SROTC classes and activities on the campus of the supporting host or extension unit. If operationally necessary, SROTC staff or cadre may conduct SROTC activities on the cross-town campus, but no SROTC staff or cadre will be assigned to this institution.

(2) Consortium/Task Force: An arrangement where multiple SROTC units share resources to maximize efficiency. These resources can include, but are not limited to, facilities, staff, organizational structure, processes, and administrative material. A consortium may consist of host units, extension units, cross-town institutions, or any combination. The term consortium describes the arrangement between units but does not describe the units themselves.

2-3. Non-negotiable Terms and Conditions for Establishment

a. The requesting institution must be fully accredited by the appropriate regional accrediting association for post-secondary colleges and institutions.

b. The requesting institution agrees to provide adequate physical facilities as specified by DA Form 918 Application for Establishment of an Army Senior Reserve Officers' Training Corps Unit, the DA Form 918A Agreement for Establishment and Maintenance of an Army Senior Reserve Officers' Training Corps Unit, and the DA Form 918B Amendment to Application and Agreement for Establishment of an Army Reserve Officers' Training Corps Unit. See Appendix A for additional information concerning these forms.

c. The requesting institution must certify that no ROTC unit will be established or maintained at a school that unlawfully discriminates with respect to admission or subsequent treatment of students in a manner prohibited under applicable State and federal law, and applicable State and federal regulations and other policies.

d. The requesting institution must certify that no ROTC unit will be established or maintained at a school that unlawfully discriminates in a manner prohibited under

applicable federal and State laws and DoD policy with respect to the assignment of Military Service members and federal employee civilian staff to the ROTC unit; this prohibition applies to any requirements regarding the status, privileges or benefits accorded to such persons under law, DoD policy, State policy or school policy. See DoDI 1215.08 Section 3.1.c.(5) for additional considerations.

e. ROTC units will not be established or maintained at an educational institution unless the following requirements are met. Failure to comply with any of these requirements may constitute grounds for withdrawal of the unit.

(1) The institution fulfills the terms of its contractual agreement.

(2) The senior commissioned officer of the SROTC unit is given the academic rank of professor, including the appropriate prerogatives and prerequisites associated with the position of a professor, excluding tenure, as head of a department or program at the institution. Other SROTC officers will receive the academic rank of assistant professor or other appropriate academic rank, using procedures comparable to those used for their civilian faculty colleagues.

(3) The requesting institution adopts as part of its curriculum a 4-year course of military instruction, or a 2-year course of advanced training of military instruction, or both, as prescribed by the SECARMY.

(4) The institution agrees to grant credit for ROTC courses and to list ROTC course grades on student transcripts. Credit for ROTC courses will be reviewed by participating institutions on the same basis as other institutional courses. If an applicable credit is in question, the institution will recommend adjustments to ensure such courses are granted credit. Regardless of the amount of applicable credit, ROTC course grades must appear on student transcripts.

2-4. Implementation Guidance

a. Brigades and SROTC units may educate and inform educational institutions concerning the unit establishment process. However, Brigades and SROTC units are prohibited from entering formal discussions and negotiations with educational institutions concerning SROTC host units or extension units without prior approval from CG, USACC.

b. Brigades will coordinate with USAR and ARNG units within their area of operation for logistic support, land, ranges and facilities to support the SROTC on-campus curriculum.

c. Brigades will coordinate with HQs USACC prior to establishing new enduring relationships with USAR or ARNG units to perform SROTC military science instruction, recruiting, human resource or logistic functions in a SROTC unit in lieu of USACC personnel. These relationships, if not properly approved, may potentially conceal the

requirement for manpower and manning necessary to effectively operate the SROTC program. Brigades seeking to establish a new enduring support relationships with Reserve Component units will coordinate these requests with the DCS, G5.

d. All enduring support relationships will be codified in either a DA 918A, DA 918B agreement or a Memorandum of Agreement (MOA). DCS, G5 will coordinate with the HQs Staff to ensure DA 918B and MOAs involving USAR assets are signed by the Director, USAR Human Capital while DA 918B and MOAs involving ARNG assets are signed by the State/Territory Adjutant General. These agreements are subject to review on a re-occurring basis to document required changes.

e. Educational institution support, to include university employees serving administrative liaison roles between the Department of Military Science and the educational institution, may not supersede or replace USACC resources required to conduct ROTC. Brigades and SROTC units are prohibited from permitting university employees to provide ROTC instructional services in lieu of Assistant Professors of Military Science, Senior Military Instructors or Military Science Instructors. This prohibition does not affect educational institution faculty instructing institutional courses which satisfy requirements of ROTC curriculum (e.g. Military History Instruction). Qualified guest lecturers may continue to provide specific hours of instruction in areas where they are academically qualified, provided the institution approves this practice and it does not reduce required minimum military contact hours.

f. University employees are not authorized to lead or actively participate in military physical training, field training or drill due to potential injury risk and liability considerations.

g. University employees meeting the DA Form 918A requirement for a full-time school employee to serve as a liaison regarding administration of the SROTC program are authorized at Hosts and Extension Units. University employee liaisons are not authorized at cross-town institutions.

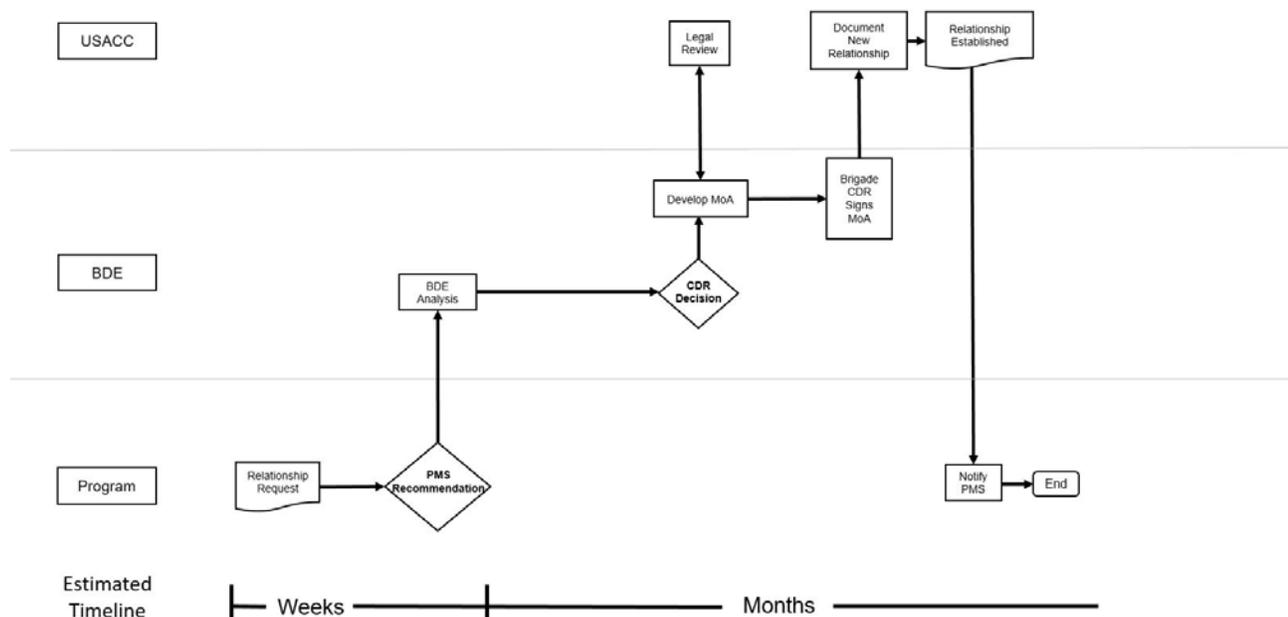
h. If delegated the authority by the CG, Brigade Commanders may establish and disestablish cross-town relationships based on mission and resource considerations. Brigades will coordinate desired changes to cross-town relationships with the DCS, G5.

i. Brigades will inform the DCS, G5 of approved cross-town changes in writing within five days of the approval. The G5 is responsible to coordinate all program changes with the HQ staff as needed.

j. Figure 2-1 below describes the unit relationship staffing process.

Figure 2-1. Cross-Town or Consortium Staffing Process

SROTC Cross-Town or Consortium Staffing Process



Chapter 3 – Requesting a New SROTC Unit (Host or Extension Unit)

3-1. Application for establishment of an Army SROTC Unit

a. Educational institutions seeking to establish a new SROTC unit will complete a DA Form 918 and submit the request to the ASA(M&RA) who will action the request in accordance with paragraph 3-2 below. Address:

Assistant Secretary of the Army, Manpower and Reserve Affairs (ASA M&RA) SAMR,
600 Army Pentagon, Washington, DC 20310-0600

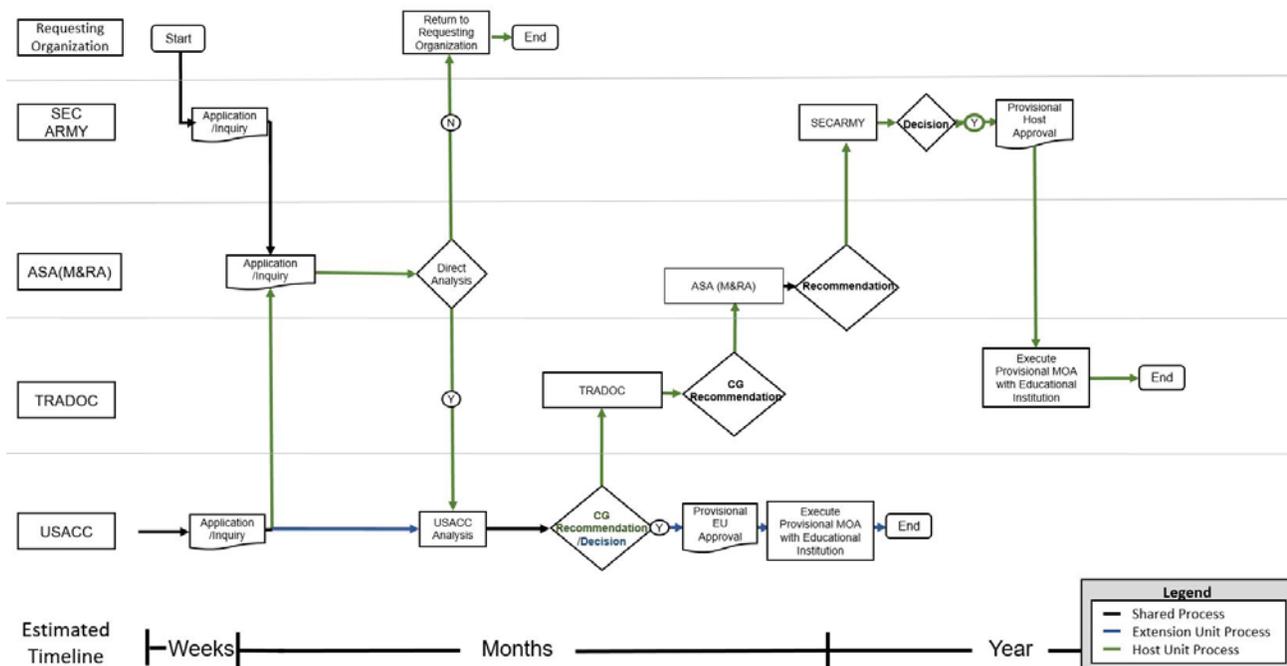
b. Brigades seeking to establish a new extension unit may submit a request directly to the DCS, G5 who will action the request in accordance with paragraph 3-3 below. Address:

Headquarters, United States Army Cadet Command and Fort Knox
1st Cavalry Regiment Road
Fort Knox, Kentucky 40121-5123

Figure 3-1 describes the process.

Figure 3-1. Host or Extension Unit Establishment Staffing Process

SROTC Host or Extension Unit Establishment Staffing Process



3-2. SROTC Program ASA(M&RA) Acknowledgement and Review

a. Once a DA Form 918 application is received, the ASA(M&RA) acknowledges receipt of the application.

b. All applications will be reviewed by the ASA(M&RA). If additional information is required, the ASA(M&RA) will correspond with the requesting institution to refine the request.

c. The ASA(M&RA) directs TRADOC to evaluate the request. TRADOC directs USACC to analyze the request and develop a recommendation with supporting justification.

3-3. USACC Evaluation Procedures

a. USACC DCS, G5 leads the analysis of establishment requests using SROTC establishment and assessment criteria in accordance with DoDI 1215.08 and AR 145-1 for eligibility and potential return on investment. After validating basic eligibility, this evaluation will consider the following factors:

- (1) USACC operational requirements and needs of the Army
- (2) Institutional academic factors

(3) Institutional demographic factors

(4) Institutional geographic factors

(5) Unique institutional factors

b. These factors and the command's methodology to evaluate the application are discussed further in Chapter 4.

c. For host unit establishment requests, USACC develops a recommendation addressing the relative merits of the requesting institution's ability to meet the needs of the Army within available SROTC resourcing. USACC will route the recommendation and supporting documentation through TRADOC to the ASA(M&RA). Establishing a new host program requires SECARMY approval.

d. For extension unit establishment requests, the DCS G5 works in coordination with the relevant Brigade to develop a recommendation for CG, USACC who will approve or disapprove the request. USACC will notify ASA (M&RA) of the decision prior to any implementation actions.

3-4. Army Determination for Host Units

a. The ASA(M&RA) reviews TRADOC and USACC application recommendations. The ASA(M&RA) forwards a recommendation to the SECARMY for decision. In accordance with DoDI 1215.08, the ASA(M&RA) will coordinate with the Office of the USD(P&R) and the other Military Departments a minimum of 60 days prior to releasing information concerning proposed ROTC units to the public.

(1) If the decision is not to support a new SROTC unit, the ASA(M&RA) notifies the educational institution of the decision.

(2) If the decision is to support a new SROTC unit, the ASA(M&RA) notifies the educational institution and directs TRADOC to begin establishment planning and coordination to stand up the new provisional SROTC unit. If the requesting institution has not already completed a DA Form 918, USACC will coordinate with the university to ensure the DA Form 918 establishment request is signed by the University President and forwarded to HQDA for SECARMY endorsement.

b. TRADOC directs USACC to begin direct coordination with the requesting institution and supporting agencies to complete a Provisional Unit Memorandum of Agreement (PUMOA) outlining roles, responsibilities, key timelines, resources, and assessment metrics. All new host programs will be established in a 5 year provisional status.

c. Once USACC and all required stakeholder organizations complete the PUMOA staffing, the CG, TRADOC signs on behalf of the SECARMY. See Chapter 5 for additional information on PUMOAs.

Chapter 4 – USACC Application Evaluation Process

4-1. General

a. No educational institution is alike. In analyzing an institution’s establishment application, USACC weighs multiple factors derived from DoDI 1215.08, AR 145-1, and Army guidance in context of the command’s operational requirements and the needs of the Army.

b. This comprehensive analysis evaluates the information contained in the application, and the institution’s academic, demographic, geographic and institutional characteristics reported to the National Center for Education Statistics (NCES) in relation to national and USACC command average statistics, resource and cost factors, and potential return on investment.

4-2. USACC Operational Requirements and Needs of the Army

USACC operational requirements and the needs of the Army underpin the command’s analysis of any unit establishment request. Available Army resourcing, Army strategic objectives and proximity to Army priority/focus markets will inform the analysis.

4-3. Institutional Academic Factors and Profile

a. Table 4-1 provides academic factors and a general profile for institutions competitive for establishment of a SROTC unit.

Table 4-1.

	Host Unit	Extension Unit	Cross-town
ACT or SAT Scores	At or above National and USACC Command Average		NA
Freshman to Sophomore Retention Rate	At or above National and USACC Command Average		NA
4-year Graduation Rate	At or above National and USACC Command Average		NA
% of STEM degrees conferred	At or above National and USACC Command Average		NA
Military History Course	Offers (or intends to offer) a course that meets commissioning requirements		NA
University Accreditation	College or University is accredited by a recognized regional accreditation body.		

b. Other factors which may enhance an institution's potential return on investment include: being part of a state university system (or community college feeder program), having reciprocal agreements for tuition or credits with adjacent states or systems, and the availability of specialized degree programs that are desirable to the Army or may be desirable in the future.

4-4. Institutional Demographic Factors and Profile

Table 4-2 provides demographic factors and a general profile for institutions competitive for establishment of a SROTC unit.

Table 4-2.

	Host Unit	Extension Unit	Cross-town
Fulltime Undergraduate (FTUG) degree-seeking Population	Greater Than 12K	Greater Than 5K	Not Less Than 1K
5-year FTUG Enrollment Trend	Stable or Growing		NA
African-American (AA) FTUG Population	At or Above the state % of HSDG* AA Population	At or Above the state % of HSDG* AA Population	NA
Hispanic-American (HA) FTUG Population	At or Above the state % of HSDG* HA Population	At or Above the state % of HSDG* HA Population	NA

*High School Diploma Graduate population (source: Joint Advertising, Market Research & Studies data)

4-5. Institutional Geographic Factors and Profile

a. Table 4-3 provides geographic factors and a general profile for institutions competitive for establishment of a SROTC unit.

Table 4-3.

	Host Unit	Extension Unit	Cross-town
Proximity to an Existing Army SROTC Host or Extension Unit	Greater than 1 hour travel time	Within 1 hour travel time of the proposed Host	Within 30 minutes travel time
State Representation Rate**	RepRate less than 0.8		NA

**Based on USACC analysis of commissioned officers from the state. Representation is measured as the state's proportion of SROTC commissions, based on home of record, divided by the state's proportion of youth age 17-24 with at least a high school diploma.

b. Other factors which may enhance an institution’s potential return on investment include: location within an Army or USACC focus market or within a major metropolitan area with a population capable of supporting one or more Army SROTC units.

4-6. Institutional Unique Factors and Profile

a. Each institution is unique and provides a service in their community to educate and develop students to achieve their potential.

b. Table 4-4 lists additional characteristics that may enhance an institution’s potential return on investment.

Table 4-4.

Free/Reduced Room and Board for scholarship students
In-State Tuition Rates for contracted and scholarship students
Accredited STEM, Cyber and/or Nursing programs
Intercollegiate and intermural athletic programs
On-campus Greek sorority/fraternity system
Robust student activities/club system
On-Campus Veterans’ Affairs office
Proximity to a military base
Concentration of local USAR and ARNG units
Opportunities to study abroad
Opportunities for Bachelor & Master’s Degree in 5 years

Chapter 5 – Components of a Provisional Agreement

5-1. General.

a. Newly approved Host and Extension Units are implemented with a PUMOA signed by the institution, the USACC Commanding General and if applicable, relevant ARNG or USAR stakeholders. The PUMOA document serves the purpose of the DA Form 918A/B for the duration of the provisional period. The provisional period begins when the first Cadets/Students enroll in military science courses. USACC will work with the university to establish an implementation and assessment plan that clearly outlines the conditions and expectations of the probationary period.

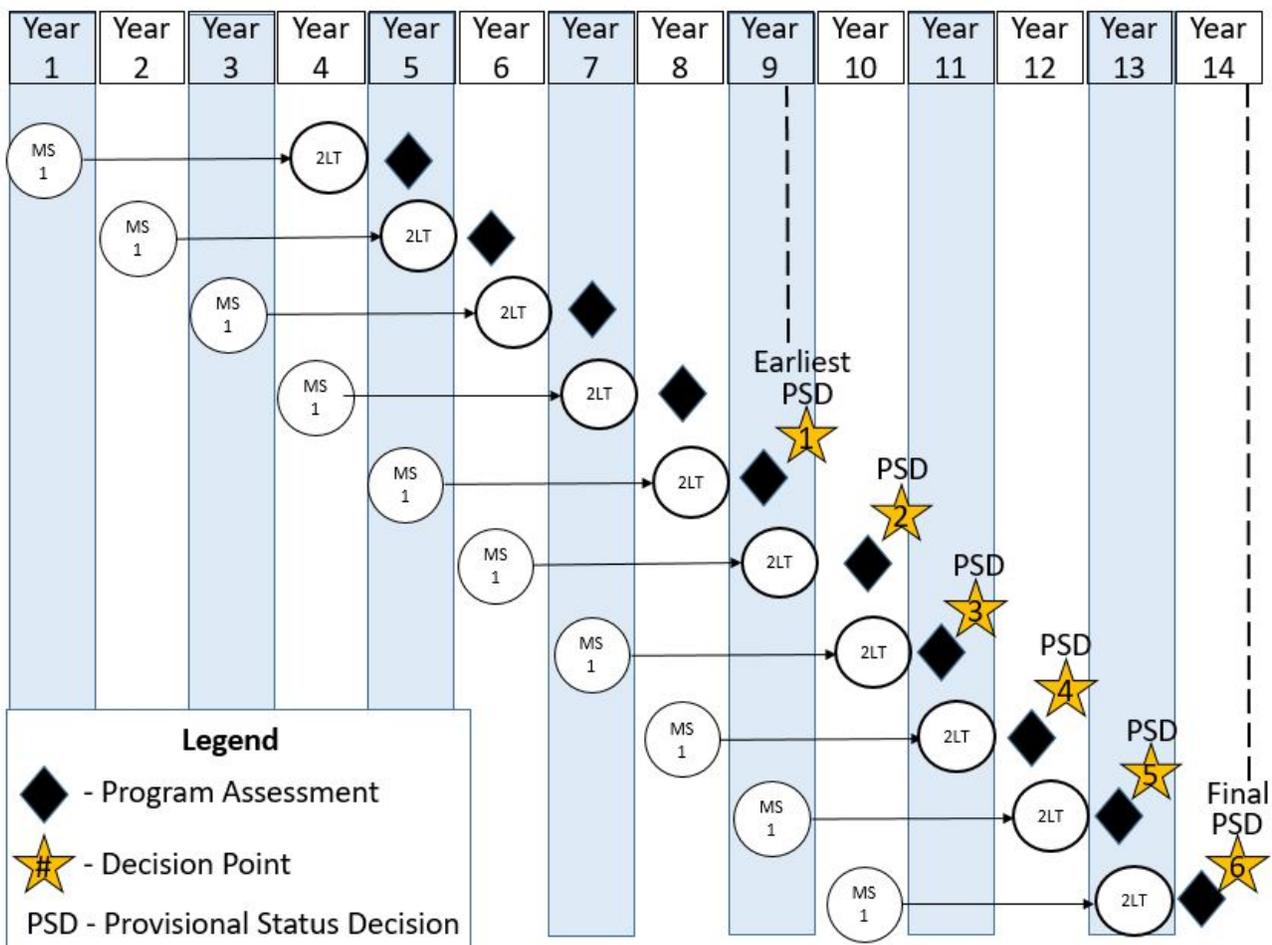
b. The PUMOA articulates the duration of the unit’s provisional status before a final establishment determination will be made. During this provisional period, the DCS G5 evaluates the institution’s ability to achieve and sustain SROTC program viability assessment objectives over five consecutive years. At the conclusion of the five year evaluation period, if the unit demonstrates the ability to achieve and maintain SROTC program viability assessment objectives the G5 will request the SECARMY or CG, USACC make a Provisional Status Decision (PSD) lifting the provisional status. The

Brigade will then work with the host educational institution to finalize the DA Form 918A/B agreements.

c. If the unit fails to achieve program viability assessment objectives over the initial five year evaluation period, USACC may extend the provisional status period for up to five additional years. If the unit has not met conditions to remove the provisional status at the conclusion of this additional period, USACC reserves the right to request the SECARMY or CG, USACC make a PSD to reclassify or disestablish the unit IAW DoDI 1215.08 and AR 145-1.

d. Figure 5-1 illustrates a provisional unit’s timeline for a PSD assuming a “cold” program start.

Figure 5-1. Provisional Unit Timeline (Cold-Start)



e. The PUMOA addresses all components and clauses of the DA Form 918A agreement.

f. The PUMOA is tailored to the new unit's resourcing requirements, specific assessment metrics and additional considerations or mutually agreed upon changes to the standard agreement.

(1) The provisional unit will be structured and organized IAW the USACC SROTC unit allocation rules, staffing standards and Task Force rules. USACC will assign manning to the provisional unit to achieve the mission assigned by RMID to support annual program viability requirements and accepted by the Brigade at the mission resourcing conference.

(2) The provisional unit will be missioned to produce second lieutenants IAW the SECARMY's program viability assessment production guidelines. For planning purposes, host units are expected to commission at least 15 Officers annually while extension units are expected to commission at least 6 Officers annually. USACC will align adequate scholarship and incentive resources to achieve the mission.

(3) The assessment metrics evaluate the provisional unit's performance against the SECARMY's program viability assessment objectives and other relevant metrics. The minimal program viability assessment period is five consecutive years of production as a fully resourced provisional unit.

5-2. Administrative Actions to Establish a Provisional Unit

a. The DCS, G5 leads planning efforts to establish and assess a provisional SROTC unit and will develop the implementation order for execution.

b. HQs staff and the brigade will coordinate with the gaining institution to complete a detailed site visit to the campus and will work with the school to complete the DA Form 918 request to establish a SROTC Unit if the request was not previously submitted.

c. Once the DA Form 918 is received and approved, the G5 will draft the PUMOA and request DA orders through TRADOC to establish a provisional SROTC unit.

d. Once DA issues provisional SROTC unit General Orders with an effective date (EDATE) establishing the new unit, USACC will request the necessary resourcing documentation associated with funding, manning, equipping and training an Army SROTC unit.

e. Two organizational identification codes will be established for the new SROTC unit:

(1) A Derivative Unit Identification Code (DUIC) establishes a unique unit identification, a location, Action Code for Activation, the type of unit (TDA) and the component (Compo1 – Active). The DUIC is added to the Structure and Manpower Allocation System (SAMAS) enabling personnel, equipping and basis of issue authorizations to other Army systems.

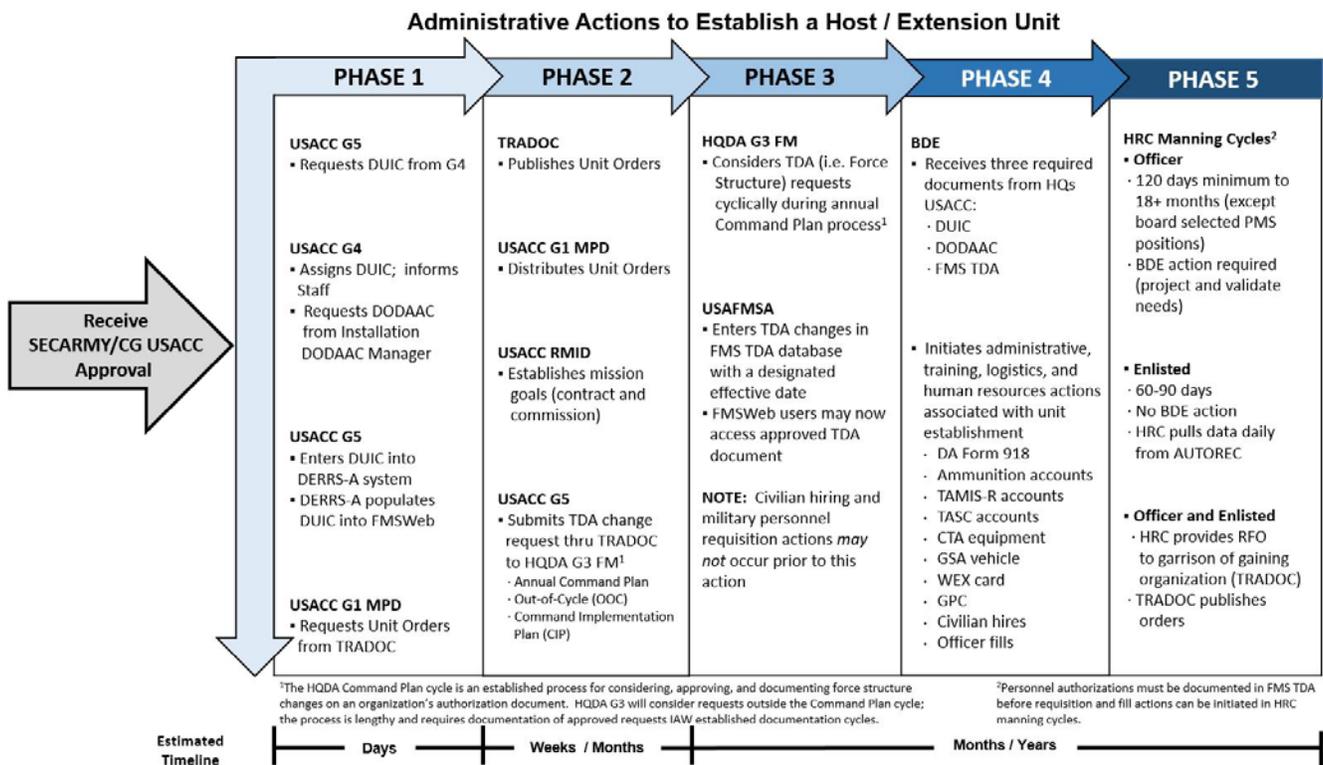
(2) A Department of Defense Activity Address Code (DoDAAC) authorizes the unit to request, contract for, store, receive, issue DoD assets, and pay for material and services.

f. The DUIC and DODAAC codes enable activation of Army, TRADOC and USACC manning, equipping, funding, and training systems/processes. The HQs staff is responsible to establish the provisional unit's functional accounts on Army, TRADOC and USACC systems.

f. HQs, USACC will initially absorb the provisional unit's funding and manpower requirements within year of execution resources. Once the DUIC is established, funding and manpower requirements will be added in the annual POM build and command plan processes.

g. Figure 5-2 describes the administrative actions to establish a SROTC unit.

Figure 5-2. Administrative Actions to Establish a SROTC Unit



Chapter 6 – Reclassifying an Existing ROTC Unit

6-1. General

a. In accordance with DoDI 1215.08, AR 145-1 and USACC operational requirements, there are circumstances which may require a request to reclassify an existing ROTC unit. If the request is initiated at or below the Brigade level, Brigades will

coordinate with the HQs staff to develop an initial justification, recommendation and supporting documentation regarding the proposal.

a. Brigade or below initiated reclassification requests will be submitted in memorandum format endorsed by the Brigade Commander, through the DCS, G5 to the Commanding General. The memorandum must include enclosures addressing the relative merits of the proposal and resourcing implications. Paragraph 6-2.d below addresses reclassification packet requirements.

b. Reclassification requests initiated at USACC Headquarters or above will be coordinated by the DCS, G5 with input from the Headquarters staff and the responsible Brigade to develop a consolidated command position concerning the request.

c. The DCS, G5 will staff all reclassification requests through the Commanding General and is responsible to route requests requiring a decision at the DA level through TRADOC to the ASA(M&RA) for additional staffing or decision as required.

d. Upon approval, reclassification requests will be administratively processed in the same manner as an establishment request.

6-2. Reclassification Packet Requirements

a. A reclassification request must address the unit and educational institution's production, quality, demography and resourcing. The request should also address other unique institutional characteristics that affect potential return on investment (ROI).

b. Reclassification requests must show the relative advantage or increased value to the Army, Brigade and host program in terms of production, quality, demography or more effective utilization of available resources. Volume production, in and of itself, is an insufficient justification for a reclassification request.

c. Brigades will coordinate with the DCS, G5 to obtain relevant historical production and program viability assessment data to inform their analysis.

d. Reclassification request packets will include the following information:

(1) Justification Memorandum:

(a) Description of the proposed reclassification action.

(b) Justification and summary of the relevant analysis and criteria supporting the request.

(c) Proposal resourcing implications.

(d) Communication & engagement approach (address educational institution, key stakeholders and other influencers).

(e) Brigade Commander endorsement.

(2) Area of operations map indicating current/proposed units and unit relationships. The map should clearly depict relative location and distances to nearby SROTC host, extension units and cross-towns.

(3) Supporting Data:

(a) Educational institution NCES data (full-time enrollment, graduation rate, graduating class, diversity, gender and ethnicity, STEM graduates).

(b) Educational institution demographic data (core or growth market, state representation rate, public or private).

(c) Historical production data for nearby Army SROTC host or extension units and other cross-towns. Consider 10 years (where feasible) of enrollment, contracting and commissioning data, diversity and ADM in the production analysis.

Chapter 7 – Disestablishment of a ROTC Unit

7-1. General

a. In accordance with provisions of DoDI 1215.08 and AR 145-1, there are conditions which may lead to the disestablishment of a ROTC unit. External factors outside Army control, including educational institution closure or loss of academic accreditation, may also require a disestablishment action.

b. Potential disestablishment actions will be handled with sensitivity to the concerns of the educational institution, key stakeholders (faculty, alumni & elected officials) affected Cadets (and their influencers) and assigned USACC personnel. Brigades should leverage command channels and notify the DCS, G5 upon learning of a potential disestablishment scenario.

c. Generally, the staffing process for disestablishment actions mirror establishment & reclassification processes. The approval authority for Host Program disestablishment is the SECARMY. The approval authority for Extension Unit disestablishment is the CG, USACC.

7-2. Disestablishment Considerations

a. Each disestablishment action is unique and will be assessed on a case-by-case basis. HQs staff and affected Brigade(s) will collaboratively conduct a detailed mission analysis in a disestablishment scenario to develop appropriate options.

b. Broad planning considerations in a disestablishment scenario include:

(1) Cadet actions

- (a) Status of affected Cadets
- (b) Cadet records management
- (c) Cadet reassignment/realignment

(2) Personnel/manning

- (a) Civilian personnel actions
- (b) Military personnel orders
- (c) Military/Civilian evaluations
- (d) Military/Civilian awards

(3) Equipment/logistics and resource management

- (a) Equipment inventory
- (b) GSA vehicle disposition
- (c) Government equipment and supply disposition
- (d) GPC account closure
- (e) Identification and closure of open contracts
- (f) Facility close-out
- (g) DoDAAC, DUIC and supply account closeout
- (h) Capture of disestablishment costs and update budget guidance

(4) Administrative/Training

- (a) Notification of ASA-M&RA
- (b) Publication of discontinuance orders
- (c) Collection and shipment of ROTC historical artifacts

(d) Realignment of affected EU/XTs

(5) Communication

(a) Notify elected officials

(b) Public affairs release

(c) Command messaging and talking points

(d) GoArmy.com update

(6) Systems Updates

(a) CCIMM & CCIMM training modules

(b) HSS/RSID

(c) Close-out Army publications account

(d) Close-out USPS account

(e) Update training support systems (TAMIS, Blackboard, DTMS and TDC)

(f) Transfer C4IM

(g) Revise CUSR (if required)

(h) Revise command briefs

7-3. Disestablishment Procedures

a. Upon notification of a potential disestablishment scenario affecting a ROTC Host Unit, the DCS G5 will coordinate closely with the impacted Brigade, HQs Staff, TRADOC and the ASA(M&RA) to develop a detailed disestablishment plan addressing the considerations outlined in para 7-2.b. above. The ASA(M&RA) will facilitate required notification to USD(P&R), the other military departments and other key stakeholders.

b. Upon notification of a potential disestablishment scenario affecting a ROTC Extension Unit, DCS G5 will coordinate closely with the impacted Brigade and the HQs Staff to develop a detailed plan addressing considerations outlined in para 7-2.b. above. The DCS, G5 will notify TRADOC and the ASA(M&RA) and report status of the EU disestablishment process until all required actions are complete.

APPENDIX A – Forms

A-1. DA Form 918

DA Form 918 is the application to establish an Army Senior Reserve Officers' Training Corps Unit. The link to the form on the Army's official publication website follows:

[DA Form 918 APPLICATION FOR ESTABLISHMENT OF AN ARMY SENIOR RESERVE OFFICERS' TRAINING CORPS UNIT](#)

A-2. DA Form 918A

DA Form 918A is the formal contract agreement between the Army and the educational institution to establish and maintain an Army Senior Reserve Officers' Training Corps Unit. The link to the form on the Army's official publication website follows:

[DA Form 918A AGREEMENT FOR ESTABLISHMENT AND MAINTENANCE OF AN ARMY SENIOR RESERVE OFFICERS' TRAINING CORPS UNIT](#)

A-3. DA Form 918B

DA Form 918B documents amendments to the application and agreement to establish an Army Senior Reserve Officers' Training Corps Unit. The link to the form on the Army's official publication website follows:

[DA Form 918B AMMENDMENT TO APPLICATION AND AGREEMENT FOR ESTABLISHMENT OF AN ARMY RESERVE OFFICERS' TRAINING CORPS UNIT](#)

GLOSSARY

Section I – Acronyms and Abbreviations

ACT	American College Test
ADM	Academic Discipline Mix
AR	Army Regulation
ARNG	Army National Guard
ASA(M&RA)	Assistant Secretary of the Army for Manpower and Reserve Affairs
CoS	Chief of Staff
CG	Commanding General
DA	Department of the Army
DoD	Department of Defense
DoDAAC	Department of Defense Activity Address Code
DoDI	Department of Defense Instruction
DUIC	Derivative Unit Identification Code
EDATE	Effective Date
EU	Extension Unit
FTUG	Full-time Under-graduate
HQDA	Headquarters, Department of the Army
HSDG	High School Diploma Graduate
MOA	Memorandum of Agreement
NCES	National Center for Education Statistics
PMS	Professor of Military Science
POM	Program Objective Memorandum
PSD	Provisional Status Decision
PUMOA	Provisional Unit Memorandum of Agreement

REPRATE	Representation Rate
RMID	Recruiting, Marketing and Incentives Directorate
SECARMY	Secretary of the Army
SAMAS	Structure and Manpower Allocation System
SROTC	Senior Reserve Officer Training Corps
STEM	Science, Technology, Engineering and Mathematics
TAG	The Adjutant General
TDA	Table of Distribution and Allowances
TRADOC	United States Army Training and Doctrine Command
USACC	United States Army Cadet Command
USAFMSA	United States Army Force Management Support Agency
USAR	United States Army Reserve
USC	United States Code
XT	Cross-town Unit

Section II – Terms

This section contains no entries.