MANAGEMENT OF SENIOR RESERVE OFFICERS’ TRAINING CORPS UNIT AND RELATIONSHIP AGREEMENTS

FOR THE COMMANDER:

OFFICIAL: JOHNNY K. DAVIS
Major General, U.S. Army
Commanding

Michael T. Zernickow
Colonel, GS
Chief of Staff

History. This publication replaces CC PAM 145-1-1 “Procedures for Establishing, Reclassifying or Disestablishing a Senior Reserve Officers’ Training Corps Unit or Relationship” with CC PAM 145-1-1 “Management of Senior Reserve Officers’ Training Corps Unit and Relationship Agreements”.

Summary. This pamphlet provides implementation guidance and procedures to manage SROTC agreements IAW with established regulation and policy contained in Department of Defense Instruction (DoDI) 1215.08 and Army Regulation (AR) 145-1.

Applicability. To U.S. Army Cadet Command Headquarters, Brigades and Units.

Proponent and Exception Authority. The proponent for this pamphlet is the USACC G5.

Army Management Control Process. N/A

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.

Distribution. CC PAM 145-1-1 is approved for public release. Distribution is in electronic format only.
Contents

SUMMARY OF CHANGES........................................................................................................................................ 3

CHAPTER 1 - INTRODUCTION.......................................................................................................................... 5

  1-1. PURPOSE ........................................................................................................................................ 5
  1-2. REFERENCES ..................................................................................................................................... 5
  1-3. EXPLANATION OF TERMS ..................................................................................................................... 5
  1-4. RESPONSIBILITIES ............................................................................................................................... 5

CHAPTER 2 – AUTHORITY AND ORGANIZATION ................................................................................... 7

  2-1. AUTHORITY ....................................................................................................................................... 7
  2-2. SROTC PROGRAM UNITS AND RELATIONSHIPS.................................................................................. 7

CHAPTER 3 – POLICY GUIDELINES ....................................................................................................... 12

  3-1. NON-NEGOTIABLE TERMS AND CONDITIONS FOR UNITS AND RELATIONSHIPS .................... 12
  3-2. BRIGADE AND SROTC PROGRAM RESPONSIBILITIES ..................................................................... 13

CHAPTER 4 – REQUESTING A NEW SROTC UNIT (HOST OR EU) ........................................................................... 17

  4-1. APPLICATION FOR ESTABLISHMENT OF AN ARMY SROTC UNIT ............................................................. 17
  4-2. SROTC PROGRAM ASA(M&RA) ACKNOWLEDGEMENT AND REVIEW ...................................................... 18
  4-3. USACC Unit EVALUATION PROCEDURES ........................................................................................... 18
  4-4. ARMY DETERMINATION FOR HOST UNITS .......................................................................................... 19

CHAPTER 5 – REQUEST A NEW SROTC CROSS-TOWN RELATIONSHIP ................................................. 20

  5-1. APPLICATION FOR ESTABLISHMENT OF AN ARMY SROTC CROSS-TOWN RELATIONSHIP ........... 20
  5-2. CONDITIONAL XT RELATIONSHIP APPLICATION FROM AN INSTITUTION .............................................. 21
  5-3. NEW CROSS-TOWN RELATIONSHIP OR RE-ACTIVATION (IN CCIMM) FROM A BRIGADE ............ 21
  5-4. USACC NEW OR RE-ACTIVATION CROSS-TOWN EVALUATION PROCEDURES ....................................... 22

CHAPTER 6 – USACC EVALUATION PROCESS .................................................................................... 23

  6-1. GENERAL ........................................................................................................................................ 23
  6-2. USACC OPERATIONAL REQUIREMENTS AND NEEDS OF THE ARMY ...................................................... 23
  6-3. INSTITUTIONAL ACADEMIC FACTORS AND PROFILE ............................................................................ 23
  6-4. INSTITUTIONAL DEMOGRAPHIC FACTORS AND PROFILE ....................................................................... 24
  6-5. INSTITUTIONAL GEOGRAPHIC FACTORS AND PROFILE .................................................................... 25
  6-6. INSTITUTIONAL UNIQUE FACTORS AND PROFILE ................................................................................... 26

CHAPTER 7 – COMPONENTS OF A PROVISIONAL AGREEMENT .............................................................. 27

  7-1. GENERAL ........................................................................................................................................ 27
  7-2. ADMINISTRATIVE ACTIONS TO ESTABLISH A PROVISIONAL UNIT .......................................................... 29

CHAPTER 8 – RECLASSIFYING AN EXISTING ROTC UNIT OR CROSS-TOWN RELATIONSHIP .......... 31

  8-1. GENERAL ........................................................................................................................................ 31
  8-2. RECLASSIFICATION PACKET REQUIREMENTS ....................................................................................... 31
  8-3. RE-ASSIGNING AN EXTENSION UNIT AND/OR CROSS-TOWN BETWEEN BRIGADES ..................... 32

CHAPTER 9 – DISESTABLISH A ROTC UNIT OR INACTIVATE A CROSS-TOWN RELATIONSHIP .............. 35

  9-1. GENERAL ........................................................................................................................................ 35
  9-2. DISESTABLISHMENT AND/OR INACTIVATION CONSIDERATIONS ............................................................ 35
  9-3. DISESTABLISHMENT AND/OR INACTIVATION PROCEDURES ............................................................... 37

CHAPTER 10 – PROCESSES ASSOCIATED WITH ESTABLISH, RECLASSIFY, REASSIGN, DISESTABLISH AND INACTIVATE SROTC UNITS AND RELATIONSHIPS ......................................................... 38

  10-1. PROGRAM VIABILITY REVIEW (PVR) ............................................................................................... 38
Summary of Changes

This edition of CC PAM 145-1-1 has undergone an extensive rewrite with information and supporting graphics added, updated, revised and redistributed to reflect current procedures and requirements for the management of Senior Reserve Officers’ Training Corps units and relationships. Because the scope of this PAM has increased beyond establishment and dis-establishment, it has been renamed to accommodate the broader management functions it covers. This edition includes the incorporation of USACC Policies, Memorandums and Decisions published as guidance until this PAM was revised, this includes:

- USACC, ATCC-SI, Memo, Delegation of Authority for Professors or Military Science, 05 April 2019.
- USACC CG Plans Update, CG Approval of Host and EU Staffing Standards and Rules, 27 May 2021.
- USACC, ATCC-SI, Memo, Policy Memorandum 5-1 – Establishing New Senior ROTC Relationships, 08 March 2022
- USACC, ATCC-SI, Memo, Policy Memorandum 5-2 – Professor of Military Science (PMS) Engagement with University Leadership, 15 March 2022.
- USACC, ATCC-SI, Memo, Policy Memo 5-3 - Senior ROTC Program Viability Review and Missioning Standards, 15 March 2022.

Changes:

- Title changed from Procedures for Establishing, Reclassifying or Disestablishing a Senior Reserve Officers’ Training Corps Unit or Relationship to Management of Senior Reserve Officers’ Training Corps Unit and Relationship Agreements.
- Chapter 1 Sub-chapter 2-1 Policy header replaced with Authority.
- Chapter 2 Sub-chapters 2-3 and 2-4 removed from Chapter 2 Army SROTC Unit and Relationship Establishment moved to new Chapter 3 Policy Guidelines.
- Chapter 3 Requesting a New SROTC Unit is now Chapter 4.
- New Subchapter 4-1 Application for Establishment of an Army SROTC unit added.
- New Chapter 5 Request a New SROTC Cross-town (Xt) Relationship added.
- Chapter 4 USACC Application Evaluation Process is now Chapter 6 USACC Evaluation Process.
- Chapter 5 Components of a Provisional Agreement is now Chapter 7.
- Changes to Sub-chapters 7-1 and 7-2.
- Chapter 6 Reclassifying an Existing SROTC Unit changed to Chapter 8 Reassigning an EU and/or Xt between Brigades added.
- New Sub-chapter 8-3 Reassigning an EU and/or Xt between Brigades added.
- New Chapter 9 Disestablish a SROTC Unit or Inactivate a Cross-town Relationship added.
- New Chapter 10 Processes Associated with Establish, Reclassify, Reassign, Disestablish and Inactivate SROTC units and relationships added.
  - New Appendix A-4 Xt Memorandum of Agreement Template added.
  - New Appendix A-5 Provisional Host Memorandum of Agreement Template added.
  - New Appendix A-6 Provisional Extension Unit Memorandum of Agreement Template added.
  - New Appendix A-7 Provisional Army National Guard Extension Unit Memorandum of Agreement Template added.
  - New Appendix A-8 PMS/BDE Analysis and Request Memo for Request an Exception to Policy to Establish or Re-activate Cross-town in CCIMM.
  - New Appendix A-9 Brigade Commander Endorsement Memorandum for Request to Establish a New Xt or Re-activate a Xt in CCIMM added.
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 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.


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 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, change to relationships and annual program viability assessment.

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

(3) Provide a recommendation to the USACC CG (CG) and, where applicable, coordinate the command’s position with TRADOC and the ASA (M&RA).
c. The Staff Judge Advocate (SJA) will provide a written legal opinion for all proposals to establish, reclassify or disestablish a SROTC Host 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 or relationships for informational purposes.
Chapter 2 – Authority and Organization

2-1. Authority

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 (ARNG) Host unit manning and administration.

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 CG, USACC is the approval authority for establishing SROTC EUs, Xt and consortium agreements.

d. The CG, USACC is the approval authority for establishing ARNG EU agreements.

Table 2-1. Authority to open, close or reclassify SROTC units and relationships.

<table>
<thead>
<tr>
<th>Authority to:</th>
<th>Host</th>
<th>Extension Unit (EU) (3)</th>
<th>Cross-town (Xt)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open</td>
<td>Secretary of the Army (1)</td>
<td>USACC CG (2)</td>
<td>USACC CG</td>
</tr>
<tr>
<td>Close</td>
<td>Secretary of the Army (1)</td>
<td>USACC CG (2)</td>
<td>USACC CG</td>
</tr>
<tr>
<td>Reclassify (lower)</td>
<td>Secretary of the Army (1)</td>
<td>USACC CG (2)</td>
<td>NA</td>
</tr>
<tr>
<td>Reclassify (higher)</td>
<td>NA</td>
<td>Secretary of the Army (1)</td>
<td>USACC CG (2)</td>
</tr>
</tbody>
</table>

Table Notes:
(1) ASA (M&RA) notifies Office of the Under Secretary of Defense for Personnel & Readiness (OSD (P&R))
(2) Concurrently/notify ASA (M&RA)
(3) Includes ARNG EUs

2-2. SROTC Program Units and Relationships

a. An Army SROTC program is the aggregate of affiliated SROTC units (Hosts and EUs) and relationships (Xt 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, Department of the Army (DA) 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 USACC active-duty military or USAR military, DA civilian and in some instances contract instructors assigned to that institution as their primary place of duty. A Host unit has a TDA paragraph and a derivative unit identification code (UIC).

(a) New Host units typically are approved as provisional hosts. The CG, USACC signs a Provisional Unit Memorandum of Agreement (PUMOA) with the institution. Once it meets host standards outlined in the PUMOA the Secretary of the Army or their designated representative approves and signs a DA Form 918A agreement. USACC G5 manages the unit and relationship agreement process, and coordinates new agreements, updates or changes to agreements for USACC and subordinate units.

(b) Host Production Requirements. Hosts programs are missioned to the minimum viability threshold of 10 commissions. For program viability review (PVR), the Host program’s production includes the production from the Host unit, and any EUs and Xts. See Chapter 10-1 on PVR for an explanation of the production thresholds and viability criteria.

(2) Extension unit: A unit located at an institution that has a formal contract agreement constituted in a DA Form 918A (Application for Establishment of an Army Senior Reserve Officers’ Training Corps Unit), and if required a DA Form 918B (Amendment to Application and Agreement for Establishment of an Army Reserve Officers’ Training Corps Unit). The contract is with both the Host unit and with the CG, USACC and will specify the agreement 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 EU is manned with full-time USACC active duty or USAR military, DA civilian and in some instances contract instructors assigned to that institution as their primary place of duty. An EU has a TDA sub-paragraph to the Host paragraph and a derivative UIC.

(a) EUs are approved by the CG, USACC and a 918A/B or Provisional Unit Memorandum of Agreement (PUMOA) is signed. USACC G5 manages the unit and relationship agreement process, and coordinates new agreements, updates or changes to agreements for USACC and subordinate units.

(b) An ARNG EU is an approved SROTC unit with a signed 918A/B or MOA. The ARNG EU is manned with a state’s Title 32 personnel and conforms to all applicable
USACC policies for manning, data and IT systems, reporting, curricula, training, marketing, recruiting, administration and logistical requirements specified in DoDI 1215.08, AR 145-1, other applicable DoD and Army regulations, pamphlets and policies, and internal USACC regulations, pamphlets, circulars and policies.

(c) No USACC active duty, USAR, Contract Instructors, DA civilian personnel or Patton and Cavazos interns are assigned to an ARNG EU. ARNG EUs are not documented on the USACC TDA.

(d) EU Enrollment and Production Requirements. EUs should maintain and sustain sufficient enrolled and contracted Cadets to meet a minimum production target threshold of 3 annual commission average. EUs can have Xt relationships that support enrollment and production requirements.

e. There are two Army SROTC program relationships:

(1) Cross-town (Institution): The designation given an institution that has an agreement (see Appendix A-4) with either the Host or EU and with the Brigade, which enables students to enroll in the SROTC program. Cadets at this institution attend SROTC classes and activities on the campus of the Host or EU. If operationally necessary, SROTC staff or cadre may conduct SROTC activities on the Xt campus, but no SROTC staff or cadre will be assigned to the institution.

(a) The USACC CG is the approval authority for all new Xt relationships or Xt reactivations of inactive Xts in CCIMM. MOA signature authority is delegated to Brigade Commanders. Renewal of existing Xt MOAs does not require CG approval. DCS G5 manages the unit and relationship agreement process, and coordinates new agreements, updates or changes to agreements for USACC and subordinate units.

(b) In instances when the ARNG provides sole or majority support to sustain the Xt relationship an amended Xt MOA is signed to ensure it is manned with a state’s T32 personnel and conforms to all applicable USACC policies (see Appendix A for the Xt MOA format). The Xt MOA ensures the institution acknowledges that loss or reduction in ARNG full time support will end the relationship with USACC.

(c) Xt relationships are with a host or extension unit that is a 4-year degree granting institutions or 2-year institutions with credit/degree transfer agreements with a 4-year institution and meet paragraph (d) through (f) conditions below.

(d) Xt institutions have a full-time undergraduate degree seeking student population over 1,000 and are not “special focus” schools as defined by the Carnegie Classification.

(e) Xt relationships are with institutions less than 30 miles from a Host or EU. Distance is calculated using open source road distance/travel software applications or web sites.
(f) All new or re-activated Xt relationships will have a five-year conditional status. The Xt relationship must maintain one or more enrolled Cadets annually, and commission at least one officer within a five-year assessment period.

(g) No new Xt relationships will be established with an institution that does not meet the conditions listed in paragraph (a) – (f) above. Brigades can submit an exception to policy for an institution that does not meet the conditions using the format and information content for a new Xt relationship in Appendix A-8.

(h) New and existing Xts have a unique institution FICE in CCIMM. In CCIMM, programs will align the Xt and their associated Cadets to either the Host or EU FICE for enrollment status and commissions. Cadets enrolled at an existing or new Xt will be input into CCIMM using the Xt institution FICE.

(i) Xt institutions with no enrollment (as identified in the Open Enrollment for that year), and with no enrollment for the past three years will be identified to the brigades for removal from that year’s Higher Education Institution (HEI) List and recommended for future inactivation (see CH 10-4 for more on the HEI List).

(j) Non-standard Xt agreements exist to support specific operational considerations. A limited number of Xt relationships can have a visiting or permanent SROTC instructor presence on a Xt campus. This arrangement requires an exception to policy endorsed by the brigade commander and must be approved by the CG and the Xt MOA must list the responsibilities of the institution and the SROTC unit supporting the Xt. Instructors must be within the same BAH locality as the parent Host or EU. This arrangement is only for assigned military instructors. No DA civilian, Contract Instructor or Patton and Cavazos intern can be assigned to a Xt on a permanent basis. The DCS G5 coordinates the exception to policy and amendments to existing MOAs.

(k) Span of Control considerations. SROTC programs rely on Xt relationships to meet their assigned mission. Xt relationship present resource, manpower, time and oversight challenges to the PMS and program. Unchecked and not re-assessed periodically, Xt expansion can create a burden to sustain if the mission changes or manpower, operations and incentive funding decrease. Table 2-2 provides a recommended Span of Control ratio of Xts to parent Hosts or EUs using the unit staffing standards. Each program is different, and brigade commanders determine the level of acceptable risk in the number of Xt relationships that are supportable.

Table 2-2.

<table>
<thead>
<tr>
<th>Unit</th>
<th>Tier 1</th>
<th>Tier 2</th>
<th>Tier 3</th>
<th>Tier 4</th>
<th>Tier 5</th>
<th>EU 1</th>
<th>EU 2</th>
<th>EU 3</th>
</tr>
</thead>
<tbody>
<tr>
<td># of Xts</td>
<td>0</td>
<td>1 to 2</td>
<td>2 to 3</td>
<td>3 to 5</td>
<td>&lt; 7</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
</tbody>
</table>

NOTE: Factors impacting Span of Control decisions include – density/proximity of institutions, geography, fill rate for cadre/contract instructors, ARNG and USAR support, and supporting distance (within 30 miles of the Host or EU).
(1) Xt Enrollment and Production Requirements. A Xt should have an annual enrollment of at least one Cadet in SROTC and should commission at least one 2nd Lieutenant every five years. Xts that are 2-year institutions do not have to meet the production criteria.

(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, EUs, Xts, or any combination. The term consortium describes the arrangement between units but does not describe the units themselves.
Chapter 3 – Policy Guidelines

3-1. Non-negotiable Terms and Conditions for Units and Relationships

a. Institutions requesting a unit agreement or Xt relationship, must be fully accredited by the appropriate regional accrediting association for post-secondary colleges and institutions.

b. Institutions requesting a unit agreement or Xt relationship, agrees to provide adequate physical facilities as specified in the DA Form 918, the DA Form 918A, and if required, the DA Form 918B. See Appendix A for additional information concerning these forms.

d. The requesting institution must certify that no ROTC unit or relationship 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.

e. The requesting institution must certify that no ROTC unit or relationship 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.

f. ROTC units or relationships 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 or a change in relationship.

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

2. The senior commissioned officer of the SROTC Host unit (program) 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 at a Host or EU 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.

3-2. Brigade and SROTC Program Responsibilities

a. Brigades and SROTC units may educate and inform educational institutions concerning the unit or relationship establishment process. However, Brigades and SROTC units are prohibited from entering formal discussions and negotiations with educational institutions concerning SROTC Host and EUs or Xt relationships without prior approval from the CG, USACC. Brigades will coordinate these requests with the DCS, G5.

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, conceal requirements for manpower and manning necessary to effectively operate the SROTC program. Brigades seeking to establish a new enduring support relationship 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 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. 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. 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. 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 ROTC physical fitness sessions, physical training testing, field training or drill due to potential injury risk and liability considerations. Exceptions for marketing and recruiting events sponsored by the program and approved by the institution will follow prescribed USACC policies.

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 Host and EUs. University employee liaisons are not authorized at Xt institutions.

h. Each PMS will conduct an in-person engagement with their Host, affiliated EU and Xt institution leadership during the fall and spring semesters each year. The PMS cannot delegate this responsibility. The PMS schedules, completes and submits a summary of each Host, EU and Xt engagement through the brigade to the USACC G5 NLT 30 days after the end of the semester. Engagements are no lower than the Dean or Provost that has daily coordination or supervisory oversight with the Military Science Department. PMS engagements focus on the status of the relationship and the exchange of relevant information with the Host, EU and Xt institution’s leadership that may influence the relationship. Required general topics and topics by type of relationship:

   1) Changes in Army or USACC Mission and Resources: The Army G1 directs the number of commissions USACC produces each year. Commission missions are established for the current academic year +4 to support recruiting and resource decisions. Manpower, scholarship and Cadet training/internship resources are linked to the aggregate growth or decline in the mission. The effect at the campus level impacts the number of ROTC faculty supporting the program (Host, EU and Cross-town) the number of enrollments and commissions required to meet the program’s mission. Historically, when there is a mission reduction there are fewer ROTC faculty and less scholarship and training resources. USACC policy is no expansion of ROTC relationships unless there is an Army or USACC outcome that is supported. USACC may reduce the number of relationships to mitigate resource and mission reductions while maintaining sufficient capacity to expand and regenerate if the mission increases.

   2) Representative of the Nation: The Army People Strategy has as one of its outcomes a representative officer corps. Current and projected demographic changes reflect a consensus that college enrolled populations are increasing in the Southwest, Texas, Florida and select mega-urban areas; conversely that population is decreasing in the Northeast, Midwest and the Plains.

   3) Host unit: Discuss previous and projected Program Viability assessment; issues or requests related to ROTC facilities and faculty privileges; institution, Army or USACC policies effecting the institution or ROTC academic or on-campus activities.
(4) Extension unit: Explain how an EU fits into the ROTC program design and relationship to the Host; discuss issues or requests related to ROTC facilities and faculty privileges; discuss previous and projected Cadet enrollment and commissions, explain an effective EU produces 3 or more commissions a year as denoted in the USACC unit staffing standards.

(5) Cross-town: Explain how a Xt fits into the ROTC program design and relationship to the Host or EU; discuss issues or requests related to ROTC facilities and faculty privileges if the Xt relationship includes visiting or permanent ROTC faculty instruction; discuss previous and projected Cadet enrollment and commissions, explain an effective Xt is expected to maintain more than one active enrolled Cadet each year to contribute to the production of its parent unit.

i. PMS Authorities. The Senior ROTC (SROTC) Professor of Military Science (PMS) is the senior responsible official within a SROTC Host Unit and serves as a Professor and head of the Military Science department or Army SROTC program of instruction at the Host educational institution. The PMS is empowered to exercise certain responsibilities and to act in the best interests of the Army, TRADOC and US Army Cadet Command. The PMS will maintain an organizational climate free from discrimination, harassment, hazing, bullying and extremist activities while upholding military discipline, courtesies and proper Soldier conduct. The following authorities pertain to the position of the PMS, regardless of the grade of the officer assigned to the authorized PMS position (O6, O5, or O4). Unless otherwise specified, further delegation of these authorities below the PMS is not authorized:

    (1) Cadet Action Authorities. The PMS, working in coordination with the brigade Cadet Actions staff, is responsible to ensure Cadet Actions are reported to the brigade HQs, properly documented for auditability, and annotated within the system of record.

    a) Approve up to 50% of credit hours in an online format.

    b) Approve change of graduation date without Mission Set migration.

    (2) Additional Authorities. All administrative support responsibilities remain at the brigade HQs.

    a) Serve as the unit commander designee to approve regular leave for up to 30 days pursuant to AR 600-8-10 (Leaves and Passes). This does not include authority for permissive TDY, PCS, Retirement or OCONUS leave requests. Authority to approve these requests is held with the Brigade Commander.

    b) Serve as the O5 level waiver approval authority for low risk training and events with the exclusion of Cadet Summer Training (CST). Authority to approve CST risk assessments is withheld to the Brigade Commander.
(c) Serve as the primary hand receipt holder responsible to receive, store and issue property to sub-hand receipt holders. Brigade Commanders may delegate this authority below the PMS provided the program Primary Hand Receipt Holder is not a GPC cardholder.
Chapter 4 – Requesting a New SROTC Unit (Host or EU)

4-1. 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 4-2 below. Figure 4-1 describes the process. The ASA(M&RA) address is:

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 EU may submit a request directly to the DCS, G5 who will action the request in accordance with paragraph 4-3 below. Figure 4-1 describes the process. The USACC HQs (ATTN: DCS, G5) address is:

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

Figure 4-1. Host or EU Establishment Staffing Process
4-2. 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.

4-3. USACC Unit Evaluation Procedures

a. USACC DCS, G5 leads the staff 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. The evaluation considers 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.

(6) Resource and manpower neutral to USACC or have approved Army manpower and resourcing.

b. These factors and the command’s methodology to evaluate the application are discussed further in Chapter 6.

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 EU 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.
4-4. 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 (or Chancellor in some instances) 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 (for a definition of provisional see Section II, Terms in the Glossary).

c. Once USACC and all required stakeholder organizations complete the PUMOA staffing, unless directed otherwise by the TRADOC CG or the ASA(M&RA), the CG, USACC signs the PUMOA on behalf of the SECARMY. See Chapter 7 for additional information on PUMOAs.
Chapter 5 – Request a New SROTC Cross-town Relationship

5-1. Application for establishment of an Army SROTC Cross-town Relationship

a. The CG retains the authority to establish or reactivate crosstown relationships. No new Xt relationships can be established, or coordination by a brigade or program to establish, unless approved by the CG.

b. Institutions seeking to establish a new Xt relationship may submit a request directly to the USACC CG (ATTN: DCS, G5). Paragraph 5-4 and Chapter 6 describe the assessment considerations for a SROTC units and Xt relationship. The DCS G5 will action the request in accordance with paragraph 5-2 below. Figure 5-1 describes the process. The USACC HQs (ATTN: DCS, G5) address is:

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

c. Brigades seeking to establish a new Xt or re-activate (in CCIMM) a Xt relationship will submit the request following the required analysis and justification in paragraph 5-5. Requests are submitted to the DCS, G5 who will action the request in accordance with paragraph 5-3 below. Figure 5-1 describes the process.

Figure 5-1. Cross-town Staffing Process
5-2. Conditional Xt Relationship Application from an Institution

a. Once a request from an institution is received, the DCS G5 will conduct a staff assessment of the request using:

   (1) SROTC establishment and assessment criteria in accordance with DoDI 1215.08 and AR 145-1 for eligibility and potential return on investment listed in paragraph 5-4 and Chapter 6.

   (2) The PMS/BDE Analysis and Request Memorandum provided by the PMS through/or by the BDE (see paragraph 5-4 and Annex A-8).

b. If the request meets USACC criteria for a Xt, and the CG approves, the DCS G5 will contact the institution and start the formal agreement process (see Chapter 10-2 for information on Xt MOAs) in conjunction with the brigade and program leadership. DCS G5 will inform the staff of new Xt agreements.

   NOTE: The Xt MOA stipulates no instruction will occur at the Xt unless it has a signed Exception to Policy (ETP) by the USACC CG. ETPs will be on file with Xt MOA maintained by USACC, G5.

c. If the request does not meet USACC criteria for a Xt, and the CG agrees, the DCS G5 will contact the institution informing them that their request is not supportable at this time.

d. New or re-activated Xt relationships are conditional and must continue to meet the standards outlined in the Higher Education Institution (HEI) Assessment process outlined in Chapter 10-4 or have a signed ETP for any criteria not met (for a definition of conditional see Section II, Terms in the Glossary).

5-3. New Cross-town Relationship or Re-activation (in CCIMM) from a Brigade

a. Brigades will submit a formal request with a PMS/BDE Analysis and Request endorsed by the brigade commander to re-activate an existing or establish a new Xt in CCIMM to the DCS G5 (see Paragraph 5-4).

b. After all information has been provided and assessed, the DCS G5 will provide a recommendation to the CG, and a draft response.

c. If the request meets USACC criteria for a Xt, and the CG approves, the DCS G5 will contact the brigade and start the formal agreement process in conjunction with the brigade and program leadership (see Chapter 10-2 for information on Xt MOAs). The Xt MOA stipulates no instruction will occur at the Xt unless it has a signed ETP by USACC CG. ETP will be on file with Xt MOA maintained by USACC, G5.

d. DCS G5 will inform the staff of new or re-activated (in CCIMM) Xt agreements.
e. If the request does not meet USACC criteria for a Xt, and the CG agrees, the DCS G5 will contact the brigade informing them that their request is not approved.

f. New or re-activated Xt relationships are conditional and must continue to meet the standards outlined in the Higher Education Institution (HEI) Assessment process outlined in Chapter 10-4, or have a signed ETP for any criteria not met.

5-4. USACC New or Re-activation Cross-town Evaluation Procedures

a. USACC G5 leads the staff analysis of establishment or re-activation (in CCIMM) requests using SROTC establishment and assessment criteria in accordance with DoDI 1215.08 and AR 145-1 for eligibility and potential return on investment. The evaluation considers 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.

   (6) The request is resource and manpower neutral to USACC or have approved Army manpower and resourcing.

b. These factors and the command’s methodology to evaluate the application are discussed further in Chapter 6.

c. Any request to reactivate or establish a new Xt must be accompanied by a PMS/BDE Analysis and Request Memorandum (Appendix 8) with a Brigade Commander Endorsement Memo (Appendix 9) to initiate the G-5 evaluation.
Chapter 6 – USACC Evaluation Process

6-1. General

a. This chapter is applicable to establishment requests for SROTC units and Xt relationships. The factors outlined in this chapter represent characteristics of post-secondary institutions that correlate to sustainable and supportable Army SROTC units or relationships and are not an evaluation or assessment of the institution’s efficacy by the US Army or USACC.

b. Each educational institution is unique, but there are common factors that are applicable to all higher education institutions regardless of their sector or classification. In analyzing an institution’s unit establishment application or request to establish a Xt relationship, 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.

c. The analysis evaluates information contained in the application or request, 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.

6-2. USACC Operational Requirements and Needs of the Army

USACC operational requirements, available resources and the needs of the Army underpin the command’s analysis of any unit establishment or Xt relationship request. Available Army resourcing, Army strategic objectives and proximity to Army SROTC focus markets will inform the analysis.

6-3. Institutional Academic Factors and Profile

a. Table 6-1 provides academic factors and a general profile for institutions competitive for establishment of a SROTC unit.
### Table 6-1.

<table>
<thead>
<tr>
<th>4-year BA/BS Degreed Institutions</th>
<th>Host Unit</th>
<th>Extension Unit</th>
<th>Cross-town</th>
</tr>
</thead>
<tbody>
<tr>
<td>BA/BS Degrees Conferred</td>
<td>The Institution is a Public or Private (not for profit) 4-year accredited institution</td>
<td>The Institution confers 1200 or more 4-year degrees annually</td>
<td>The Institution confers 250 or more 4-year degrees annually</td>
</tr>
</tbody>
</table>

| Carnegie Classification | The institution is not a Special Focus classification (i.e. Faith, Art/Music, Medical, Architecture, Business, Law) |

<table>
<thead>
<tr>
<th>Freshman to Sophomore Retention Rate</th>
<th>At or above National and USACC Command Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>4-year Graduation Rate</td>
<td>At or above National and USACC Command Average</td>
</tr>
<tr>
<td>% of STEM degrees conferred</td>
<td>At or above National and USACC Command Average</td>
</tr>
<tr>
<td>Military History Course</td>
<td>Offers (or intends to offer) a course that meets commissioning requirements</td>
</tr>
<tr>
<td>University Accreditation</td>
<td>College or University is accredited by a recognized regional accreditation body.</td>
</tr>
</tbody>
</table>

Sources: NCES data base, Woods and Poole data base, open source college websites

NOTE 1: Cross-towns may be 2-year institutions that are feeder institutions to 4-year institutions with a credit / degree transfer agreement. This factor does not apply to Military Junior Colleges.

NOTE 2: Some state systems/laws allow community colleges to offer 4-year degree programs and confer 4-year degrees. These institutions are not considered solely 2-year institutions.

NOTE 3: Special Focus institutions are specialize in a field or discipline and generally have a small full-time degree seeking student population.

b. Other factors which may enhance an institution’s potential return on investment include: being part of a state university system (or community college credit/degree transfer agreements), 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.

### 6-4. Institutional Demographic Factors and Profile

a. Table 6-2 provides demographic factors and a general profile for institutions competitive for establishment of a SROTC unit.
Table 6-2.

<table>
<thead>
<tr>
<th>Host Unit</th>
<th>Extension Unit</th>
<th>Cross-town</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fulltime Undergraduate degree-seeking (FTUGDS)* Population</td>
<td>Greater Than 12K</td>
<td>Greater Than 5K</td>
</tr>
<tr>
<td>5-year FTUGDS Enrollment Trend</td>
<td>Stable or Growing</td>
<td></td>
</tr>
<tr>
<td>African-American (AA) FTUGDS Population</td>
<td>At or Above the state % of HSDG¹ AA Population</td>
<td></td>
</tr>
<tr>
<td>Hispanic-American (HA) FTUGDS Population</td>
<td>At or Above the state % of HSDG¹ HA Population</td>
<td></td>
</tr>
</tbody>
</table>

*FTUGDS population DOES NOT include enrolled Distance Education (DE) or Distance Learning (DL) students or part-time students. USACC market is the 4-year FTUGDS student population and does not use Full-Time Equivalent (FTE) factors in calculating enrolled populations. Sources: NCES data base and Woods and Poole data base.

NOTE 1: HSDG+ is a Woods and Poole population category of 17-24 year olds that are High School Graduates, College Enrolled, Associated Degrees, College Graduates.

6-5. Institutional Geographic Factors and Profile

a. Table 6-3 provides geographic factors and a general profile for institutions competitive for establishment of a SROTC unit.

Table 6-3.

<table>
<thead>
<tr>
<th>Proximity to an Existing Army SROTC Host or EU</th>
<th>Host Unit</th>
<th>Extension Unit</th>
<th>Cross-town</th>
</tr>
</thead>
<tbody>
<tr>
<td>Greater than 60 miles</td>
<td>Greater than 50 miles</td>
<td>Within 60 miles of the proposed Host</td>
<td>Within 30 miles of the proposed Host or EU</td>
</tr>
<tr>
<td>The institution is within one of USACC’s Focus Markets</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

State Representation Rate¹ | RepRate less than 0.8 |

Sources: DCS G5 Focus Market and RepRate (Representation Rate) analysis; open-source mapping applications and web sites

NOTE 1: Based on USACC analysis of commissioned officers from the state. Representation rate 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 (HSDG+ population).

b. Other factors which may enhance an institution’s potential return on investment include: location within or near a major metropolitan area with a FTUGDS population capable of supporting one or more Army SROTC units and/or Xt relationships.
6-6. 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 6-4 lists additional characteristics that may enhance an institution’s potential return on investment.

Table 6-4.

<table>
<thead>
<tr>
<th>Feature</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Free/Reduced Room and Board for SROTC scholarship students</td>
<td></td>
</tr>
<tr>
<td>In-State Tuition Rates for SROTC contracted and scholarship students</td>
<td></td>
</tr>
<tr>
<td>Accredited STEM, Cyber and/or Nursing programs</td>
<td></td>
</tr>
<tr>
<td>Intercollegiate and intermural athletic programs</td>
<td></td>
</tr>
<tr>
<td>On-campus Greek sorority/fraternity system</td>
<td></td>
</tr>
<tr>
<td>Robust student activities/club system</td>
<td></td>
</tr>
<tr>
<td>On-Campus Veterans’ Affairs office</td>
<td></td>
</tr>
<tr>
<td>Proximity to a military base</td>
<td></td>
</tr>
<tr>
<td>Concentration of local USAR and ARNG units</td>
<td></td>
</tr>
</tbody>
</table>
Chapter 7 – Components of a Provisional Agreement

7-1. General.

a. Newly approved Host and EUs are implemented with a PUMOA signed by the institution, the USACC CG 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.

(1) The Program Viability Review is the USACC assessment method of all SROTC Programs. The PUMOA for a Host unit will use the program viability review commission mission thresholds and associated viability criteria to assess the provisional Host. (See chapter 10-1 for program viability thresholds and criteria)

(2) EUs are a subordinate unit of a SROTC Program and do not have specific mission or criteria to meet viability. The PUMOA for an EU uses the USACC mission production associated with the staffing standard for an “EU 1” structure. (See chapter 10-3 for program staffing standards and rules)

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 918, 918A or 918B 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 7-1 illustrates a provisional unit’s timeline for a PSD assuming a “cold” program 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 staffing standards and rules. USACC will document the initial Host or EU structure based on the assigned mission, meeting the viability threshold, by the brigade. At the 5-year assessment point the structure will be adjusted based on the standard allocation rules for historical production and contracted MSIII and MSIV average.

2) The provisional unit will be missioned to produce second lieutenants IAW the SECARMY’s program viability assessment production threshold and criteria (see chapter 10-1 for program viability thresholds and criteria). USACC brigades 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.

**7-2. Administrative Actions to Establish a Provisional Unit**

a. The DCS, G5 leads planning and coordination 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 TRADOC G1 issues provisional SROTC unit 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.

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

   b. 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. Figure 7-2 describes the administrative actions to establish a SROTC unit.
Figure 7-2. Administrative Actions to Establish a SROTC Unit

**Administrative Actions to Establish a Host or Extension Unit**

**PHASE 1**
- USACC G5 FM
  - Creates and assigns DUIC
  - Enters DUIC into DRSS-A
  - DRSS-A populates DUIC into FMS Web
  - Requests G1 RFO
  - Creates PUMOA
- BDE PBO
  - Request DODAAC from Installation
  - DODAAC Manager
- USACC G1 MPD
  - Requests Unit Orders from TRADOC

**PHASE 2**
- TRADOC
  - Publishes Unit Orders
- USACC G1 MPD
  - Distributes Unit Orders
- USACC RMID
  - Creates unit in CCIMM
  - Establishes mission goals (contracts and commissions)
- USACC G5
  - Submits TDA change request thru TRADOC to HQDA G3 FM
    - Annual Command Plan
    - Out-of-Cycle (OOC) in the Change Management Plan (CMP)

**PHASE 3**
- HQDA G3 FM
  - Considers TDA requests cyclically during annual Command Plan process*
- USAFMSA
  - Enters TDA changes in FMS TDA database with a designated effective date
  - FMS Web users may now access approved TDA document

**NOTE:** Civilian hiring and military personnel requisition actions may not occur prior to this action

**PHASE 4**
- BDE
  - Receives three required documents from HQDA USACC:
    - DUIC
    - DODAAC
    - TDA
  - Initiates administrative, training, logistics, and human resource actions associated with unit establishment:
    - Ammunition accounts
    - TAMIS-R accounts
    - TASC accounts
    - CTA equipment
    - GSA vehicle
    - WEX card
    - GPC
    - Civilian hires
    - Officer fills

**PHASE 5**
- HRC Manning Cycles**
  - Officer
    - AIMS Marketplace opens 2x per year (45-60 days) for validated reqs
    - PMS positions are Board select
  - Enlisted
    - AIMS Marketplace opens 4x per year (45-60 days) for validated reqs
  - Officer and Enlisted
    - HRC provides RFO to Garrison MPD
    - Garrison MPD publishes orders

**Applying Institution**
- Submits 918 application to become a SROTC Host or EU
- OA approves or disapproves 918
- If approved, USACC negotiates 918 A/B
- Host signs and returns final 918 A/B thru USACC to DA

---

*The HQDA Command Plan cycle is an established process for considering, approving, and documenting force structure changes on an organization's authorization document. HQDA will consider requests outside the Command Plan cycle, the process is lengthy and requires documentation of approved requests IAW established documentation cycles.

**Personnel authorization must be documented in FMS TDA before requisition and fill actions can be initiated in HRC Manning cycles.*
Chapter 8 – Reclassifying an Existing ROTC Unit or Cross-town Relationship

8-1. 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 or Xt relationship. If the request is initiated at or below the brigade level, brigades will coordinate with the DCS G5 to develop an initial justification, recommendation and supporting documentation regarding the proposal.

b. Conditions and criteria outlined in Chapter 6 for Host, EU and Xt relationships are applicable when addressing the justification and feasibility of a reclassification request.

c. Brigade or below initiated reclassification requests will be submitted in memorandum format endorsed by the Brigade Commander, through the DCS, G5 to the CG. The memorandum must include enclosures addressing the relative merits of the proposal and resourcing implications. Paragraph 8-2.d below addresses reclassification packet requirements.

d. 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.

e. The DCS, G5 will staff all reclassification requests through the CG 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.

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

8-2. 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, EUs and Xts.

(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 (focus market, state representation rate, public or private).

   (c) Historical production data for the SROTC program Host or EUs and other Xts. Consider 10 years (where feasible) of enrollment, contracting and commissioning data, diversity and ADM in the production analysis.

8-3. Re-assigning an Extension Unit and/or Cross-town between Brigades

   a. Brigades may request EUs and/or Xts be reassigned from their brigade to an adjacent brigade. Both brigades must agree to the transfer, or it must be directed by CG, USACC.

   b. USACC staff and units will support the reassignment by ensuring all orders, property, manning, IT infrastructure, data, data access privileges and related functionality are in place upon reassignment. Unless otherwise stipulated all staff actions must occur within the preceding fifteen days of the effective transfer date:

      (1) USACC, G1. Requests orders through TRADOC reassigning the EU.

      (2) USACC, RMID.

      (a) Update CCIMM to reflect reassignment.
(b) Document reassignment in all relevant RMID processes and systems (e.g. Incentives, Scholarships, Marketing, etc.)

(3) G3. Assess and make necessary adjustments to TAMIS.

(4) BDE PBO.

(a) Reconcile USACC property book to account for reassignment.

(b) If required, realign DODAAC.

(5) USACC, G5.

(a) Update DRRS-A to reflect reassignment.

(b) If required, establish a new DUIC.

(c) Document the EU on the TDA.

(6) USACC, G6.

(a) Update/Realign User Profiles and Permissions to reflect reassignment.

(b) Work with BDE S6 to support the changeover to ensure all process and procedures are covered per the gaining BDEs requirements.

(c) Assess and make necessary adjustments to mission systems administered by G6.

(7) USACC, PAO. Identify any information/communication requirements that support reassignment.

(8) USACC, Historian. Maintain documents associated with the reassignment.

(9) USACC, KMO. Update/Realign LMS Profiles and Permissions to reflect reassignment.

(10) Losing brigade.

(a) Transfer the EU and/or Xt.

(b) Maintain manning at the EU through reassignment.

(c) Provide gaining brigade RMID, gaining PMS and Program CCIMM access to transferred affected EU/Xt Cadets to support pending actions.
(d) Inventory all expendable, durable and nonexpendable items, equipment, and uniforms, and identify serviceable/unserviceable items, and transfer to gaining unit.

(e) Update Cadet CCIMM records prior to reassignment - e.g., GPAs, ACFT, Status Change (contracts, scholarship, dis-enrollments, etc.), COER, SGLI, DD93, W4, Direct Deposit, CST, etc.).

(11) Gaining brigade.

(a) Accept transfer of the EU and/or Xt.

(b) Align gained EU and/or Xt to new Hosts in CCIMM.

(c) Develop and execute transition plans for new personnel if applicable.

(d) Update hand receipts and property books for any GFE and Computers to reflect reassignment.
Chapter 9 – Disestablish a ROTC Unit or Inactivate a Cross-town Relationship

9-1. 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 or inactivation of a Xt relationship. External factors outside Army control, including educational institution closure, mergers or loss of academic accreditation, may also require a disestablishment action.

   b. Potential disestablishment actions are 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 G5 upon learning of a potential disestablishment scenario.

   c. Generally, the staffing process for disestablishment and/or inactivation actions mirror establishment & reclassification processes. The approval authority for Host (unit) program disestablishment is the SECARMY. The approval authority for EU disestablishment and Xt inactivation is the CG, USACC.

9-2. Disestablishment and/or Inactivation Considerations

   a. Each disestablishment and/or inactivation 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 and/or inactivation scenario to develop appropriate options.

   b. Broad planning considerations in a disestablishment and/or inactivation scenario include:

      (1) Cadet actions:

         (a) Status of affected Cadets.

         (b) Cadet records management.

         (c) Cadet reassignment/realignment.

      (2) Personnel/manning:

         (a) Department of the Army (DA) civilian personnel actions.

         (b) Military personnel orders.

         (c) Military/Department of the Army (DA) civilian evaluations.
(d) Military/Department of the Army (DA) 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) and TRADOC.

(b) Request for and Publication of discontinuance orders.

(c) Collection and shipment of ROTC historical artifacts.

(d) Realignment of affected EUs and/or 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 modules.

(b) HSS/RSID.
(c) Close-out Army publications account.

(d) Close-out USPS account.

(e) Update training support systems (TAMIS, Blackboard, DTMS).

(f) Transfer C4IM.

(g) Revise CUSR (if required).

(h) Revise command briefs.

9-3. Disestablishment and/or Inactivation Procedures

a. Host unit. 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 9-2.b. above. The ASA (M&RA) will facilitate required notification to USD(P&R), the other military departments and other key stakeholders.

b. EU. Upon notification of a potential disestablishment scenario affecting a ROTC EU, DCS G5 will coordinate closely with the impacted Brigade and the HQs Staff to develop a detailed plan addressing considerations outlined in para 9-2.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.

c. Xt. Upon notification of a potential inactivation affecting a ROTC Xt, DCS G5 will coordinate closely with the impacted Brigade and the HQs Staff to develop a detailed plan addressing considerations outlined in para 9-2.b. above. The DCS, G5 will notify TRADOC and the ASA(M&RA) and report status of the Xt inactivation until all required actions are complete.
Chapter 10 – Processes Associated with Establish, Reclassify, Reassign, Disestablish and Inactivate SROTC units and relationships

10-1. Program Viability Review (PVR)

a. PVR is an annual assessment of all SROTC Host programs (to include Provisional Hosts) mandated by Department of Defense Instruction (DoDI) 1215.08. The purpose of PVR is to establish efficiency and effectiveness viability standards; inform decisions for allocation of limited resources to meet Needs of the Army. The DoDI specifies the requirement for an annual assessment, notification and reporting of PVR results. PVR methodology has four components: Production, Viability Evaluation Criteria, Conversion and Probation. The DoDI specifies there will be an annual assessment, notification and reporting of results.

b. USACC currently limits PVR execution to Production and Viability Evaluation Criteria to support Host PVR. Conversion and Probation are assessed but not executed.

(1) Production. USACC uses a 3/5/10 year program commission average. PVR uses the highest multi-year average for the program. The commissions from the Host school itself and all affiliated EUs and cross-town institutions are included in the total commissions.

(a) If a program produces 15 or more commissions per year on a 3/5/10 year average, it meets Host assessment standards.

(b) If a program produces 12 to 14 commissions per year on a 3/5/10 year average, to meet Host assessment standards it must meet one of the Viability Evaluation Criteria listed in Paragraph (2) Viability Evaluation Criteria below.

(c) If a program produces at least 10 but fewer than 12 commissions per year on a 3/5/10 year average, to meet Host assessment standards it must meet two or more of the Viability Evaluation Criteria listed below in Paragraph (2).

(2) Viability Evaluation Criteria - There are four categories for evaluation in the Viability Evaluation Criteria component: production, quality, demography and resources/cost. Production is outlined in Paragraph (1) above and addresses resource and cost factors.

(a) Representation Rate (RepRate). In a state that is under-represented in commissioned officers.

(b) Focus Market. Located in a growth or core market.

(c) STEM%. Commissions STEM degreed officers greater than the Army SROTC 5-year average.
(d) Last in State. The last Army SROTC program at a public institution in the state. If a program is Last in State, it will be retained regardless of its 3/5/10 production average.

c. Figure 10-1 illustrates the PVR process USACC currently executes to evaluate Host programs.

Figure 10-1 PVR Components Currently Executed

![PVR Diagram]

PVR Components **Currently** Executed: *Production* & Evaluation Criteria

- Program Production Average ≥15*
  - Yes: Retain as Host
  - No: Proceed to next step

- >12 avg* +1 Criteria
  - Yes: Retain as Host
  - No: Proceed to next step

- >10 avg* +2 Criteria
  - Yes: Retain as Host
  - No: Proceed to next step

- Last In State
  - Yes: Retain as Host
  - No: Evaluated for EU Reclassification (See Fig 10-3)

Program Evaluation Criteria

- Located in a growth or core market.
- Commissions STEM degreed officers greater than the Army SROTC 5-year average.
- The last Army SROTC program at a public institution in the state.

- Production: a program’s 3-year, 5-year, or 10-year average
- Does not currently apply to the executed component of PVR

PVR Components NOT Currently Executed. As stated in paragraph 10.b, USACC does not currently execute the *Conversion* and *Probation* components of PVR. These components are used to evaluate Host programs that do not meet Host Production and Viability Evaluation Criteria for possible reclassification to an EU. Hosts that do not meet EU criteria would be placed on probation with the potential to be disestablished subject to the needs of the Army.

e. Figure 10-1A illustrates the components of the PVR process currently assessed, but **NOT** executed.
f. PMS Actions/Responsibilities.

(1) Within the first 90 days of assuming their responsibilities, the PMS reviews the three-, five- and ten-year production history of their program down to the individual schools, and their current projected production for the next two mission sets.

(2) If the Program has failed to meet its PVR requirements or the PMS has questions, contact G5 for copies of previous letters sent to the Host and a full explanation.

(3) If a Program has failed to meet PVR criteria, or is in jeopardy of not meeting it, the PMS should schedule a meeting with their SROTC POC at the Host and explain the process, the Program’s results, and its implications regarding the ability to meet PVR requirements.
10-2. Agreements for Host unit, Extension unit and Cross-towns

a. USACC uses two types of agreements to specify contractual obligations between itself and its Hosts, EUs and Xts. The first is the DA Form 918A with a continuation form DA Form 918B (see Appendix A-1 for example DA 918A and 918B), the second is the Memorandum of Agreement (MOA) (See Appendix A-4-A-7 for example MOAs). The initial agreement occurs as part of the establishment process as discussed in Chapter 7. If a unit or Xt is reclassified or reassigned between units or brigades, new agreements may be required (see Chapter 8-2 and 8-3 for details). Hosts and EUs must review and renew their DA 918A and 918B agreements every ten years, or as stipulated in the agreement.

(1) The DA Form 918 has two parts, an A and a B. The DA 918A is the standard agreement to establishing and maintaining an Army SROTC Unit (Host or EU). The DA Form 918A lists the conditions that must be agreed to, fulfilled and maintained by both parties. The DA Form 918B is an amendment where the college/university may request modifications or exceptions to the conditions identified in the DA Form 918A.

(a) Scope of approved agreement.

(b) Specific provisions agreed to by the school’s governing authorities.

(c) Mutual understandings of constraints and limitations of the agreement.

(d) Signatories.

(2) The Xt MOA is similar in that it stipulates the conditions the college or university and the Army agree to and must maintain as a Xt for a Host or EU.

(a) Purpose.

(b) General agreements and provisions.

(c) Supplemental considerations (provided as an attachment if applicable).

(d) Signatories (includes the Host/EU President the Xt will have a relationship with.)

10-3. SROTC Program Staffing Standards and Rules

a. SROTC Programs are staffed using a standard derived from an allocation model that uses five years of production (number of commissions) + two years of potential (defined as # of contracted Cadets in the program’s Advance Course) divided by seven years as the drivers. The resulting number determines the appropriate Tier for Hosts (1,2,3,4 or 5) or EU category designation (EU 1, EU 2 or EU 3). The number the program is missioned at is not part of the allocation model.
(1) Allocation Model. Seen in figure 10-1, Xt production is included in both the five years of the Host's production and the two years of the Host's potential unless assigned to an EU in CCIMM. Program EUs follow the same allocation model to include production incorporation of any Xts assigned to them in CCIMM. ARNG EU production is not included as the ARNG is responsible for meeting its manning requirements outlined in the agreement.

Figure 10-3. USACC Allocation Model

(2) Staffing Standards. While staffing standards may change, the Tier or classification derived from the Allocation Model determines the allocation of the basic functional positions in the program. The base structure consists of the manpower requirements for the Professor of Military Science (PMS), the Recruiting Operations Officer (ROO), Military Science Level (MSL) I-IV instruction and education by the Assistant Professor of Military Science (APMS), Senior Military Science Instructor (Sr MSI) and Military Science Instructor (MSI), the Human Resources Assistant (HRA) and the Supply Technician positions. EUs may also have a Program Assistant. The PMS is only allocated to Hosts (for additional information on USACC SROTC Program Organizational Design see CCR 10-5, Chapter 16-2).

10-4. Annual Higher Education Institution (HEI) Compatibility Assessment

a. The annual HEI assessment validates active Host, EU and Xts in CCIMM against USACC compatibility criteria. This assessment produces the HEI List which governs where Army SROTC can be taught and administered in any capacity. It is synchronized with the national and on-campus scholarship process and the green-to-gold selection process to ensure efforts and resources are aligned to the CG’s priorities. Only HEI active in CCIMM will be assessed.

b. HEI Assessment Criteria:
(1) Distance. Using commercially available driving distance measuring tools, the HEI is within 30 miles (road/travel distance) of a Host or Active Component EU with Cadets traveling to the associated Host or EU to receive training and instruction.

(2) Student Population. Using a 5-year average, the HEI has greater than 1K Full-Time Undergraduate Degree Seeking (FTUGDS) students on average per year.

(3) Institution Classification. The HEI is not a Special Focus Carnegie classification (i.e. Faith, Art/Music, Medical, Architecture, Business and Law).

(4) Institution Type. The HEI is a 4-year degree granting institution. Exceptions to Policy may be granted for 2-year HEI where IPEDS data shows >200 4-year degrees are conferred using a 5-year average, or the 2-year HEI has a transfer agreement with a 4-year institution.

c. USACC reviews, updates and publishes the HEI Compatible List annually. The cycle begins in October with the new fiscal year. The USACC staff identifies new requirements and solicits guidance on evaluation criteria to produce an initial list sent out as an OPORD for staffing with brigades. The following July, it is submitted to the CG for approval.

d. Xt institutions with no current enrollment (as identified in the Open Enrollment period for that year), and who have had no enrollment for the past three years will be identified to the brigades for removal from that year’s HEI List. Brigades must provide a justification to retain it on the HEI List. If it shows no enrollment for the next year it will be removed from the following year’s HEI List and recommended for inactivation in CCIMM with a timeline derived from existing contracted Cadets. Brigades may submit an Exception to Policy to retain as active school in CCIMM.

e. Institutions not on the HEI List but active in CCIMM require a USACC RMID and G5 review before any programs or brigades make scholarship offers either in the 4-year HS application, Minute-Man nominations, Green-to-Gold Active Duty Option; or for on-campus offers, enrollment, or contracts.

f. Exceptions to Policy (ETPs) can be submitted for HEIs that do not meet one or more of the above criteria. Criteria and the ETP submission process are outlined each year in the OPORD. ETPs submitted by a PMS must first go to the Brigade RMID for staffing. If the Brigade Commander supports the ETP it is sent forward to G5 with a brigade commander endorsement for HQs staffing where a recommendation will be made.
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

A-4. Cross-town Memorandum of Agreement Template

A Memorandum of Agreement (MOA) is used to document the Cross-town (Xt) relationship between the Army and the educational institution. The template below is used when students attend SROTC classes and activities at a host or EU campus.

1) Enclosure 1. If necessary, use to add supplemental considerations.

2) Enclosure 2. Used when USACC personnel travel to the Xt campus to conduct SROTC instruction. USACC personnel are considered visiting faculty.

3) Enclosure 3. Used when USACC or State ARNG personnel are detailed to the Xt campus. USACC or State ARNG personnel perform the majority of their duties at the Xt location and have permanent offices resourced by the Xt institution.
SUBJECT: Memorandum of Agreement for Army SROTC for (Cross-Town Institution Name)

1. Purpose: The purpose of this memorandum is to provide for enrollment of students from the cross-town institution (Cross-Town Institution Name) in the host institution (Host Institution Name) Army Senior Reserve Officers' Training Corps (SROTC) Program.
   a. The decision to establish a cross-town institution will be based on the most efficient allocation of limited resources to meet the specific needs of the Army (DoDI 1215.08, para 3.1).
   b. The decision to maintain or disestablish an SROTC cross-town institution falls within the prerogative of the Commanding General, U.S. Army Cadet Command (USACC). This decision will consider the relative merits of cross-town institution’s ability to meet the needs of the Army within available SROTC resourcing (e.g. manpower) (DoDI 1215.08, para 3.4).

2. General:
   a. The US Army has an agreement to provide Army SROTC instruction at (Host Institution Name). Copies of this agreement (DA Form 918A) are on file at (Host Institution Name) and Headquarters, USACC.
   b. The Army SROTC program will provide SROTC instruction and training for qualified students enrolled from (Cross-Town Institution Name) on the same basis as for students enrolled in SROTC at (Host Institution Name). The terms and conditions set forth in (Host Institution Name) SROTC agreement are applicable to (Cross-Town Institution Name).
   c. (Cross-Town Institution Name) agrees to authorize its students to enroll in and attend Army SROTC classes offered at the (Host Institution Name).
   d. (Cross-Town Institution Name) will provide grade reports and transcripts of SROTC students to the Army SROTC program, as required, to monitor student academic performance per Army Regulation 145-1. Department of the Army acknowledges that such information is subject to the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g; 34 CFR Part 99 (“FERPA”) and agrees that it will utilize such information only to perform its obligations under this agreement and for no other purpose. Department of the Army further agrees that it will not disclose such information to any third party without the prior written consent of the student to whom such information relates.
   e. (Cross-Town Institution Name) will accept the grades awarded by the Army SROTC program for inclusion in the student’s official grade record/transcript and grant appropriate academic credit applicable toward graduation for the successful completion of SROTC courses.
f. There is no Army SROTC staff assigned to this cross-town institution. However, the Commanding General, USACC may approve an exception to policy for Cadre to travel from a host or extension unit to conduct Military Science instruction on the Cross-Town campus. (Enclosure 2.)
g. (Cross-Town Institution Name) students enrolled in SROTC program are responsible for making their own arrangements for transportation to and from the (Host Institution Name) for those SROTC activities requiring their attendance.
h. Cross-town institutions that have no students enrolled in SROTC for 3 years will be removed as options for the scholarship program or recruiting. Any reactivation of the cross-town relationship must meet the strategic priorities of the command.
i. (Cross-Town Institution Name) agrees that no SROTC 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/or federal law, and applicable federal regulations and other policies.
j. (Cross-Town Institution Name) will comply with applicable federal and state law and Department of Defense (DoD) policy prohibiting discrimination based upon race, color religion, sex (including gender identity), sexual orientation and/or national origin. 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 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 or school policy.
k. [ ] Supplemental considerations for the SROTC program are attached. (Enclosure 1)
l. Supplemental Considerations for SROTC Instruction at a Cross-town Institution with personnel. (Enclosure 3)- this is situational, not required for all requests; delete sub-para “l” if it does not apply.
Enclosure 1: Supplemental Considerations for the SROTC program

Pursuant to the agreement of the memorandum for Army SROTC for (Cross-Town Institution Name), it is hereby agreed between the parties within the agreement that the following is amended as follows:

a. xxxxxxx

b. xxxxxxx

Duly authorized representatives of the parties:

Initial: __________ Date: ____________________

Initial: __________ Date: ____________________
Enclosure 2: Considerations for Army SROTC Instruction at (Cross-Town Institution)

1. Pursuant to the agreement of the memorandum for Army SROTC for (Cross-Town Institution Name), it is hereby agreed between the parties within the agreement that the following is amended as follows:

   a. To recognize SROTC Cadre providing military science instruction as adjunct faculty IAW university policies.

   b. To arrange for the scheduling of classes within the military curriculum so that they will be just as convenient for the student to attend as other courses at the same educational level.

   c. To provide at no cost to the U.S. Army, the necessary and adequate classrooms, administrative offices and equipment, areas for computers and printing equipment with secure storage space, access to gymnasium and fitness facilities, physical training field, storage area and other required facilities.

   d. To provide janitorial and grounds upkeep, parking space for government and staff vehicles, and other required support in the same manner and measure that is provided to the other departments of the school.

   e. To provide printing and publication support, information technology equipment/support and information assurance support services that ensures protection of the data and systems. To provide unrestricted access to government networks or systems in support of the SROTC mission.

   f. To provide without expense to the U.S. Army, adequate storage facilities for all U.S. property provided for the Army SROTC program. It is agreed that such facilities will be separate and apart from those occupied by any other department of the school or government agency and satisfy Army security requirements per AR 190-51.

2. It is mutually understood and agreed as follows:

   a. SROTC instruction on a Cross-Town Institution does not imply or guarantee possible reclassification as an Extension Unit or Host Unit for a SROTC program.

   b. Each year, the Professor of Military Science must assess whether there are sufficient students (at the appropriate military science level), from the Cross-Town Institution campus that justify adequate critical resources (i.e. manpower) for continued military instruction at that location.

Duly authorized representatives of the parties:

Initial: __________ Date: ____________________

Initial: __________ Date: ____________________
Enclosure 3: Supplemental Considerations for SROTC Instruction at (Cross-town Institution) with detailed USACC and/or State ARNG personnel.

1. Pursuant to the agreement of the memorandum for Army SROTC for (Cross-Town Institution Name), it is hereby agreed between the parties within the agreement that the following is amended as follows:

   a. The Commanding General, USACC has approved an exception to policy to allow USACC / State Army National Guard personnel to have as their place of duty at the (Cross-town Institution Name).

   b. The temporary dispatch of personnel to conduct military science instruction does not imply or guarantee continued SROTC operations at the (Cross-town Institution Name) campus. USACC evaluates instruction at cross-town institutions based on the most efficient allocation of limited resources to meet the needs of the Army.

   c. The Professor of Military Science (PMS) at the host institution will provide operational control of the personnel to ensure proper administration and conduct of Army SROTC instruction at the cross-town institution. The PMS will provide recruiting, logistics and human resources support for the cross-town institution.

   d. Each academic year, the PMS will coordinate with the cross-town institution to determine what instruction will occur on the cross-town campus (i.e. under-class students) or whether instruction is more appropriate on the host or extension unit campus (i.e. upper-class students).

   e. (If personnel are from ARNG only) The (State) ARNG provides the personnel to conduct military instruction at this cross-town institution. If the (State) ARNG cannot provide these personnel, USACC will discontinue military science instruction at this cross-town institution. USACC will attempt to provide one academic year’s notice before Army SROTC instruction is terminated. (Delete sub-para “e” if it does not apply)

   f. (Cross-town Institution Name) agrees to the conditions in Enclosure 2 (Considerations for Army SROTC Instruction on a Cross-Town Institution).

Duly authorized representatives of the parties:

Initial: __________ Date: ____________________

Initial: __________ Date: ____________________
A-5. Provisional Host Memorandum of Agreement Template

DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY CADET COMMAND AND FORT KNOX
1ST CAVALRY REGIMENT ROAD
FORT KNOX, KENTUCKY  40121-5123

ATCC-SI (570-4i2)                                                Date

SUBJECT:  Memorandum of Agreement for a Army SROTC Provisional Host Unit at
(Host Institution Name)

1. Purpose: The purpose of this memorandum is to provide for establishment of a US
Army Senior Reserve Officers' Training Corps (SROTC) Provisional Host Unit at (Host
Institution Name).
   a. The decision to establish a host unit will be based on the most efficient allocation
of limited resources to meet the specific needs of the Army (DoDI 1215.08, para 3.1).
   b. The decision to establish a Provisional Host Unit falls within the prerogative of the
Commanding General, US Army Cadet Command (USACC).
   c. The decision to maintain or disestablish a SROTC host unit falls within the
prerogative of the Secretary of the Army, Headquarters Department of the Army. This
decision will consider the relative merits of host institution's ability to meet the needs of
the Army within available SROTC resourcing (e.g. manpower) (DoDI 1215.08, para 3.4).

2. US Army Cadet Command (USACC) agrees as follows:
   a. To establish and maintain a provisional host unit of the Army SROTC at (Host
Institution Name).
   b. To assign military personnel as USACC deems necessary for the proper
administration and conduct of the Army SROTC unit and to pay the statutory
compensation to such personnel from the Department of the Army funds.
   c. To provide for use by the Army SROTC unit available government property that is
authorized by law. To pay at the expense of the government the costs of normal
maintenance of property (exclusive of utilities costs) involved in the storage of such
property at the school.
   d. To pay at the government's expense subsistence allowance at a prescribed rate to
enrolled members in the Advanced SROTC course and to participants in the SROTC
Financial Assistance Program.
   e. To issue at the government's expense uniform clothing for members of the
SROTC unit.
   f. To arrange the accounting procedures with designated fiscal officer when providing
financial assistance to specifically selected members under the provisions of Title 10,
U.S. Code 2107 and 2107a.
g. To appoint an active-duty officer or civilian employee of the US Army who has
been assigned to duty at the school as the Army SROTC Responsible Officer. They will
have the authority to requisition, receive, store, and account for Army Property. The
appointee will also be responsible for all property matters and will act in behalf of the US
Army.

h. The Army agrees to cooperate fully with the University in its compliance with state
laws and regulations, and university policies; to the extent that they do not violate
federal laws or DoD policies.

3. The governing authorities of (Host Institution Name) agree as follows:
   a. To establish and maintain a Military Science Department as an integral
department of the school and to adopt as part of its curriculum a four-year course of
military instruction; which will be prescribed and conducted as agreed upon by the
school and the Secretary of the Army.
   b. To require each student enrolled in Army SROTC unit to devote the number of
hours to the military science curriculum as agreed to by the school and the Secretary of
the Army.
   c. To grant degree credit for SROTC courses and to list SROTC course grades on
student transcripts. Credit for SROTC courses will be reviewed on the same basis as
other institutional courses. If applicable credit is in question, the institution will
recommend adjustments to ensure such courses are granted credit.
   d. To arrange for the scheduling of classes within the military curriculum so that they
will be just as convenient for the student to attend as other courses at the same
educational level.
   e. To include a representative of the Military Science Department on all faculty
committees that directly affect the Military Science Department.
   f. To provide a full-time school employee under the supervision of the Department of
Military Science to serve as liaison for the SROTC unit regarding administration of the
SROTC program.
   g. To provide at no cost to the U.S. Army, the necessary and adequate classrooms,
administrative offices and equipment, areas for computers and printing equipment with
secure storage space, access to gymnasium and fitness facilities, physical training field,
storage area and other required facilities.
   h. To provide janitorial and grounds upkeep, parking space for government and staff
vehicles, and other required support in the same manner and measure that is provided
to the other departments of the school.
   i. To provide printing and publication support, information technology equipment /
support and information assurance support services that ensures protection of the data
and systems. To provide unrestricted access to government networks or systems in
support of the SROTC mission.
   j. To meet or exceed Department of Defense viability requirements (implemented in
DoD Instruction 1215.08, Army Regulation 145-1, or other applicable statutes,
regulations or policies) for continuation of status as a unit.
k. To provide without expense to the U.S. Army, adequate storage facilities for all U.S. property provided for the Army SROTC program. It is agreed that such facilities will be separate and apart from those occupied by any other department of the school or government agency and satisfy Army security requirements per AR 190-51.

l. To take reasonable measures, to include withholding transcripts, grades, and/or certificates of graduation when requested by the Professor of Military Science (PMS), to recover government property that is improperly in the hands of students or former students.

m. To provide grade reports and transcripts of SROTC students to the Army SROTC program, as required, to monitor student academic performance per Army Regulation 145-1. Department of the Army acknowledges that such information is subject to the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g; 34 CFR Part 99 (“FERPA”) and agrees that it will utilize such information only to perform its obligations under this agreement and for no other purpose. Department of the Army further agrees that it will not disclose such information to any third party without the prior written consent of the student to whom such information relates.

4. It is mutually understood and agreed as follows:
   a. This agreement is effective upon official signature of the authorized representative for the school and the Secretary of the Army.
   b. The agreement may be terminated by either party after giving one academic year's notice.
   c. Officers will not be assigned to the Department of Military Science without prior approval of this school. The Secretary of the Army or designee will have the right at any time to remove from duty any military or civilian who the Army has assigned to the school. The school reserves the right to request removal of Army personnel for good cause.
   d. That no SROTC 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/or federal law, and applicable federal regulations and other policies.
   e. That the school will comply with applicable federal and state law and Department of Defense (DoD) policy prohibiting discrimination based upon race, color religion, sex (including gender identity), sexual orientation and/or national origin. 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 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 or school policy.
   f. That no SROTC unit will be established or maintained unless the senior commissioned officer assigned to the school:
      (1) Is designated Head of the Army Military Science Department.
      (2) Is given a status over the Military Science Department and within the school which is consistent with that given to academic department heads.
(3) Is given an academic rank and title comparable to the ranks and titles awarded to other school faculty of professional status, and is accorded all the privileges of those who hold the academic rank of professor.

(4) Is given voting rights on all matters concerning Army SROTC and on such additional matters as the school may elect.

g. Provisional status does not imply or guarantee final approval as a US Army SROTC Host Unit. USACC evaluates provisional status units based on the most efficient allocation of limited resources to meet the needs of the Army. Each year, USACC will provide a report on the status of the provisional Host Unit.

h. This agreement will be reviewed at the end of five (5) years to determine whether: 'provisional' status is continued, an enduring agreement between the Department of the Army and the school is created, or the agreement will be terminated.

5. This agreement supersedes all existing agreements between the Department of the Army and the school pertaining to this matter.

_____________________________
(University Official Name) Date
(Title)
(Host Institution)

_____________________________
(CG Name) Date
MAJOR GENERAL, USA
Commanding
SUBJECT: Memorandum of Agreement for a Army SROTC Provisional Extension Unit at (Extension Unit Institution Name)

1. Purpose: The purpose of this memorandum is to provide for establishment of a US Army Senior Reserve Officers' Training Corps (SROTC) Provisional Extension Unit at (EU Institution Name) to the Host Unit at (Host Institution Name). Copies of the host agreement are on file at the host institution and Headquarters, US Army Cadet Command (USACC).
   a. The decision to establish an extension unit will be based on the most efficient allocation of limited resources to meet the specific needs of the Army (DoDI 1215.08, para 3.1).
   b. The decision to establish a Provisional Extension Unit falls within the prerogative of the Commanding General, US Army Cadet Command (USACC). This decision will consider the relative merits of extension unit institution’s ability to meet the needs of the Army within available SROTC resourcing (e.g. manpower) (DoDI 1215.08, para 3.4).

2. US Army Cadet Command (USACC) agrees as follows:
   a. To establish and maintain a provisional extension unit of the Army SROTC at (EU Institution Name).
   b. To assign military personnel as USACC deems necessary for the proper administration and conduct of the Army SROTC unit and to pay the statutory compensation to such personnel from the Department of the Army funds.
   c. To provide for use by the Army SROTC unit available government property that is authorized by law. To pay at the expense of the government the costs of normal maintenance of property (exclusive of utilities costs) involved in the storage of such property at the school.
   d. To pay at the government's expense subsistence allowance at a prescribed rate to enrolled members in the Advanced SROTC course and to participants in the SROTC Financial Assistance Program.
   e. To issue at the government's expense uniform clothing for members of the SROTC unit.
   f. To arrange the accounting procedures with designated fiscal officer when providing financial assistance to specifically selected members under the provisions of Title 10, U.S. Code 2107 and 2107a.
   g. The Army agrees to cooperate fully with the University in its compliance with state
laws and regulations, and university policies; to the extent that they do not violate federal laws or DoD policies.

3. The governing authorities of (EU Institution Name) agree as follows:
   a. To establish and maintain a Military Science Department as an integral department of the school and to adopt as part of its curriculum a four-year course of military instruction, which will be prescribed and conducted as agreed upon by the school and the Secretary of the Army.
   b. To require each student enrolled in Army SROTC unit to devote the number of hours to the military science curriculum as agreed to by the school and the Secretary of the Army.
   c. To grant degree credit for SROTC courses and to list SROTC course grades on student transcripts. Credit for SROTC courses will be reviewed on the same basis as other institutional courses. If applicable credit is in question, the institution will recommend adjustments to ensure such courses are granted credit.
   d. To arrange for the scheduling of classes within the military curriculum so that they will be just as convenient for the student to attend as other courses at the same educational level.
   e. To include a representative of the Military Science Department on all faculty committees that directly affect the Military Science Department.
   f. To provide a full-time school employee under the supervision of the Department of Military Science to serve as liaison for the SROTC unit regarding administration of the SROTC program.
   g. To provide at no cost to the U.S. Army, the necessary and adequate classrooms, administrative offices and equipment, areas for computers and printing equipment with secure storage space, access to gymnasium and fitness facilities, physical training field, storage area and other required facilities.
   h. To provide janitorial and grounds upkeep, parking space for government and staff vehicles, and other required support in the same manner and measure that is provided to the other departments of the school.
   i. To provide printing and publication support, information technology equipment / support and information assurance support services that ensures protection of the data and systems. To provide unrestricted access to government networks or systems in support of the SROTC mission.
   j. To provide without expense to the U.S. Army, adequate storage facilities for all U.S. property provided for the Army SROTC program. It is agreed that such facilities will be separate and apart from those occupied by any other department of the school or government agency and satisfy Army security requirements per AR 190-51.
   k. To take reasonable measures, to include withholding transcripts, grades, and/or certificates of graduation when requested by the Professor of Military Science (PMS), to recover government property that is improperly in the hands of students or former students.
   l. To provide grade reports and transcripts of SROTC students to the Army SROTC program, as required, to monitor student academic performance per Army Regulation 145-1. Department of the Army acknowledges that such information is subject to the
Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g; 34 CFR Part 99 (“FERPA”) and agrees that it will utilize such information only to perform its obligations under this agreement and for no other purpose. Department of the Army further agrees that it will not disclose such information to any third party without the prior written consent of the student to whom such information relates.

4. It is mutually understood and agreed as follows:
   a. This agreement is effective upon official signature of the authorized representative for the school and the Secretary of the Army.
   b. The agreement may be terminated by either party after giving one academic year’s notice.
   c. Officers will not be assigned to the Department of Military Science without prior approval of this school. The Secretary of the Army or designee will have the right at any time to remove from duty any military or civilian who the Army has assigned to the school. The school reserves the right to request removal of Army personnel for good cause.
   d. That no SROTC 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/or federal law, and applicable federal regulations and other policies.
   e. That the school will comply with applicable federal and state law and Department of Defense (DoD) policy prohibiting discrimination based upon race, color religion, sex (including gender identity), sexual orientation and/or national origin. 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 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 or school policy.
   f. Provisional status does not imply or guarantee final approval as a US Army SROTC Extension Unit. USACC evaluates provisional status units based on the most efficient allocation of limited resources to meet the needs of the Army. Each year, USACC will provide a report on the status of the provisional extension unit.

   (1) The provisional EU must achieve a production level appropriate for its instructor manning level in the final year of provisional status.

   - EUs with 2 instructors must achieve 3 to 6 commissions annually by year 5.
   - EUs with 3 instructors must achieve 7 to 10 commissions annually by year 5.
   - EUs with 4 or more instructors must achieve 11 or more commissions annually by year 5.

   (2) At the end of year 5, the Army must determine whether it has adequate resources (e.g. manpower) for continued assignment of instructors to the provisional EU.
g. This agreement will be reviewed at the end of five (5) years to determine whether: 'provisional' status is continued, an enduring agreement between the Department of the Army and the school is created, or the agreement will be terminated.

5. This agreement supersedes all existing agreements between the Department of the Army and the school pertaining to this matter.

________________________________
(University Official Name) Date
(Title)
(Extension Unit Institution)

________________________________
(CG Name) Date
MAJOR GENERAL, USA
Commanding
A-7. Provisional Army National Guard Extension Unit Memorandum of Agreement Template

DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY CADET COMMAND AND FORT KNOX
1ST CAVALRY REGIMENT ROAD
FORT KNOX, KENTUCKY 40121-5123

ATCC-SI (570-4i2)                                                Date

SUBJECT: Memorandum of Agreement for a Provisional Army National Guard SROTC Extension Unit for (EU Institution Name)

1. Reference.
   a. Army National Guard (ARNG) Professor/Assistant Professor of Military Science (PMS/APMS) Program Policy (NGB-ARH Policy Memo #09-012), 19 Feb 2009 (Encl)
   b. Army Directive 2016-17 (Protecting Against Prohibited Relations during Recruiting and Entry-Level Training)
   c. ALARACT 188/2014 and HODA EXORD 193-14 Screening of Sexual Harassment/Assault Response and Prevention Program Personnel and Others in Identified Positions of Significant Trust

2. Purpose: This agreement provides for the creation of a provisional US Army National Guard Extension Unit at (EU Institution Name) to the Host SROTC Unit at (Host Institution Name). Copies of the host agreement are on file at the host institution and Headquarters, US Army Cadet Command (USACC).

   a. The decision to establish this SROTC extension unit will be permitted based on personnel resources from the (State) Army National Guard in order to meet the specific needs of the Army (DoDI 1215.08, para 3.1).
   b. The decision to maintain or disestablish an SROTC extension unit falls within the prerogative of the Commanding General, USACC. This decision will consider the relative merits of extension unit's ability to meet the needs of the Army within available SROTC resourcing (e.g. manpower) (DoDI 1215.08, para 3.4).

3. US Army Cadet Command (USACC) agrees as follows:
   a. To provide operational control of the extension unit to ensure proper administration and conduct of Army SROTC instruction at (EU Institution Name).
   b. To provide recruiting, logistics and human resources support for the extension unit from the host unit at (Host Institution Name).
   c. To pay at the government's expense subsistence allowance at a prescribed rate to enrolled members in the Advanced SROTC course and to participants in the
SROTC Financial Assistance Program.

d. To issue at the government's expense uniform clothing for members of the SROTC unit.

e. To arrange the accounting procedures with designated fiscal officer when providing financial assistance to specifically selected members under the provisions of Title 10, USC 2107 and 2107a.

f. The Army agrees to cooperate fully with the University in its compliance with state laws and regulations, and university policies; to the extent that they do not violate federal laws or DoD policies.

4. The governing authorities of the (EU Institution Name) agree as follows:

a. To establish and maintain a Military Science Department as an integral department of the school and to adopt as part of its curriculum and conducted as agreed upon by the school and the Secretary of the Army.

b. To require each student enrolled in Army SROTC unit to devote the number of hours to the military science curriculum as agreed to by the school and the Secretary of the Army.

c. To grant degree credit for SROTC courses and to list SROTC course grades on student transcripts. Credit for SROTC courses will be reviewed on the same basis as other institutional courses. If applicable credit is in question, the institution will recommend adjustments to ensure such courses are granted credit.

d. To arrange for the scheduling of classes within the military curriculum so that they will be just as convenient for the student to attend as other courses at the same educational level.

e. To include a representative of the Military Science Department on all faculty committees that directly affect the Military Science Department.

f. To provide a full-time school employee under the supervision of the Department of Military Science to serve as liaison for the Extension Unit regarding administration of the Army SROTC program.

g. To provide at no cost to the US Army, the necessary and adequate classrooms, administrative offices and equipment, areas for computers and printing equipment with secure storage space, access to gymnasium and fitness facilities, physical training field, storage area and other required facilities.

h. To provide janitorial and grounds upkeep, parking space for government and staff vehicles, and other required support in the same manner and measure that is provided to the other departments of the school.

i. To provide printing and publication support, information technology equipment/ support and information assurance support services that ensures protection of the data and systems. To provide unrestricted access to government networks or systems in support of the Army SROTC mission.
j. To provide without expense to the US Army, adequate storage facilities for all US property provided for the Army SROTC program. It is agreed that such facilities will be separate and apart from those occupied by any other department of the school or government agency and satisfy Army security requirements per AR 190-51.

k. To take reasonable measures, to include withholding transcripts, grades, and/or certificates of graduation when requested by the Professor of Military Science (PMS), to recover government property that is improperly in the hands of students or former students.

l. To provide grade reports and transcripts of SROTC students to the Army SROTC program, as required, to monitor student academic performance per Army Regulation 145-1. Department of the Army acknowledges that such information is subject to the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g; 34 CFR Part 99 ("FERPA") and agrees that it will utilize such information only to perform its obligations under this agreement and for no other purpose. Department of the Army further agrees that it will not disclose such information to any third party without the prior written consent of the student to whom such information relates.

5. The (State) Army National Guard agrees as follows:

a. To provide two (2) Full-Time Unit Support (FTUS) personnel to serve as Assistant Professor of Military Science (APMS) and Military Science Instructor (MSI). Personnel will be:

   (1) T32 AGR in the grade of CPT/O3 and SSG/E6 (at minimum),
   (2) Properly vetted in accordance with ALARACT 188/2014 and HQDA EXORD 193-14 Screening of Sexual Harassment/Assault Response and Prevention Program Personnel and Others in Identified Positions of Significant Trust and are in compliance with Army Directive 2016-17 (Protecting Against Prohibited Relations During Recruiting and Entry-Level Training),
   (3) Completed Key Developmental (KD) position appropriate for their grade.

b. (State) ARNG Instructors will be responsible for the proper administration and conduct of the SROTC program at (EU Institution Name). The instructors will assist with recruiting, logistics and human resources support for all Army SROTC Cadets.

c. The FTUS personnel will be assigned to positions in the (State) ARNG Recruiting Battalion, part of the Joint Force Headquarters.

   (1) The APMS and MSI assignment is for 3 years. Reassignments should not occur during the school year. Positions cannot be vacant for longer than 90 days.
   (2) (State) ARNG will provide administrative support to FTUS personnel working at (EU Institution Name), due to the differences between the Active Duty and National Guard Systems.
   (3) USACC maintains Operational Control as APMS/MSI primary duties are in support of Army SROTC units.
d. The (State) ARNG agrees to send all instructors assigned to (EU Institution Name) to USACC HQ at Fort Knox, KY to attend required SROTC instructor certification courses. TDY expenses to be the responsibility of the (State) ARNG.

e. The (State) ARNG Assistant Professor of Military Science will be rated by the PMS of the Host Institution, and senior rated by the Commander, (State) ARNG Recruiting Battalion, or designated (State) ARNG representative. The MSI will be rated by the APMS with the PMS providing Intermediate Rater comments for a (State) ARNG Senior Rater.

f. The (State) ARNG agrees to send one instructor for the annual Cadet Summer Training (CST) camps at Fort Knox, KY as assigned by SROTC Brigade. TDY expenses are the responsibility of USACC.

6. It is mutually understood and agreed as follows:

a. This agreement is effective upon official signature of the authorized representative for the school, The Adjutant General (TAG) (State) ARNG and the Commanding General, USACC.

b. This agreement shall be effective until one of the parties withdraws from the agreement. To withdraw from this agreement, the withdrawing party must provide one academic year's notice.

c. Officers will not be assigned to the Department of Military Science without prior approval of this school. The Secretary of the Army or designee will have the right at any time to remove from duty any military or civilian who the Army has assigned to the school. The school reserves the right to request removal of Army personnel for good cause.

d. That no SROTC 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/or federal law, and applicable federal regulations and other policies.

e. That the school will comply with applicable federal and state law and Department of Defense (DoD) policy prohibiting discrimination based upon race, color, religion, sex (including gender identity), sexual orientation and/or national origin. 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 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 or school policy.

f. Provisional status does not imply or guarantee final approval as a US Army SROTC Extension Unit. USACC evaluates provisional status units based on the most efficient allocation of limited resources to meet the needs of the Army. Each year, USACC will provide a report on the status of the provisional Extension Unit.
(1) The provisional EU must achieve a production level appropriate for its instructor manning level in the final year of provisional status.

☐ EUs with 2 instructors must achieve 3 to 6 commissions annually by year 5.

☐ EUs with 3 instructors must achieve 7 to 10 commissions annually by year 5.

☐ EUs with 4 or more instructors must achieve 11 or more commissions annually by year 5.

(2) At the end of year 5, the Army must determine whether it has adequate resources (e.g., manpower) for continued assignment of instructors to the provisional EU.

  g. This agreement will be reviewed at the end of five (5) years to determine whether: the 'provisional' status of the EU is removed, 'provisional' status is continued, or an enduring agreement between the Department of the Army and the school is created.

(University Official Name) Date (CG Name) Date
(Title) MAJOR GENERAL, USA
(Extension Unit Institution) Commanding

(TAG Name) Date
MAJOR GENERAL, (State) ARNG
The Adjutant General

Enclosure. ARNG Program Policy (NGB-ARH Policy Memo #09-012), 19 Feb 2009
A-8. PMS/Brigade Analysis and Request Memo for Request an Exception to Policy to Establish or Re-activate Cross-town in CCIMM

MEMORANDUM FOR COMMANDER, US Army Cadet Command, ATTN: USACC G5
ATCC-SI, Building 1002, 204 1st Cavalry Regiment Road, Fort Knox, KY 40121-5123

SUBJECT: Request an Exception to Policy to Establish (insert University name) as a (insert Cross-town Institution or EU Institution name) to (insert Host University name) SROTC Program

1. PMS’s recommendation / request.

2. SITUATION. [Completed by the requesting organization] Describe the reason and rationale why a new/changed relationship with USACC and the Host program is required.

3. BACKGROUND or FACTS. [Completed by the requesting organization/Brigade staff can support PMS/Program data requests]
   a. INSERT (or add as an enclosure) engagements and discussions with the school administration and their level of commitment and support.
      1) Describe any previous relationship between the new school and SROTC (Army or other Service).
      2) Describe significant changes in the new school (i.e. community college became a 4-year school, mergers, etc.)
      3) According to (list accreditation body), new school is accredited.
   b. INSERT (or add as an enclosure) relevant school information (use school data or open source information from Department of Education or other commercially available information sources, cite all sources): Enrolled fulltime students, fr-so retention rate, 4-yr and 6-yr graduation rate, number and percent of fulltime students Male/Female, number and percent of fulltime students by ethnicity/race, college ranking (if known), any other relevant/supporting information.
   c. INSERT (or add as an enclosure) a map showing the new unit location in relationship to the Host and other EUs and/or Xts aligned with the Host unit/program.
d. INSERT (if the school had a previous USACC SROTC relationship) historical SROTC enrollment, contracts and commissions (CCIMM data) by mission set or academic year.

 e. INSERT the Host program’s 5-year enrollment and commission data by Host, EU and Xt locations. Also include current enrollment, contract and projected commission data from CCIMM.

 f. INSERT the Host program’s Annual Program Review results (viable / non-viable) for the last 5 years.

 g. INSERT the Host program’s REDCAT and gender data for last 5-years and for current enrolled/contracted MS cohorts.

 h. INSERT the most recently approved TDA (e.g. 0223), include EU PARA/LN if applicable.

<table>
<thead>
<tr>
<th>Position</th>
<th>Grade</th>
<th>Auth</th>
<th>Location</th>
<th>Fill (Rank LN)</th>
</tr>
</thead>
<tbody>
<tr>
<td>PMS</td>
<td>O5</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>APMS</td>
<td>O3</td>
<td></td>
<td>(If not at Host)</td>
<td></td>
</tr>
<tr>
<td>SR MSI</td>
<td>E8</td>
<td></td>
<td>(If not at Host)</td>
<td></td>
</tr>
<tr>
<td>MSI</td>
<td>E7</td>
<td></td>
<td>(If not at Host)</td>
<td></td>
</tr>
<tr>
<td>MSI</td>
<td>E6</td>
<td></td>
<td>(If not at Host)</td>
<td></td>
</tr>
<tr>
<td>ROO</td>
<td>GS11</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HRA</td>
<td>GS07</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SUPPLY TECH</td>
<td>GS07</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

4. INSERT why this ETP/new unit supports the program’s viability, USACC and Army outcomes (DA Program Viability Criteria, USACC OPLAN, DA G1 Mission guidance / increase or decrease, DA policy accessions guidance for COMPO 1, 2 or 3 and diversity).

 a. INSERT Supporting information/justification.

 b. INSERT the program/brigade concept of operation/support to the new relationship and future Cadets.

5. POC information.

FIRST M. LAST
RANK, XX
Title
A-9. Brigade Commander Endorsement Memorandum for Request to Establish a New Xt or Re-activate a Xt in CCIMM

INSERT BRIGADE LETTER HEAD
[Brigade Commander Endorsement Memo]

Office Symbol (570-4i2) Date

MEMORANDUM FOR COMMANDER, US Army Cadet Command, ATTN: USACC G5
ATCC-SI, Building 1002, 204 1st Cavalry Regiment Road, Fort Knox, KY 40121-5123

SUBJECT: Request an Exception to Policy to Establish (insert University name) as a (insert Xt Institution or EU Institution name) to (insert Host University name) SROTC Program

1. Provide Brigade Commander’s recommendation or endorsement to the program’s request.

2. Supporting information/justification.


4. POC information.

FIRST M. LAST
COL, XX
Commanding
## GLOSSARY

### Section I – Acronyms and Abbreviations

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACFT</td>
<td>Army Combat Fitness Test</td>
</tr>
<tr>
<td>ADM</td>
<td>Academic Discipline Mix</td>
</tr>
<tr>
<td>AR</td>
<td>Army Regulation</td>
</tr>
<tr>
<td>ARNG</td>
<td>Army National Guard</td>
</tr>
<tr>
<td>ASA(M&amp;RA)</td>
<td>Assistant Secretary of the Army for Manpower and Reserve Affairs</td>
</tr>
<tr>
<td>BDE</td>
<td>Brigade</td>
</tr>
<tr>
<td>CCIMM</td>
<td>Cadet Command Information Management Module</td>
</tr>
<tr>
<td>CG</td>
<td>Commanding General</td>
</tr>
<tr>
<td>COER</td>
<td>Cadet Officer Efficiency Report</td>
</tr>
<tr>
<td>CST</td>
<td>Cadet Summer Training</td>
</tr>
<tr>
<td>DA</td>
<td>Department of the Army</td>
</tr>
<tr>
<td>DoD</td>
<td>Department of Defense</td>
</tr>
<tr>
<td>DoDAAC</td>
<td>Department of Defense Activity Address Code</td>
</tr>
<tr>
<td>DoDI</td>
<td>Department of Defense Instruction</td>
</tr>
<tr>
<td>DRRS-A</td>
<td>Defense Readiness Reporting System-Army</td>
</tr>
<tr>
<td>DTMS</td>
<td>Defense Travel Management System</td>
</tr>
<tr>
<td>DUIC</td>
<td>Derivative Unit Identification Code</td>
</tr>
<tr>
<td>EDATE</td>
<td>Effective Date</td>
</tr>
<tr>
<td>EU</td>
<td>Extension Unit</td>
</tr>
<tr>
<td>FICE</td>
<td>Federal Interagency Committee on Education</td>
</tr>
<tr>
<td>FTE</td>
<td>Full Time Equivalent</td>
</tr>
<tr>
<td>FTUGDS</td>
<td>Full-Time Under-Graduate Degree Seeking student</td>
</tr>
<tr>
<td>GPA</td>
<td>Grade Point Average</td>
</tr>
<tr>
<td>Abbreviation</td>
<td>Description</td>
</tr>
<tr>
<td>--------------</td>
<td>-------------</td>
</tr>
<tr>
<td>GFE</td>
<td>Government Furnished Equipment</td>
</tr>
<tr>
<td>HQDA</td>
<td>Headquarters, Department of the Army</td>
</tr>
<tr>
<td>HSDG+</td>
<td>High School Diploma, College Enrolled, Associates Degree, College Graduate 17-24 year old population (source: Woods and Poole analytics)</td>
</tr>
<tr>
<td>KMO</td>
<td>Knowledge Management Officer</td>
</tr>
<tr>
<td>LMS</td>
<td>Learning Management System</td>
</tr>
<tr>
<td>MOA</td>
<td>Memorandum of Agreement</td>
</tr>
<tr>
<td>NCES</td>
<td>National Center for Education Statistics</td>
</tr>
<tr>
<td>PAO</td>
<td>Public Affairs Officer</td>
</tr>
<tr>
<td>PMS</td>
<td>Professor of Military Science</td>
</tr>
<tr>
<td>POM</td>
<td>Program Objective Memorandum</td>
</tr>
<tr>
<td>PSD</td>
<td>Provisional Status Decision</td>
</tr>
<tr>
<td>PUMOA</td>
<td>Provisional Unit Memorandum of Agreement</td>
</tr>
<tr>
<td>REPRATE</td>
<td>Representation Rate</td>
</tr>
<tr>
<td>RMID</td>
<td>Recruiting, Marketing and Incentives Directorate</td>
</tr>
<tr>
<td>SECARMY</td>
<td>Secretary of the Army</td>
</tr>
<tr>
<td>SAMAS</td>
<td>Structure and Manpower Allocation System</td>
</tr>
<tr>
<td>SGLI</td>
<td>Servicemembers’ Group Life Insurance</td>
</tr>
<tr>
<td>SROTC</td>
<td>Senior Reserve Officer Training Corps</td>
</tr>
<tr>
<td>STEM</td>
<td>Science, Technology, Engineering and Mathematics</td>
</tr>
<tr>
<td>TAG</td>
<td>The Adjutant General</td>
</tr>
<tr>
<td>TDA</td>
<td>Table of Distribution and Allowances</td>
</tr>
<tr>
<td>TRADOC</td>
<td>United States Army Training and Doctrine Command</td>
</tr>
<tr>
<td>USACC</td>
<td>United States Army Cadet Command</td>
</tr>
<tr>
<td>USAR</td>
<td>United States Army Reserve</td>
</tr>
</tbody>
</table>
Section II – Terms

Conditional  The term *conditional* applies only to Xt relationships as identified in Chapter 2-2.e.(1). The Conditional Agreement is a management tool that allows the command to evaluate Xt relationships in a manner that ensures they are supportable, sustainable and achieve the purpose of the relationship over time. The Command uses the process outlined in Chapter 5 to assess requests to establish new or re-activate former Xt relationships. The Command uses the criteria explained in Chapter 10-4 to conduct an annual assessment of all relationships to determine if existing Xt relationships continue to meet the conditions required to maintain the relationship.

Provisional  This term *provisional* applies only to Host units and EUs as identified in Chapter 2-2.d. The Provisional Agreement is a management tool that allows the command to evaluate units in a manner that ensures they are supportable, sustainable and achieve their purpose over time. The Command uses the processes explained in Chapters 4, 6, 7, 8, 9 and 10 to manage units.